



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

March 11, 2019 – Governing Board Business Meeting at the Sargent Road Fire Station

Call to Order/Attendance: Commissioner Jernigan called the meeting to order at 09:00 hours. Commissioners Dahl, Elkins, Jones, Pethia and Ricks, Chiefs Kaleiwahea and Scott, Captains Dyer and E. Smith, Union Representative Schwartz, Training Captain R. Smith, Admin. Assistant Linda Patraca and Secretary Linda Shea were present.

Public Hearing/Comment/Presentations: None.

Additions/Deletions to the Agenda: Commissioner Jones requested to add “Chief Performance Reviews” under Good of the Order.

Labor Management Team Report: Commissioner Jernigan reported the team met last week to discuss negotiation proceedings. Chief Kaleiwahea requested the team start discussing the contract as soon as possible so solid projections can be built into the four-year budget and levy request.

New Business:

1. Expenditure Approval.
 - a. The board discussed the rising electricity costs at Station 1-1 (Grand Mound.) Chief Scott reported on actions taken to-date to reduce usage. The board agreed to have an energy consultant come in and perform an energy audit.
 - b. Commissioner Dahl moved to approve expenditures in the amount of \$395,211.71. Commissioner Pethia seconded the motion. Motion carried 6-0.
2. Minutes. Commissioner Ricks moved to approve the February 11, 2019 General board meeting minutes. Commissioner Dahl seconded the motion. Motion carried 6-0.
3. Policy Updates.
 - a. #1-2005, Anti-Harassment/Non Hostile Work Environment. Linda reported this policy was sent out to all members for the standard 60-day review period. Union Rep. Schwartz committed to reviewing it with the IAFF president and legal representative and provide input by the end of the review period.
 - b. #1.1009, Purchasing and Inventory/Surplus. Linda reported the policy was updated to reflect the final phases of the physical inventory count, with very little changes to the policy that was approved by the board in December 2018. Commissioner Jones moved to approve the updated policy. Commissioner Ricks seconded the motion. Motion carried 6-0.
4. Resolutions.
 - a. #2019-003, Surplus Equipment. Linda presented a list of equipment to be surplus as a result of the 2018 physical inventory count. Discussion was held on the large amount of items listed, which Linda explained was a result of the physical inventory not being conducted for several years, and this was a method to provide adequate documentation of missing or previously-surplus items for

the state audit. Commissioner Elkins moved to approve Resolution #2019-003. Commissioner Dahl seconded the motion. Motion carried 6-0.

- b. #2019-004, Regularly Scheduled Board Meetings. Linda presented a resolution to change the time of the board meetings to 16:00 as proposed at the February meeting. After discussion, the board agreed to a new meeting time of 18:00. Commissioner Dahl moved to approve Resolution #2019-004 as altered (from 16:00 to 18:00 hours). Commissioner Elkins second the motion. Motion carried 6-0.

Unfinished Business (action items):

1. Station 1-1, 1-3 bay door timer bids. Linda presented a summary of quotes received to install timers on the bay doors at stations 1-1 and 1-3, with the sole bidder as Bell & Bell Overhead Doors. Commissioner Dahl moved to accept the proposal from Bell & Bell. Commissioner Jones seconded the motion. Motion carried 6-0.
2. Station 1-1, 1-3 door locks. Chief Kaleiwahea asked for the proposal to be pended until the chief has a chance to inspect all door locks at the stations. In the interim, he asked for approval to install deadbolts on the inside of all dorm rooms at all stations. Commissioner Dahl moved to approve the purchase of deadbolts. Commissioner Elkins seconded the motion. Motion carried 6-0.
3. Light Duty Vehicle purchase. Chief Kaleiwahea presented a proposal for the purchase of a new light duty vehicle to replace the aging utility truck. Discussion was held on the merits of buying a used vehicle vs. a new vehicle, vs. utilizing current apparatus. Commissioner Jernigan moved to approve the purchase of a used vehicle to replace the utility truck. Commissioner Elkins seconded the motion. Motion carried 5-1, with Commissioner Jones voting nay.
4. Station 1-3 Generator. Chief Scott reported the department is going through a thirty-day monitoring period required by Dept. of Labor and Industries. Once LNI signs off on the project, a Request for Quote for the new generator will be released. He plans to have a proposal ready for the May meeting.
5. Request for Labor Contract cost estimates. Discussed under **Labor Management Team** report, above.

The board recessed for a ten-minute break at 10:09, reconvening at 10:19.

Unfinished Business (nonaction items):

1. Maytown well/water. Chief Kaleiwahea reported he is reviewing quotes for the well drilling. Commissioner Dahl will send contact information to Chief Kaleiwahea for an engineer to get permit process started.
2. Community Communications. Commissioner Pethia reported on his contacts with various New Zealand emergency management authorities while on his recent trip.
3. GEMT update. No update.
4. Beaver Creek property. Chief Scott reported the permit is still in process (Linda S reported the check was mailed to Environmental Design last week.)
5. Chehalis Tribe negotiations. Chief Kaleiwahea reported the tribe has contracted with a financial analysis firm to do an analysis of costs, which they hope will be complete in a month.

Communications:

1. Thurston County Treasurer February 2019 reports were presented as per RCW 52.16.050(4).
2. March 2019 budget reports were distributed. Linda pointed out that a new reserve line had been established for the GEMT carry-over, and noted that any board-approved budget adjustments out of the Unreserved funds will be reflected clearly on the budget report.
3. Long Term Care Annuity report for 2018. Linda presented the annual statement on the Long Term Care annuity purchased by the department for its LEOFF 1 member.

4. Verizon Lease Termination. Chief Kaleiwahea presented a notice from Verizon regarding the termination of the cell tower lease as of April 2019, noting that a termination agreement was signed back in October 2018.
5. WTRFA Commendation Program. Chief Kaleiwahea presented a new guideline for a department Commendation Program.
6. Tumwater Regionalization Study. Chief Kaleiwahea presented communication regarding the delay in publishing the regionalization study.
7. East Olympia District #6 – WTFLS. Chief Kaleiwahea presented communication from District #6 expressing their desire to join the West Thurston Fire and Life Safety cooperative.

Chief Reports:

1. Chief Kaleiwahea noted the response time was slightly higher in February due to the weather.
2. Chief Kaleiwahea reported on the progress with the public relations campaign efforts, noting that the plan is to have six videos released by mid-year.

Commissioner Reports:

1. EMS Council. Commissioner Ricks reported on the new ambulance ordinance that was passed.
2. West Thurston Admin Board. Covered under **Communications** 7. East Olympia District #6-WTFLS above.
3. Thurston County Fire Commissioners. Commissioner Ricks reported on discussions held regarding recruit academy costs, and the possibility of districts going to internal education/training programs for recruits.
4. Washington Fire Commissioners. Commissioner Ricks noted the upcoming seminar in Chelan.
5. Training Consortium. No report.

Good of the Order:

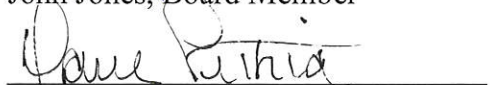
1. The board set a meeting time for the chief's performance reviews.
2. Commissioner Dahl reminded the board of their PDC filings due April 15.
3. Captain Dyer noted the upcoming Firewise Training April 3-4.
4. Chief Kaleiwahea noted the BVFF pension enhancement legislation has passed one house of the Legislature.
5. Captain Dyer noted the upcoming Easter Egg Dash.

Adjournment: The board adjourned the meeting at 11:07 hours.

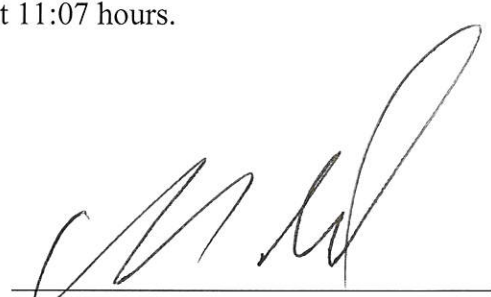
Submitted for Board approval by:


Linda Shea, Secretary

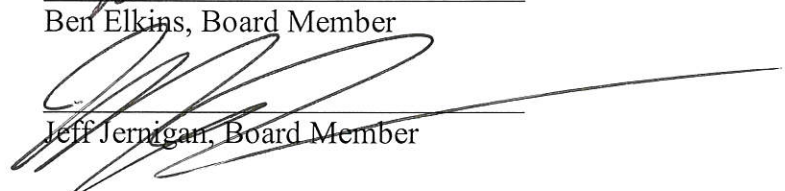

John Jones, Board Member


Dave Pethia, Board Member


John Ricks, Board Member


Calvin Dahl, Board Member


Ben Elkins, Board Member


Jeff Jernigan, Board Member

