



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



October 10, 2022 – Governing Board Business Meeting at 10828 Littlerock Rd SW (Littlerock 1-2 station)

Call to Order/Attendance: Commissioner Pethia called the meeting to order at 17:00 hours. Commissioners Culleton, Dahl, Elkins, Jernigan and Ricks, Chiefs Scott and Smith, Captains Christianson (Zoom), Drake, Dyer and E Smith (Zoom), Union Representative Lt. Garza, Lts. Palmerson and Swecker (via Zoom), FFs Dean (via Zoom) and Trautman, Volunteer BCs Fitzgerald and Frasl, Vol. Spiegelberg, Admin Assistant L. Patraca, incoming Admin Svcs Director S. Hemminger, Secretary L. Shea, special guests Mike and Sara Peoples, and guests Teri Blankenship, Terry Frasl, Jeff Merryman, Robert Maser, and Emily Morales. Chief R. Stone was absent (incident response.)

Additions/Deletions to the Agenda: Linda S. confirmed that no board members would be attending the WFOA conference in October; therefore, no WFOA proxy authorization will be added to the agenda.

Public Comments/Presentations:

1. It was confirmed that Shannon Brady was not in attendance, so this item was struck from the agenda.
2. Jeff Merryman passed out copies of the department's policy 2003, Volunteer Membership and WAC 491-03-030 governing volunteer firefighter participation requirements. He believes the department is over-regulating the volunteer program and would like to see changes made that would allow younger volunteers and possibly increase volunteer participation. The board agreed to take his suggestion under consideration.
3. Former firefighter Mike Peoples was recognized for his 19 ½ years of service to the department.

The board called for a 15-minute recess at 17:23, and reconvened at 17:37.

4. Linda S. presented the draft 2023 budget and asked for public comment. No comments were received. Linda S. noted that the final budget along with the required resolutions will be presented at the November board meeting for approval.

Labor Management: Representative Garza presented the temporary MOU to fill behind FF Hall, who is on extended leave. He commented on the struggles the department is having in getting temporary positions to fill behind these absences. Commissioner Dahl moved to approve the MOU. Commissioner Elkins seconded the motion. Motion carried 6-0.

New Business:

1. Swearing-In of new Admin Services Director. Linda S. presented Shannon Hemminger, the new Admin Services Director in-training. Commissioner Pethia administered the Board Secretary-Oath of Office to Shannon.
2. Expenditure Approval. Commissioner Dahl moved to approve the total expenditure amount of \$902,966.17 (which included the purchase of the new tender for \$389,105.66.) Commissioner Ricks seconded the motion. Motion carried 6-0.

3. Meeting Minutes. Commissioner Ricks moved to approve the board meeting minutes from September 12, 2022. Commissioner Dahl seconded the motion. Motion carried 6-0.
4. Purchase Requests.
 - a. Linda S. presented a request to replace the soon-to-be-obsolete phone system, and recommended the department contract with The Brookfield group for the project as they submitted the lowest bid over the 3-year period, and they are our current telephone system service provider. Commissioner Dahl moved to approve the purchase of a new phone system. Commissioner Elkins seconded the motion. Motion carried 6-0.
 - b. Chief Scott presented the final purchase cost for the new tender for station 1-1, including a \$35,500 change order that was authorized by him to include upgraded lighting, plymovent flanges, and other necessary changes. It was noted that the funds for the tender are coming from the TCFD #1 bond debt surplus, with the sale proceeds from the old tender covering the balance. Commissioner Jernigan moved to approve the additional change order costs. Commissioner Elkins seconded the motion. Motion carried 6-0.
 - c. Captain Dyer presented an estimate from Stryker to replace an old manual cot with a power cot. Costs of the new cot will be covered by BLS/OTEP funding provided by Medic One. Commissioner Dahl moved to approve the purchase of a new power cot. Commissioner Jernigan seconded the motion. Motion carried 6-0.
5. Resolution #2022-011, Surplus. Linda S. presented Resolution #2022-011 to surplus equipment, noting that the manual cot that is being replaced is being traded-in on the new power cot purchase, and will be added to the resolution that the board will sign. Commissioner Dahl moved to approve Resolution #2022-011. Commissioner Jernigan seconded the motion. Motion carried 6-0.
6. Petty Cash Update. Linda S. requested board approval to add Shannon Hemminger as an authorized signer on the account (Key Bank requires approved board minutes before Shannon can be added to the account.) Commissioner Elkins moved to approve adding Shannon to the petty cash account. Commissioner Culleton seconded the motion. Motion carried 6-0.

Unfinished Business (action items):

1. Board station tours. Discussion was held on the recent station tours made by the commissioners. Linda P. noted that she had reports for stations 1-2, 1-4 and 1-6. Commissioner Dahl will write up the follow-up items needed for station 1-1. Pethia will forward the report for the action items for station 1-3.
2. Donation of surplus SCBA masks/packs. Chief Smith reported that the SCBA masks and packs that were officially surplus several months ago have not been picked up by any other fire district and requested approval to donate them to the Portland Bomberos group. Commissioner Dahl moved to approve the donation. Commissioner Culleton seconded the motion. Motion carried 6-0.
3. Assistant Chief Recruitment. Commissioner Pethia requested this item be moved to later in the meeting (under *Executive Session*.)

Unfinished Business (nonaction items): None.

Communications:

1. Thurston County Treasurer September 2022 reports were presented.
2. October 2022 budget reports were presented.
3. Open Facility Work Orders report. Linda S presented this new report, asking if the board wanted to see these on a regular basis, to which there was general agreement to continue. Chief Scott updated the board on how Chris Heilman's time is utilized in addressing these issues. The group discussed ways to address the older issues and get them taken care of in a timelier manner. The board also discussed the need to trim the trees at station 1-3 that are overhanging the fence between the station and Shannon Brady's neighboring

property. Chief Smith will confirm with legal counsel that we can trim without legal repercussions. The board recommending obtaining bids from professional tree trimmers so the work can be done appropriately.

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

1. Chief Smith reported that response times are good, and we had two wildland mobilizations in September.
2. Chief Scott reported on the tender project status and noted that the Washington Surveying and Rating Bureau (WSRB) has reached out to schedule time for the district's fire protection class re-rating next year.
3. Captain Dyer reported we have one volunteer who is in the EMT class (auditing only due to age restrictions.)

Commissioner Reports:

1. Commissioner Ricks reported the EMS Council approved the ALS contracts to move forward to the county commissioners for approval (which included an increase in costs.) He also reported that the council did not select any of the applicants for the EMS Director position, and the current EMS Director continues to work under contract at the county health department.
2. Commissioner Pethia reported the county fire commissioners' concerns echo the EMS council's concerns about the EMS Director position.
3. Commissioner Dahl reported the county commissioners have reported they have a \$4M surplus for which they are asking for public input on ways to spend.

Good of the Order:

1. Commissioner Ricks requested that future board meeting tables be arranged up so the board can face the public and visitors.
2. Commissioner Dahl asked if we purchased a drone, or if we have purchased property (of which neither has occurred.) He was concerned that the statement submitted as the rebuttal in the voter's pamphlet stated that the department had wasted money by purchasing drones and excess property.

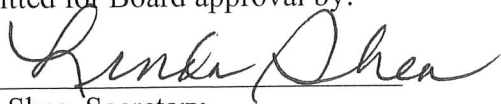
The board recessed at 18:45 to conduct the BVFF and individual district meetings prior to moving into Executive Session (to allow the volunteer representative to leave.)

Executive Session: It was announced that the board would convene an Executive Session at 19:00 hours for thirty minutes, to discuss the performance of an employee (RCW 42.30.110(g)). At 19:30, it was announced the session would extend for 5 more minutes, and a final announcement was made that the session would extend for 10 additional minutes. In the executive session, Commissioner Dahl made a motion to postpone the Assistant Chief recruitment (as discussed at the August 22, 2022 workshop), since this position should be hired by the new Fire Chief, for which the department will start actively recruiting after the November election. Commissioner Elkins seconded the motion. Motion carried 6-0.

The board reconvened into general session at 19:45 and announced the decision to postpone the Assistant Chief recruitment until after the new Fire Chief is appointed.

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 Jernigan, Board Member