



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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January 11, 2021 – Governing Board Business Meeting at Sargent Rd station and via Zoom virtual meeting.

**Call to Order/Attendance:** Commissioner Dahl called the meeting to order at 18:00 hours. Commissioners Culleton, Elkins, Jernigan, Pethia and Ricks, Chiefs Kaleiwahea, Scott, R. Stone, and R. Smith, Captains E. Smith and Dyer, Admin Assistant Linda Patraca and Secretary Linda Shea were present.

**Additions/Deletions to the Agenda:** Linda S. requested adding the “TCOMM IGA” to the agenda, under New Business.

**Public Comments:** None.

**Labor Management Team Report:** Chief Scott reported there have been no meetings.

**New Business:**

1. Expenditure Approval.
  - a. Commissioner Pethia asked about the Active911 renewal of \$999.
  - b. Commissioner Pethia commented on the PSE bill for the Grand Mound station 1-1. Commissioner Dahl suggested an agenda item be added under “New Business” to discuss solar panels for that station. Chief Scott noted he will analyze the energy usage and compare to previous years.
  - c. Commissioner Jernigan moved to approve the expenditures of \$543,502.84. Commissioner Culleton seconded the motion. Motion carried 6-0.
2. Expenditure Correction. Linda S. requested approval by the board of a correction to the December EFT Transmittal due to a late discovery of a federal withholding error. Commissioner Pethia moved to approve the corrected transmittal. Commissioner Ricks seconded the motion. Motion carried 6-0.
3. Meeting Minutes.
  - a. Commissioner Pethia moved to approve the general board meeting minutes of 12/14/2020. Commissioner Jernigan seconded the motion. Motion carried 6-0.
  - b. Commissioner Pethia moved to approve the special board meeting minutes of 12/11/2020. Commissioner Jernigan seconded the motion. Motion carried 6-0.
4. Resolution #2021-001, Transport Rate Increase. Linda S. presented Resolution #2021-001 to document the transport rate increase approved by the board at the December 14 board meeting, as requested by Systems Design. Commissioner Ricks moved to approve Resolution #2021-001. Commissioner Pethia seconded the motion. Motion carried 6-0.
5. Resolution #2021-002, Surplus Property.
  - a. Linda S. presented Resolution #2021-002, noting that FF White’s efforts on the annual physical inventory count was a big improvement over last year’s, with a handful of unaccounted items. Linda also asked for board guidance on the level of surplus they would like to see for approval. The board recommended a continuance of all surplus items being put into the resolution for board review/approval, regardless of value.

- b. Commissioner Elkins moved to approve Resolution #2021-002. Commissioner Pethia seconded the motion. Motion carried 6-0.
6. Policy 1.2005, Anti-Harassment Policy update. Linda S. presented an updated to Policy 1.2005, noting that a new protected group had been added per Chapter 52, Laws of 2020 Washington State Law (citizenship/immigration status.) Commissioner Elkins moved to approve the policy update. Commissioner Culleton seconded the motion. Motion carried 6-0.
  7. Policy 1.2017, Computer/Internet Usage. Linda S. presented Policy 1.2017 for board review (pending union review/approval). The policy changes were recommended by the department’s legal advisor after questions were posed about use of the department internet for watching religious services and making online adjustments to retirement holdings. Policy approval was tabled until next month to allow time for union feedback.
  8. Contract/Policy #1.2021 Updates for Battalion Stand-By. Chief Kaleiwahea presented language changes for exempt employees earning compensatory time while on battalion stand-by, recommending that comp time be earned for response-time only (call-backs). Commissioner Dahl recommended adding language to clarify that comp time is earned for an actual response to an incident and not only if the incident is deemed a ‘call-back’ for personnel. Linda S. also pointed out changes to section 3.8.h on sick leave buyouts for Admin/Nonunion employees (to reflect the intent of admin/nonunion employees to have similar benefits as union employees per their individual labor agreements.) Commissioner Elkins moved to approve the contract and policy changes. Commissioner Pethia seconded the motion. Motion carried 6-0.
  9. MOU – Temporary Employee. Chief Kaleiwahea presented a Memorandum of Understanding to backfill for FF/EMT Peoples who is on light duty. Commissioner Pethia moved to approve the MOU. Commissioner Ricks seconded the motion. Motion carried 6-0.
  10. Excess Bond Debt Funds. Chief Kaleiwahea reported that district #11’s bond debt was paid off, and there is a remaining balance of \$380k that can be used for further construction and/or equipping of the Grand Mound station 1-1. Two projects in process would qualify (applying the funds towards the purchase of the new engine, thereby reducing the total amount to be financed; and a purchase of a tender to replace Tender 1-1, which would leave approximately \$30k remaining in the bond debt fund to be used elsewhere.) Chief Kaleiwahea will complete a review of all potential projects and make a recommendation to the board at the February meeting.
  11. TCOMM IGA. Chief Kaleiwahea presented the draft IGA proposed by TCOMM (as emailed to the board earlier that day), noting he has some concerns about the 30-day turnaround language in Article 11. TCOMM will be scheduled for a presentation at the February board meeting, at which time the board may consider approval.
  12. Solar Panels. Chief Kaleiwahea recommended that a decision on the purchase of solar panels be suspended until a capital long term facilities plan is in place. Commissioner Dahl asked for this item to be kept on the agenda as “Unfinished Business” for future discussions.

**Unfinished Business (action items):** None.

**Unfinished Business (nonaction items):**

1. Chehalis Tribe negotiations. Chief Kaleiwahea presented the letter he sent to the tribe on December 14, to which he has received no response. He recommended that a final notice be sent which demands that negotiations begin within thirty days. Commissioner Pethia made a motion to send the final notice. Commissioner Culleton seconded the motion. Motion carried 6-0.
2. Weyerhaeuser agreement. No change.
3. Maytown well. Chief Kaleiwahea presented communication that he has held with Advanced Drilling regarding the drilling of the Maytown well. The board agrees with his recommendation to send a letter to

the county health department, with a copy to the county commissioners, requesting an exception to the exploratory drilling rules.

**Communications:**

1. Thurston County Treasurer December 2020 reports were presented as per RCW 52.16.050(4). Linda S. reported the ending fund balance as of December 2020 is \$703k higher than projected, thanks to GEMT revenue and underspending in some 2020 budget lines. Commissioner Dahl recommended the Emergency Reserve minimum balance be increased from \$500,000 to \$750,000. Linda S. will bring a policy update for board approval at the February meeting.
2. January 2021 budget reports were distributed. Linda S. pointed out that all board-approved reserve amounts (five-month operating, GEMT, SCBA, Facility, Apparatus) have been established.
3. Operations Committee update. Chief Scott reported on several projects:
  - a. Brush 1-6 has returned with the new larger tank.
  - b. The new engine is coming along on the production line.
  - c. The TCOMM radio upgrade project is underway.

The board had discussions about ways the department could capitalize on grant opportunities, either through a hiring of a part-time employee or payment of a stipend to a grant-writer. Chief Kaleiwahea agreed to discuss it with the administrative staff and bring back a proposal to the board.

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

1. Chief Smith presented a video on the training accomplished over the past year.
2. Chief Smith presented the 2021 Annual Operating Plan.
3. Captain Dyer discussed the roll-out of the COVID-19 vaccination program.
4. Chief Kaleiwahea noted the 2020 Annual Report will be available shortly (being authored by Chief Scott.)

**Commissioner Reports:**

1. Commissioner Ricks reported the EMS Council discussed the bed capacity and the new hospital diversion plans. He also noted the council approved AMR's license request.
2. Commissioner Pethia reported the county commissioners discussed the COVID vaccine roll-out.

**Good of the Order:**

1. Citizen appreciation letters were shared.
2. Commissioner Pethia reported that former Commissioner Grimm is doing well in his new home.

**Adjournment:** The board adjourned the meeting at 19:44 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 (Feb 9, 2021 14:31 PST)

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

**Signature:**   
Dave Pethia

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

**Signature:**   
Thomas Culleton (Feb 10, 2021 03:07 PST)

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

**Signature:**   
Calvin dahl (Feb 16, 2021 12:17 PST)

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

**Signature:**   
Jeff Jernigan (Feb 16, 2021 14:50 PST)

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

**Signature:**   
Ben M. Elkins (Feb 17, 2021 10:47 PST)

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

**Signature:**   
LINDA SHEA (Feb 17, 2021 11:48 PST)

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












# MINUTES 011121


Final Audit Report

2021-02-17


Created:	2021-02-09
By:	WTRFA Admin (purchasing@westthurstonfire.org)
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