



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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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December 14, 2020 – Governing Board Business Meeting at Littlerock Rd station and via Zoom virtual meeting.

**Call to Order/Attendance:** Commissioner Ricks called the meeting to order at 18:00 hours. Commissioners Culleton, Dahl, Elkins (18:50), Jernigan and Pethia, Chiefs Kaleiwahea, Scott, R. Stone, and R. Smith, Capt. Dyer, Rehab Coordinator S. Giordano, Admin Assistant Linda Patraca and Secretary Linda Shea were present.

**Additions/Deletions to the Agenda:** None.

**Public Comments:** None.

**Labor Management Team Report:** Chief Scott reported they have signed an MOU with the union to utilize two volunteers as temporary firefighters to backfill for a FF/EMT on light duty, which may get extended due to a second FF/EMT on light duty.

**New Business:**

1. Expenditure Approval. Commissioner Dahl moved to approve the expenditures of \$601,572.33. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the general board meeting minutes of 11/9/2020. Commissioner Jernigan seconded the motion. Motion carried 5-0.
3. MOU – Temporary Employee. Chief Kaleiwahea presented a Memorandum of Understanding to backfill for FF/EMT White who is on light duty. He noted that Chiefs Scott/Smith will work with the union to extend the MOU to cover FF/EMT Peoples who will begin light duty this week. Commissioner Dahl moved to approve the MOU. Commissioner Jernigan seconded the motion. Motion carried 5-0.
4. Resolution #2020-025, LOCAL Program financing for new Spartan engine. Linda S. presented a resolution required by the State Treasurer for the financing of the new engine (as previously approved by the board.) Commissioner Dahl moved to approve Resolution #2020-025. Commissioner Pethia seconded the motion. Motion carried 5-0.
5. Policy 1.1003 Credit Card Authorizations update. Linda S. presented an update to the Credit Card Authorization policy, to include the Rehab team as authorized holders of a credit card, to be used for rehabilitation supply needs on major incidents. The policy also includes a better definition of “authorized uses”. Commissioner Pethia approved the updates to Policy 1.1003. Commissioner Dahl seconded the motion. Motion carried 5-0.
6. Transport Rate Review. Linda S. presented a chart of transport rates through-out the county, including neighboring counties (Lewis/Mason) and private ambulance rates. She recommended an increase to the mileage rate, from \$16 to \$18, leaving the base rate at \$750. She also recommended linking future rate increases to the GEMT transport rate, to ensure consistent, reliable and documented rate changes on an annual basis. Commissioner Dahl approved the mileage rate increase to \$18.00/mile and linking future rate changes to the GEMT transport rate. Commissioner Jernigan seconded the motion. Motion carried 5-0.

7. Election of board chair for 2021. Commissioner Ricks nominated Commissioner Dahl as the board chair for 2021. Commissioner Pethia made a motion to accept the nomination and elect Commissioner Dahl as the 2021 board chair. Commissioner Jernigan seconded the motion. Motion carried 4-0 (Commissioner Dahl abstaining.)

**Unfinished Business (action items):** None.

**Unfinished Business (nonaction items):**

1. Chehalis Tribe negotiations. Chief Kaleiwahea reported he sent a draft response letter to the board earlier that day via email for their review, requesting the board give their approval to send it to the tribe. Commissioner Dahl moved to approve sending the letter to the tribe. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Weyerhaeuser agreement. Chief Kaleiwahea reported he met with the Weyerhaeuser representatives, who have finished with the draft agreement for the Mima property. He expects to have a final document for board approval at the next meeting.
3. 2021 Levy Amounts. Linda S. reported the 2021 levy amounts for districts #1 and #11 will be slightly higher than the amounts approved by the board at the November board meeting, due to the final values of state-assessed properties (by approximately \$1,000 total.)
4. 2021 WFOA Application and domestic partnership coverage. Linda S. recommended the department submit the 2021 WFOA Application without selecting the option for domestic partnership coverage at this time. She will add this option to the list of possible negotiation items with the union for the next labor contract.

**Communications:**

1. Thurston County Treasurer November 2020 reports were presented as per RCW 52.16.050(4). Linda S. reported the bond debt fund for district #1 has excess funds (the bond was paid off December 1), and she is in communication with the State Auditor and the bond council on how these funds can be used.
2. December 2020 budget reports were distributed. Linda S. reported that the budget underspend of \$16k on the report does not reflect unbudgeted expenditure recoveries; actual underspend was around \$557k (less the budgeted set-aside of \$125k for future facility/apparatus needs, and \$96k for SCBAs.) \$217k of the underspend is related to incomplete capital projects. The board requested an increase to the set-aside for facilities to \$250k in addition to the budgeted \$62,500 for apparatus and \$96,000 for SCBAs.
3. Operations Committee update. Chief Scott reported on several projects:
  - a. The chassis for the new Spartan engine is being manufactured; roll-out is still planned for next spring.
  - b. Smart Energy is working with him on obtaining grants for solar panels.
  - c. Brush truck is currently being retrofitted for a larger tank.
  - d. SCBA fill station for station 1-3 is in the works – most parts have been obtained from the cache, hoses have been ordered.
  - e. Outdoor shed at station 1-3 has been secured with a door (thanks to Chris Heilman) and is now ready to store lawn equipment.

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

1. Chief Kaleiwahea reported that Chief Smith and Captain Dyer have been working collaboratively on COVID-19 action items and reporting.
2. Captain Dyer is taking the lead on the COVID-19 vaccination plan.
3. Chief Kaleiwahea has submitted a Hazard Mitigation grant request for \$40k to install water pump generators in the Bordeaux community.

- Captain Dyer reported she is working with a group on future plans for livestock evacuations during major incidents.
- Chief Kaleiwahea reported the department has had no positive COVID-19 tests to-date.

**Commissioner Reports:**

- Commissioner Ricks reported the new hospital diversion plan has been relatively successful with only a few issues.
- Commissioner Pethia noted that he reported at the county fire commissioner’s meeting on WTRFA’s plan to use Tumwater Family Practice as the department’s exclusive medical physical provider.

**Good of the Order:**

- Commissioner Ricks expressed appreciation for Captain Dyer’s work on securing gifts and funds for the department’s adopted families this holiday season. Captain Dyer responded that FF Santee has been the major contributor to the success of the program this year.

**Adjournment:** The board adjourned the meeting at 18:59 hours.

Submitted for Board approval by:

**Linda Shea**

Linda Shea, Secretary

**Thomas Culleton**

Tom Culleton, Board Member

**Dave Pethia**

Dave Pethia, Board Member

**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 (Jan 12, 2021 09:32 PST)

**Email:** john.ricks@westthurstonfire.org

**Signature:** 

**Email:** dave.pethia@westthurstonfire.org

**Signature:**   
Thomas Culleton (Jan 13, 2021 00:13 PST)

**Email:** tom.culleton@westthurstonfire.org

**Signature:**   
Calvin dahl (Jan 13, 2021 03:06 PST)

**Email:** calvin.dahl@westthurstonfire.org

**Signature:**   
Jeff Jernigan (Jan 13, 2021 07:02 PST)

**Email:** jeff.jernigan@westthurstonfire.org

**Signature:**   
Ben M. Elkins (Jan 15, 2021 13:44 PST)

**Email:** ben.elkins@westthurstonfire.org

**Signature:**   
LINDA SHEA (Jan 15, 2021 13:53 PST)

**Email:** linda.shea@westthurstonfire.org












# MINUTES 121420


Final Audit Report

2021-01-15


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