



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



July 11, 2022 – Governing Board Business Meeting at 18720 Sargent Rd (Grand Mound 1-1 station)

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

Additions/Deletions to the Agenda: None.

Public Comments/Presentations: None.

Labor Management: No report.

New Business:

1. Expenditure Approval.
 - a. Linda S. noted that the \$5,100.00 for a new staff car was approved by Chief Smith to expedite payment to South Bay Fire, and board approval is still required in accordance with Resolution #2020-009.
 - b. Commissioner Dahl moved to approve the total expenditure amount of \$558,473.77. Commissioner Ricks seconded the motion. Motion carried 6-0.
2. Meeting Minutes. Commissioner Dahl moved to approve the board meeting minutes from June 13, 2022. Commissioner Jernigan seconded the motion. Motion carried 6-0.
3. Continuity of Operations Plan (COOP). Chief Smith presented the COOP as drafted by Chief Kaleiwahea before his retirement and asked the board to review it for approval at the August board meeting.
4. Resolutions #2022-008, Surplus Property. Linda S. presented Resolution #2022-008 to dispose of surplus property, noting a BK portable radio had been added to the resolution (tag #053). Commissioner Ricks moved to approve Resolution #2022-08. Commissioner Dahl seconded the motion. Motion carried 6-0.
5. Policy Updates:
 - a. Policy #2021, Career Employees Leave and Benefits. Linda S. presented updates to Policy #2021, to include references to paid holidays. Commissioner Dahl moved to approve the updated policy #2021. Commissioner Pethia seconded the motion. Motion carried 6-0.
 - b. Policy #3020, Injury and Illness Reporting. Linda S. presented updates to Policy #3020, to include a section on when Member Medical Release forms are needed and clarifying reporting requirements. Commissioner Dahl moved to approve Policy #3020. Commissioner Ricks seconded the motion. Motion carried 6-0.

Unfinished Business (action items):

1. Board station tours. Tabled until August 2022.

Unfinished Business (nonaction items): None.

Communications:

1. Thurston County Treasurer June 2022 reports were presented. Linda S. noted that the General Fund balance is over \$3M higher than the same period in 2019, primarily due to GEMT funds. This allows the department to set aside reserve funds for future apparatus/facility purchases, thereby lowering levy requests.
2. July 2022 budget reports were presented.
3. WFCA Wage & Benefit Survey. Linda S. presented the annual survey as submitted to WFCA, thanking Linda P. for her work in completing this survey.
4. Procedure #2019.101, Light Duty Assignments/Return-to-Work packets. Linda S. reported that one of the goals of the department's participation in the LNI FIIRE program was to develop a Return-to-Work program. This new procedure #2019.101 outlines the reporting process for an injured member and how to bring a member back to work following an injury.

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

1. Chief Smith highlighted:
 - a. Average response time is just under 8 minutes, call volume is average.
 - b. Still waiting for final signature on JBLM agreement.
2. Chief Scott reported the ladder truck just passed its UL testing and is good for another three years.
3. Captain Dyer reported that more COVID tests have been ordered. She also reported that two "Coffee with the Chiefs" have been scheduled, as well as an upcoming SnoCone Day with the Boys & Girls club.


Commissioner Reports:


1. Commissioner Ricks reported the EMS Council approved BLS OTEP funding, and also agreed to holding hybrid meetings (virtual and in-person.) He noted that only 4 departments applied for a Special Projects grant from Medic One.
2. Commissioner Pethia reported that the county commissioner group is hoping for legislative support next year to change statutes for fire department funding.

Good of the Order: Commissioner Ricks reminded of the First Responder picnic to be held in August at the Tenino City Park.

Adjournment: The board adjourned the general meeting at 18:54 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