



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

May 11, 2020 – Governing Board Business Meeting via GoToMeeting virtual meeting.

Note: Agenda was shortened to “routine and necessary” action items only, in accordance with Governor’s Proclamation of 3/24/2020. All other agenda items were postponed.

Call to Order/Attendance: Commissioner Ricks called the meeting to order at 18:03 hours. Commissioners Culleton, Elkins, Jernigan and Pethia, Chiefs Kaleiwahea, Scott, and R. Stone, Captains Dyer and R. Smith, FF Spiegelberg, Union Representative Garza, Admin Assistant Linda Patraca, J. Whisler and Secretary Linda Shea were present. Commissioner Dahl was absent (unable to call in due to poor reception.)

Public Comment/Presentations: None.

Additions/Deletions to the Agenda: None.

Labor Management Team Report: No report.

New Business:

1. Expenditure Approval.
 - a. Commissioner Ricks asked about the water damage invoice paid to NextLevel Restoration (for station 1-1 water damage), wondering if it would be filed as an insurance claim. Linda S. will be following up.
 - b. Commissioner Pethia remarked on the energy bill for Station 1-1 (Grand Mound.) Chief Scott reported the trend appears to be downward in terms of usage; we are still waiting to speak to a PSE representative about the rate per kilowatt hour.
 - c. Commissioner Pethia moved to approve the expenditures of \$420,051.46. Commissioner Jernigan seconded the motion. Motion carried 5-0.
2. Minutes. Commissioner Jernigan moved to approve the April 13, 2020 general board minutes. Commissioner Elkins seconded the motion. Motion carried 5-0.
3. 2019 Annual Report. Linda S. presented the draft 2019 Annual Report. She requested approval of a budget amendment for the 2019 Bond Debt budget, in the amount of \$40,000. She explained that when the 2019 budget was developed, she unintentionally budgeted the principal payment at the 2018 level instead of the 2019 level, causing a \$40,000 expenditure in excess of the approved budget. She assured the board that the fund balance was adequate to cover the expenditures, and the correct debt amounts were paid. Commissioner Jernigan moved to approve the budget amendment to the 2019 Bond Debt budget of \$40,000. Commissioner Pethia seconded the motion. Motion carried 5-0.
4. Resolution #2020-005, Surplus Property. Linda S presented Resolution #2020-005 to surplus the following:
 - a. Numerous bunker gear, uniforms and miscellaneous items that were discovered when Miranda Panuska reorganized the gear room. Miranda has requested the usable bunker gear be donated to the Bomberos Latinos (through Tom Sexton.)

- b. Station 1-3 generator. Chief Scott reported this generator was purchased cooperatively with the Rochester Water Association, and requested the generator be donated to the water association.
- c. 1997 Ford E350 Rehab Support Unit. The unit will be sold through Public Surplus.
- d. 2002 Ford F550 Brush truck. Chief Scott reported he has been in negotiations with Olympia Fire to sell the brush truck to them, with an agreement that mutual aid would be provided to West Thurston as needed. In its current condition, the truck is estimated at \$20,000 value. Chief Scott requested approval to start negotiations with Olympia Fire at \$15,000, and that he be allowed to sell for a lower price if negotiations come to that.

Commissioner Jernigan moved to approve Resolution #2020-005 and the donations/sales as requested. Commissioner Elkins seconded the motion. Motion carried 5-0.

- 5. Purchase Request – Extrication tools. Chief Kaleiwahea presented a request for the purchase of one new set of extrication tools, and conversion of one currently owned set, at the cost of \$61,400 plus tax. He reported the department had budgeted \$65,000 for this purchase. Commissioner Jernigan moved to approve the purchase. Commissioner Pethia seconded the motion. Motion carried 5-0.

Unfinished Business (action items): None.

Unfinished Business (nonaction items):

- 1. Chehalis Tribe negotiations. Chief Kaleiwahea reported the tribe made payment on their first quarter fire protection services invoice. Discussion was held on next steps; board agreed to wait given the current situation with tribal properties being closed, and review options after the next quarter’s bill has been processed. Chief Kaleiwahea noted that he will attempt to get a rough estimate on the cost of appraising the tribal properties.
- 2. Weyerhaeuser contract. No report.
- 3. Ham Radios. Chief Kaleiwahea reported he is waiting for a quote from Mr. Antenna, noting the business may still be closed under the current pandemic situation.
- 4. Drones. Captain Dyer reported she is waiting for the “shelter-in-place” orders to be lifted to schedule demonstrations. She noted that she has looked for a couple of grant opportunities.
- 5. Facility Maintenance Plan Updates. Chief Kaleiwahea reported the correctional crews will most likely not be available until Phase 2 under the governor’s re-opening plans, in mid-June. He noted that Chris Heilman has been able to finish the cabinets and some fencing at station 1-3 (Rochester).

Communications:

- 1. Thurston County Treasurer April 2020 reports were presented as per RCW 52.16.050(4). Linda S. noted that despite the extension of property tax payment deadlines, revenues were down only 2% from last year.
- 2. May 2020 budget reports were distributed.
- 3. Operations Committee update. Chief Scott reported on the nozzle retrofit project, providing pictures of Brush Truck 1-1 which has been completed and is performing well. Brush Truck 1-2 is scheduled to be completed at the end of the week, and Brush Truck 1-3 to be done by early June. The new brush truck should be in service by early July. There was discussion about the size of the tank and volume of water being sprayed; Chief Scott will look into options/costs for installing larger tanks on the brush trucks.

Chief Reports: Refer to printed reports. Chief Kaleiwahea additionally reported on:

- a. the trend of declining incident volume;
- b. the numerous donations the department has received from citizens and local businesses;
- c. the masks made by the Firetones and Captain Dyer; and

d. the gear room organization project by Miranda.

Commissioner Reports:

1. Commissioner Ricks reported the EMS Council is projecting a budget deficit of approximately \$300,000, and are still planning to have a levy request on the fall ballot.
2. Commissioner Pethia reported he is attending meetings of the Health Care committee of the WFCA with the goal of getting coverage expanded for firefighter physicals.

Good of the Order:

1. Commissioner Pethia requested that a department engine participate in the Field of Dreams parade that is being held for the graduates in the neighborhood; Chief Scott will coordinate.
2. Chief Scott reported that 1-1 and 1-3 crews and BC Christenson participated in a “birthday caravan” for a young girl in the community.
3. Commissioner Ricks requested that Captain Dyer coordinate an appreciation event for department staff after the “shelter-in-place” order is lifted, to be held in July-August.
4. Captain Dyer reported that Chief Stone and the crews participated in a “drive-by” celebration for Bella Lincoln, the young girl who coordinated an appreciation event for the crews last year.

Adjournment: The board adjourned the meeting at 19:26 hours.

Submitted for Board approval by:

Linda Shea

Linda Shea, Secretary

Thomas Culleton

Tom Culleton, Board Member

Dave Pethia

Dave Pethia, Board Member,
Chair

John Ricks

John Ricks, Board Member

Calvin dahl

Calvin Dahl, Board Member

Ben M. Elkins


Ben Elkins, Board Member

Jeff Jernigan

Jeff Jernigan, Board Member

Signature: John Ricks
John Ricks (Jun 8, 2020 22:11 PDT)
Email: jandricks@comcast.net

Signature: David Pethia
Email: davidpethia@gmail.com

Signature: 
Thomas Culleton (Jun 9, 2020 19:32 PDT)
Email: thomas2622@live.com

Signature: 
Calvin Dahl (Jun 9, 2020 19:38 PDT)
Email: cdahl@nwgreenhomes.net

Signature: Ben M. Elkins
Ben M. Elkins (Jun 9, 2020 19:59 PDT)
Email: bethurston80@gmail.com

Signature: 
Jeff Jernigan (Jun 15, 2020 11:27 PDT)
Email: jjfire54@comcast.net

Signature: LINDA SHEA
LINDA SHEA (Jun 15, 2020 11:50 PDT)
Email: linda.shea@westthurstonfire.org












MINUTES 051120

Final Audit Report

2020-06-15

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