



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

December 13, 2021 – Governing Board Business Meeting at Littlerock Rd (Littlerock 1-2) station

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 18:00 hours. Commissioners Culleton, Elkins (via Zoom, until 18:48), Jernigan, Pethia and Ricks, Chiefs Kaleiwahea, Scott, R. Smith, and R. Stone (via Zoom), Captains Drake, Dyer and Smith, FF Spiegelberg, Admin Volunteer S. Giordano, Admin Assistant Linda Patraca, and Secretary Linda Shea were present. Union Representative Garza was absent.

Additions/Deletions to the Agenda: Chief Kaleiwahea requested to add *Acting Chief Contract* under Unfinished Business.

Public Comments/Presentations: Linda S. administered the Oath of Office to re-elected Commissioners Dahl and Ricks. She also presented Commissioner Dahl with a 15-year service pin.

Labor Management: No report.

New Business:

1. Expenditure Approval. Commissioner Pethia moved to approve the expenditures of \$767,443.73. Commissioner Ricks seconded the motion. Motion carried 6-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the general board minutes of November 8, 2021. Commissioner Jernigan seconded the motion. Motion carried 6-0.
3. Board Chair. Commissioner Ricks noted that past practice has been to nominate the next position up for election as the board chair, from district #11 (since current board is from district #1). Commissioner Pethia is up for re-election in 2023 (District #11) so the board elected him to be the board chair for 2022.
4. Policy #1012, Volunteer Reimbursement. Linda S. presented an update to policy #1012, updating volunteer reimbursement rates to correspond to increased state per diem rates, and to incentivize participation. Commissioner Jernigan moved to approve the updated policy. Commissioner Pethia seconded the motion. Motion carried 6-0.
5. Resolution #2021-019, Surplus Property. Linda S. presented Resolution #2021-019 to surplus excess property, noting that station 1-3's washer and dryer were added to the final resolution. Commissioner Culleton moved to approve Resolution #2021-019. Commissioner Jernigan seconded the motion. Motion carried 6-0.
6. Finance Package for SCBA purchase. Linda S. presented Resolution #2021-020, Authorizing Resolution and a Certificate Designating Authorized Agency Representatives, required documents to complete the financing of the recent SCBA purchase. Commissioner Pethia moved to approve the finance documents. Commissioner Jernigan seconded the motion. Motion carried 6-0.
7. Transport Rate Review. Linda S. presented a report on comparable transport rates in the county.
 - a. Linda S. recommended no increase to the department's transport rate since the board agreed in 2020 to tie transport rates to the GEMT process, and the GEMT rate did not significantly change in the SFY2021 cost report. Commissioner Jernigan moved to maintain transport rates at the same level (\$750.00 base, \$18.00 per mile). Commissioner Elkins seconded the motion. Motion carried 6-0.

- b. A discussion was held on adding a separate rate for transports of non-residents. The board agreed a non-resident transport rate was beneficial in reducing overall costs to in-district residents. Commissioner Pethia moved to approve a non-resident base rate of \$1,000.00 and non-resident mileage rate of \$20.00. Commissioner Jernigan seconded the motion. Motion carried 6-0.
8. MOU – Extension of temporary backfill. Chief Smith presented an MOU with the union to approve the extension of a backfill for M. Peoples through December 2021. Commissioner Jernigan moved to approve the extension. Commissioner Pethia seconded the motion. Motion carried 6-0.
9. 2022 Authorized Signature List. Linda S. notified the board that she would be passing out the 2022 Authorized Signature List for all members to sign, for the county records.

Unfinished Business (action items): Chief Kaleiwahea presented a contract for the new Acting Chief position starting January 1, 2022. Discussion was held on the proposed salary. Commissioner Dahl requested the discussion be continued in executive session following the general board meeting.

Unfinished Business (nonaction items):

1. Chehalis Tribe negotiations. No update.
2. Maytown well. No update.

Communications:

1. Thurston County Treasurer November 2021 reports were presented as per RCW 52.16.050(4).
2. December 2021 budget reports were presented, along with a summary of total spending-to-budgeted plus revenue-to-date, which resulted in slightly over \$1M more in the ending fund balance than originally projected.
3. 2022 Levy Certification Revisions. Linda S. presented copies of revised levy certifications for Districts #1 and #11, noting that state property values came in after the board approved the original amounts.
4. Crisis Care Team SOG. Chief Kaleiwahea presented the new guidance document developed for the Crisis Care team, to help define the roles and allow reimbursement.
5. TCSO lease extension. Linda S. presented the recent Thurston County Sheriff Office lease extension for space at station 1-1, noting that a clause was added to increase the lease amount annually based on CPI.

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

1. Chief Kaleiwahea distributed a 2020 report on BLS Response times across the county, noting that WTRFA is outstanding in its performance, given its large response area. He also informed the board of the January 12 meeting with the Citizens Advisory Council (CAC).
2. Chief Scott noted that supply chain issues are holding up the mower, tender and brush truck deliveries. He also noted that station 1-2 continues to experience leaking issues when it rains; Chris H. is working on repairs as the leaks occur.
3. Chief Smith reported on the two fire academy recruits (graduation on Dec 19 at SPSCC). He also noted the department just completed lieutenant testing, with nine members being placed on the acting list and the finalist being Erik Palmerson.
4. Captain Dyer reported on the success of the recent boot drive (\$2,200 collected), the Santa Sleigh visits to the neighborhoods, and the AWB donation to be received on December 17.

Commissioner Reports:

1. Commissioner Pethia reported that the county is holding an emergency management council meeting at the same time as tonight's board meeting and hopes to have a recording of the meeting to share soon.
2. Commissioner Ricks noted that the Medic One director (Hardin) has been appointed as the new county public health director.

Good of the Order:

1. Linda S. reported on the recent change in the email extension (from westthurstonfire.org to wtrfa.org) which may have caused issues with accessing Outlook.
2. Captain Dyer reported on a meeting she had with DNR on a potential long-term lease of the Old 99 station for response purposes.

The board recessed at 19:13 to hold the BVFF and individual district meetings to allow interested parties to leave. The board reconvened the general board meeting at 19:20.

Executive Session: Commissioner Dahl called a twenty-minute executive session at 19:20 to discuss the proposed contract for the Acting Chief (RCW 42.30.110(g)). The board adjourned the executive session at 19:40 with no formal action taken.

Additional Business: The board approved a starting salary for the Acting Chief of \$11,062/month on January 1, 2022, with an agreement to review comparable salaries during the first six-month period for consideration of a future increase.

Adjournment: The board adjourned the general meeting at 19:48 hours.

Submitted for Board approval by:



Linda Shea, Secretary



Tom Culleton, Board Member



Dave Pethia, Board Member



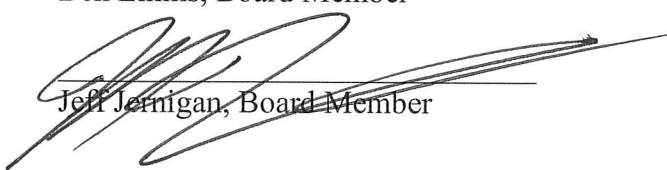
John Ricks, Board Member



Calvin Dahl, Board Member



Ben Elkins, Board Member



Jeff Jennigan, Board Member