



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

January 14, 2019 – Governing Board Business Meeting at the Sargent Road Fire Station

Call to Order/Attendance: Chairman Jernigan called the meeting to order at 09:00 hours. Commissioners Dahl, Elkins, Jones, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Captain L. Dyer, Union Representative Schwartz, Training Captain R. Smith, FF Cooke and Secretary Linda Shea were present.

Public Hearing/Comment/Presentations: None.

Additions/Deletions to the Agenda: None.

Labor Management Team Report: Chief Scott reported the team will be meeting later this month.

New Business:

1. Expenditure Approval. Commissioner Jones moved to approve expenditures in the amount of \$503,866.14. Commissioner Dahl seconded the motion. Motion carried 6-0.
2. Minutes. Commissioner Pethia moved to approve the December 10, 2018 general board meeting minutes. Commissioner Dahl seconded the motion. Motion carried 6-0.
3. Policy #1.1012, Volunteer Reimbursement. Linda presented an updated policy to reflect new rates for volunteer points (keeping rates in line with state per diem rates.) Commissioner Dahl moved to approve the updated policy as written. Commissioner Pethia seconded the motion. Motion carried 6-0.
4. Rochester Station 1-3 fencing bids. Chief Scott presented a summary of quotes received on a new fence for the Rochester station, intended to reduce unwanted traffic through the property. Discussion was held on size, location and usefulness of the fence. The issue was tabled until the February meeting, to allow board members time to visit the station to get a better idea of the fence lines.
5. Cell Tower proposal from Landmark. Chief Kaleiwahea presented a proposal from Landmark to purchase the cell tower lease for \$337,060 (lump sum payment). The current lease nets over \$2.3M in revenue for the department over the next 45 years. Commissioner Dahl moved to reject the proposal. Commissioner Ricks seconded the motion. Motion carried 6-0.
6. Minimum Deployment Guidelines. Chief Kaleiwahea presented an update to the Minimum Deployment Guidelines for board reference (no approvals necessary.)
7. Station 1-1, 1-3 bay door timer bids. No bids have been received at this time. Request for Quote (RFQ) will be sent back out to extend timeframe for quote submittal.

Unfinished Business (action items):

1. Policy vs. Guidelines. Chief Kaleiwahea reported he is still working to gather all policies together and minimize content, for the board's review. This item will be removed from future meetings until Chief Kaleiwahea is ready to present.
2. Policy #1.2010, Communication Equipment Use and Distribution. Linda reported no further feedback had been received on this policy. Discussion was held on the use agreement language. Commissioner Dahl

moved to approve the policy as written. Commissioner Pethia seconded the motion. Motion carried 5-1, with Commissioner Jones voting nay.

3. Policy #1.2019, Light Duty Assignment. Commissioner Jones asked if this covered off-duty injured members (confirmed). Union Rep Schwartz reported the union had no issues with the policy. Commissioner Ricks moved to approve the policy as written. Commissioner Pethia seconded the motion. Motion carried 6-0.
4. Social Media policy. Commissioner Ricks asked if J. Quinn had reviewed the policy. Chief Kaleiwahea responded that he had reviewed it, and Quinn's advice is to not use social media in any form. Commissioner Ricks wants assurance that the department is covered under its liability insurance in the event the metadata/social media records are released inappropriately. Linda will confirm and report at the next meeting. Commissioner Ricks moved to approve the policy as written and the accompanying invoice for one year of ArchiveSocial social media archive services (\$2,388.) Commissioner Pethia seconded the motion. Motion carried 6-0.
5. 2019 Annual Operating Plan. Chief Kaleiwahea asked the board to approve the annual operating plan for 2019 that had been discussed at the January 9 board workshop. Commissioner Elkins moved to approve the plan. Commissioner Pethia seconded the motion. Motion carried 6-0.

Unfinished Business (nonaction items):

1. Maytown well/water. Chief Kaleiwahea reported he has had no response from Mr. Cooke. The new owners of the former Ritchie Brothers property have still not responded to Chief Kaleiwahea's request to discuss potential water options with them. Commissioner Dahl agreed to further explore the option of drilling a new well. If that option does not prove successful, the department will consider using the holding tanks as the main water source (filling them as needed from other water sources rather than using the current well.)
2. Community Communications. Commissioner Pethia reported the alerts worked well during the recent severe weather occurrences and the 911 outage.
3. GEMT update. Linda reported the retroactive GEMT reimbursement has been delayed; payment should arrive by the end of the first quarter, 2019.
4. Beaver Creek property. Chief Scott reported no response yet from the agent – Commissioner Dahl will reach out again.
5. Chehalis Tribe negotiations. Chief Kaleiwahea reported the tribe is considering the hire of a consultant group at a cost of \$25,000 to develop a cost proposal for fire protection services. Chief Kaleiwahea shared with the tribe the cost report that was developed for the GEMT program for their consideration.
6. IGA EMS contract. Chief Kaleiwahea presented the signed EMS contract with Medic One.

Communications:

1. Thurston County Treasurer December 2018 reports. Linda presented the December 2018 Treasurer reports (per RCW 52.16.050(4)), as well as an Ending Fund Balance 2018 report. The 2018 ending balance of unreserved funds is at \$1.2M (over \$800k more than originally projected). The excess balance is a result of higher-than-projected transport revenue plus GEMT funds, in addition to lower-than-budgeted expenditures for career salaries/benefits and facility maintenance.
2. January 2019 budget reports were distributed.
3. WSP IAG – Mobilization. Chief Kaleiwahea presented the signed IAG with WSP for state mobilizations.
4. WSCFF Life program renewal. Linda presented the notification from Standard Insurance (provided by the Wa State Council of Firefighters) for the 2019 renewal of the Life and Disability insurance program.
5. 2018 Mobilizations. Chief Scott presented a report on the 2018 Mobilization costs and reimbursements. The board agreed that 100% of the wildland mobilization reimbursements (net of costs) should be reserved for wildland purchases only (specifically apparatus, tools and clothing).

6. LNI Consultation report. Chief Kaleiwahea presented the report provided by LNI of the observed safety hazards during their recent consultation visit. All issues with the exception of load limit signs have been resolved.

Chief Reports: See written reports.

Commissioner Reports:

1. EMS Council. No report.
2. West Thurston Admin Board. Meeting was rescheduled due to lack of quorum.
3. Thurston County Fire Commissioners. No report.
4. Washington Fire Commissioners. Commissioner Ricks reported on the upcoming Saturday seminar being presented at the Clearwater Resort in Suquamish, March 2.
5. Training Consortium. Commissioner Pethia reported he has requested a meeting with Putnam to discuss financials and interactions with SPSCC.

Good of the Order:

1. Chief Kaleiwahea passed around a letter received from East Olympia Fire which thanked the department for their support during Captain Ostegard's memorial service. Chief Kaleiwahea praised Chief Scott for his assistance with organizing the department's participation.
2. Chief Kaleiwahea passed around a letter of thanks received from the Field of Dreams HOA Board of Directors which thanked the department for their neighborhood visits during Halloween and Christmas holidays.
3. Chief Kaleiwahea presented Commissioner Ricks with a plaque commemorating 35 years of fire service.

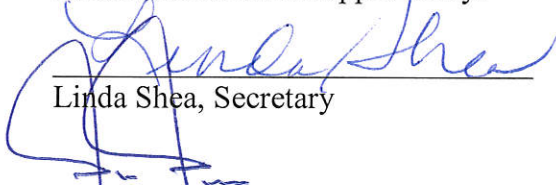
The board recessed at 10:29 for the individual district and the Board for Volunteer Firefighter's (BVFF) meetings. The board reconvened at 10:41 and went into a 30 minute executive session to discuss the chief's performance (42.30.110(g)). The executive session ended at 11:09 with no action taken.

Good of the Order continued:

4. Commissioner Dahl moved to extend the chiefs' contracts through the end of 2021, with the same COLA, sick leave and benefits as provided in the collective bargaining agreement (vacation leave to remain at 7 weeks). Commissioner Pethia seconded the motion. Motion carried 6-0.

Adjournment: The board adjourned the meeting at 11:27 hours.

Submitted for Board approval by:


Linda Shea, Secretary


Calvin Dahl, Board Member

Dave Pethia, Board Member


Ben Elkins, Board Member


John Ricks, Board Member

Jeff Jernigan, Board Member

