



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



November 8, 2021 – Governing Board Business Meeting at Sargent Rd (Grand Mound 1-1) station

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 18:00 hours. Commissioners Culleton, Elkins (18:10), Jernigan, Pethia and Ricks, Chiefs Kaleiwahea, Scott, R. Smith, and R. Stone, Captain Dyer, Union Representative Lt. Garza, FF Panuska, Admin Assistant Linda Patraca, and Secretary Linda Shea were present.

Additions/Deletions to the Agenda: None.

Public Comments/Presentations: None.

Labor Management: Lt. Garza reported they have been holding discussions on a policy for handling employee assaults following the recent incident at station 1-1.

New Business:

1. Expenditure Approval. Commissioner Jernigan moved to approve the expenditures of \$497,939.63. Commissioner Ricks seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Commissioner Pethia moved to approve both the general board minutes of October 11, 2021 and the board workshop minutes of October 27, 2021. Commissioner Culleton seconded the motion. Motion carried 5-0.
3. 2022 Budget Approval. Linda S. presented the final budget packet for 2022, noting the main changes from the draft:
 - Funding for the *Information, Outreach and Emergency Operations Coordinator* project position remains in the budget, but a final decision on filling the position is pending further vetting by the department with members and stakeholders.
 - Prioritization of projects and large purchases was completed, with over \$400,000 in projects/purchases being postponed until future years.

Linda S. also presented the following budget resolutions/forms for approval, as required by the county for levy certification and budget approval:

- a) 2021-016, Levy Certification for WTRFA (this is zero as the levies are collected under the individual districts.) Commissioner Elkins moved to approve resolution #2021-016. Commissioner Ricks seconded the motion. Motion carried 6-0.
- b) 2021-017, Adoption of 2022 Budget. This resolution is not required by the county but is presented to provide full transparency of levy collections and projected budgets for 2022. Commissioner Pethia moved to approve Resolution #2021-017. Commissioner Elkins seconded the motion. Motion carried 6-0.

- c) Certification form for Full Time FTE. This form is required by the county as per statute, to allow the RFA to collect an additional \$0.50 levy. Commissioner Ricks moved to authorize the FTE Certification form. Commissioner Jernigan seconded the motion. Motion carried 6-0.
4. Resolution #2021-018 Surplus. Linda S. presented a resolution to approve the surplus of damaged hose, expired bunker gear, a radio, three outdated tablets, and a broken pump. Commissioner Jernigan moved to approve Resolution #2021-018. Commissioner Culleton seconded the motion. Motion carried 6-0.
5. 2022 WFCOA Health Care Program application. Linda P. presented the 2022 application to renew enrollment in the WFCOA health care program. Commissioner Elkins moved to approve the application. Commissioner Ricks seconded the motion. Motion carried 6-0.
6. Purchase Request. Chief Scott presented a recommendation for the purchase of the new brush truck following the recent sealed bid process, from Outback Fire Apparatus (lowest bidder.) Discussion was held on the total cost of the truck, and Linda S. confirmed that although tax & shipping was not included in the 2022 budget amount, the estimated \$14,000 additional cost can be absorbed in the budget. Commissioner Pethia moved to approve the purchase of the brush truck from Outback Fire Apparatus. Commissioner Jernigan seconded the motion. Motion carried 6-0.

Unfinished Business (action items): None.

Unfinished Business (nonaction items):

1. Chehalis Tribe negotiations. Chief Kaleiwahea distributed two versions of a letter to the tribe addressing the current situation and offering the tribal members a seat at the governing board table to continue service delivery discussions. The board voted on which version to send, with four members (Dahl, Jernigan, Pethia, Culleton) favoring the more forceful version, and two members (Elkins, Ricks) preferring the more conciliatory version.
2. Maytown well. Chief Kaleiwahea reported he was able to reach Insight Geologic, to whom he informed that we will be seeking another contractor to work with due to Insight's lack of action and communication. Chief Kaleiwahea reported that Insight Geologic promised to have a final report by November 12.
3. Succession Planning and Transition Timeline. Commissioner Dahl requested this be discussed in executive session at the end of the general meeting.
4. Weyerhaeuser agreement. Although this item was removed from the agenda, Chief Kaleiwahea reported that Weyerhaeuser has asked this to be pended until early 2022, as they have new staff and are busy transitioning.

Communications:

1. Thurston County Treasurer October 2021 reports were presented as per RCW 52.16.050(4).
2. November 2021 budget reports were presented. Linda S. pointed out several budget adjustments and requested board approval on the following:
 - a. Funds were moved from General Fund to:
 - i. Wildland Reserve (\$55,682) which represents 2020 mobilization reimbursements received for equipment.
 - ii. Capital Expenditures (\$46,586) which represents funds moved from TCFP #1 Bond Debt Service to cover station 1-1 capital improvements (windows, heaters, fuel tank).
 - b. Funds were moved from Wildland Reserve to the appropriate budget line items to cover costs of wildland expenses (new brush truck radios, post-mobilization vehicle maintenance, and tools).
 - c. Capital Expenditure over expenditure of approximately \$370,016, mostly attributable to the expense recording (not cash outlay) of the new Spartan engine which was not budgeted appropriately. (*See handout for detail.*)

Commissioner Elkins moved to approve the budget adjustments. Commissioner Jernigan seconded the motion. Motion carried 6-0.

3. Thurston County Emergency Management Council Hazards Mitigation Plan. Chief Kaleiwahea presented a notice received from the TC Emergency Mgmt Council, requesting department representation on a committee to update the county's Hazards Mitigation plan. Commissioner Dahl recommended Commissioner Pethia serve on the committee, which he accepted. Chief Kaleiwahea also recommended an operations team member serve on the committee. Chief Scott will serve as the operations representative.
4. CIAW renewal letter. Linda S. presented the annual notice from CIAW for renewing the department's risk management insurance, reporting a small 0.32% increase in premiums.

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

1. Chief Kaleiwahea reported the higher response times are relative to the number of overlapping calls which have been increasing.
2. Chief Smith reported that the Volunteer Advisory Board interviewed and accepted six new volunteers and one new resident to the program. He also reported that the Fire Investigation overview meeting that was presented last week may generate some more individuals interested in joining the fire investigation team.
3. Captain Dyer reported the new online COVID testing online portal is working well.
4. Commissioner Pethia asked about personnel utilizing the new 1582 physical exam service offered by the department. Chief Smith reported that 10 personnel have gone through the new process at Tumwater Family Practice, with another six beginning the process.

Commissioner Reports:

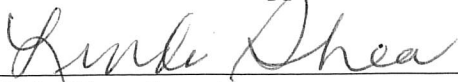
1. Commissioner Pethia reported that Karen Wise with Lacey Fire presented information on the hospital situation, and St. Peter's potential for implementing a mobile operation outside the hospital.
2. Commissioner Ricks reported the EMS comprehensive plan needs a review and update, with a focus on ways that organizations can coordinate services better.


Good of the Order: Chief Kaleiwahea presented service pins to Commissioners Jernigan, Pethia, Dahl and Ricks.

Executive Session: Commissioner Dahl called a twenty-minute executive session at 19:00 to discuss employee qualifications for the fire chief position (RCW 42.30.110(g)). The board adjourned the executive session at 19:20 with no formal action taken.

Adjournment: The board adjourned the general meeting at 19:23 hours.

Submitted for Board approval by:

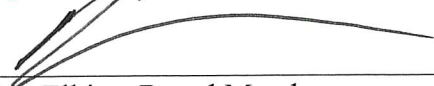

Linda Shea, Secretary


Tom Culleton, Board Member


Dave Pethia, Board Member


John Ricks, Board Member


Calvin Dahl, Board Member


Ben Elkins, Board Member


Jeff Jernigan, Board Member