



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

March 19, 2020 – Emergency Governing Board Business Meeting at 10828 Littlerock Rd SW (station 1-2) as called by Chairperson Ricks on March 18, 2020 at 15:00 hours.

Call to Order/Attendance: (*Commissioners and Linda Patraca attending via phone.*) Commissioner Ricks called the meeting to order at 14:02. Commissioners Culleton, Elkins, Jernigan and Pethia, Chief Kaleiwahea, Admin Assistant Linda Patraca and District Secretary Linda Shea were present. Commissioner Dahl was unable to attend.

New Business: Chief Kaleiwahea discussed the need for the emergency resolutions being presented as necessary to continue operations during the current pandemic situation.

- Resolution #2020-006, Delegating Authority to Declare an Emergency. This resolution provides the chief with the authority to declare an emergency and award emergency contracts for supplies and services.
- Resolution #2020-007, Establishing a Plan for Continuation of Government. This resolution describes the definitions and protocol for continuing department operations in the event of a disaster.
- Resolution #2020-008, Waiving Competitive Bidding. This resolution waives the department's requirement for competitive bidding when purchasing equipment or services for immediate needs in the event of an emergency.
- Resolution #2020-009, Voucher Approval Before Board Action. This resolution allows the department to issue warrants to pay claims prior to board action to approve such claims.
- Fire Chief Proclamation of Emergency. This proclamation comes from the chief and declares that an emergency exists in the district, and is authorized to take emergency actions as noted (as approved by Resolution #2020-006).

Chief Kaleiwahea reported the department has implemented the following protocols for ensuring the safety and health of the department's staff and patients:

- PPE supplies will be used as efficiently and effectively as possible in the anticipation of a supply interruption.
- Staffing levels will be increased once a pre-set patient volume increase is reached. An MOU with the labor union is in process.
- Vacation leave and K-days will be cancelled as necessary to ensure adequate staffing.
- Funds will be moved from the Emergency Reserve account to cover budget overruns if needed at the end of the year.
- Department is working towards adding a "high-probability" response unit to handle incidents where there is a high probability of exposure to COVID-19.
- The department is working on a reimbursement plan for quarantined employees (such as a daily per diem) to cover costs of food and supplies while in quarantine.
- The department is tracking all costs related to the pandemic response in the anticipation of future FEMA reimbursement.

Commissioner Jernigan moved to approve Resolutions #2020-006, #2020-007, #2020-008, #2020-009 and the Emergency Proclamation to ensure continuity of operations. Commissioner Elkins seconded the motion. Motion carried 5-0.

Resolution signatures will be obtained at the next general board meeting, if possible. Otherwise, arrangements will be made to obtain them electronically and/or individually.

Good of the Order: None.

Adjournment: The board adjourned the meeting at 14:17 hours.

Submitted for Board approval by:

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 (Apr 14, 2020)

Email: jandricks@comcast.net

Signature: 
David Pethia

Email: davidpethia@gmail.com

Signature: 
Thomas Culleton (Apr 13, 2020)

Email: thomas2622@live.com

Signature: 
Calvin Dahl (Apr 13, 2020)

Email: cdahl@nwgreenhomes.net

Signature: 
Ben M. Elkins (Apr 13, 2020)

Email: bethurston80@gmail.com

Signature: 
Jeff Jernigan (Apr 13, 2020)

Email: jjfire54@comcast.net












MINUTES 031920 Special

Final Audit Report

2020-04-14


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