



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

October 27, 2021 – Governing Board Workshop at Littlerock Rd station (station 1-2)

Call to Order/Attendance: Commissioner Ricks called the meeting to order at 17:00 hours. Commissioners Culleton, Elkins, Jernigan, and Pethia, Chiefs Kaleiwahea, Scott, and R. Smith, Captain Dyer, Union Representative Lt. Garza, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Commissioner Dahl was absent.

Additions/Deletions to the Agenda: Chief Kaleiwahea requested a discussion of employee evaluations and asked if the board wanted to discuss in Executive Session. The board agreed an executive session should be added at the end of the general meeting to evaluate the employee (RCW 42.30.110(g)).

Public Comments/Presentations: None.

Old Business: None.

New Business:

1. 2022 Budget, Priorities. Linda S. presented a revised fund balance report which reflected the project prioritization the administrative team did at the board's direction. As a result of delaying or deleting some projects, as well as using some reserve funds to cover the remaining capital and maintenance projects, the 2022 ending fund balance is estimated to be \$1.7M higher than originally projected. A final budget document to reflect these changes will be presented to the board at the November 8 meeting for final review and approval.

The board took a 15-minute recess at 17:19, returning at 17:34.

2. Succession Planning. *This was covered in the Executive Session.*
3. Strategic Plan draft presentation. Chief Smith presented a draft 2022-2026 Strategic Plan.
 - a. He will be reviewing the draft with other department members and stakeholders and hopes to have a final by the end of February 2022.
 - b. Discussion was held on the new project Information, Outreach and Emergency Coordinator position. Lt. Garza shared concerns expressed by other members about the timing of this position and the decision to not test for additional candidates. Chief Kaleiwahea agreed that further outreach and discussion is needed to determine the best strategy for this new position. He asked the board to retain the funding as a placeholder until it could be further vetted with department membership.
4. Tribal billing. Chief Kaleiwahea asked for guidance from the board on how to proceed with billing the tribe for fire and EMS services given that negotiations did not go successfully. He recommended two options for the next quarter's billing rate (at the expired contract rate with an accompanying letter inviting the tribe to meetings for further negotiations; OR at the rate identified by the consultant.) The board agreed to bill at the expired contract rate with an accompanying letter, with a review mid-year.

5. 2020 Audit. Linda S. reported the State Auditor's office (SAO) has offered to allow the department to forego an annual audit this year and to do a two-year audit next year, saving the department approximately \$11,000 this year. The SAO is facing a workload issue due to the number of single audits required for the large amounts of federal funds received by various agencies. The board agreed to combine this year's audit with next year's audit.

Executive Session: The board convened a thirty-minute executive session at 18:30 to discuss employee qualifications for the fire chief position (RCW 42.30.110(g)). The board adjourned the executive session at 19:00 with no action taken.

Good of the Order: None.

Adjournment: The board adjourned the meeting at 19:03 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