



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

November 12, 2019 – Governing Board Business Meeting at the Sargent Road Fire Station

Call to Order/Attendance: Commissioner Jernigan called the meeting to order at 18:00 hours. Commissioners Dahl, Elkins, Jones, Pethia and Ricks, Chiefs Kaleiwahea and Scott, Captains E. Smith and Dyer, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Chief Stone and Union Representative Garza were absent (excused).

Public Comment/Presentations: Aaron Norquist presented a proposal for developing a drone program with the department. He will get a quote for different models and work with Chief Scott. Commr. Elkins recommended contacting the TCSO for their drone program policies/procedures.

Additions/Deletions to the Agenda: Commr. Elkins requested to add “Facility Repairs” under New Business.

Labor Management Team Report: Negotiations are continuing.

New Business:

1. Expenditure Approval. Commissioner Dahl moved to approve the expenditures in the amount of \$589,300.21. Commissioner Jones seconded the motion. Motion carried 6-0.
2. Minutes. Commissioner Dahl moved to approve the October 14, 2019 general board minutes. Commissioner Elkins seconded the motion. Motion carried 6-0.
3. Purchase Requests.
 - a. Chief Scott presented a bid for the two new aid units, from Braun (the only respondent to the RFQ). He requested approval to move forward with the purchase (Dodge model), to include two power loaders (gurneys), for a total of \$471,030. Commissioner Dahl moved to approve the purchase of two aid units and two power loaders. Commissioner Jernigan seconded the motion. Motion carried 6-0.
 - b. Chief Kaleiwahea presented a quote for the purchase of a third power loader (gurney) to outfit an existing aid unit, with funding to come partially from unused Medic One BLS funds (\$20k) and the remaining \$8k to come from the department’s General Fund. Commissioner Dahl approved the purchase of a third power loader. Commissioner Elkins seconded the motion. Motion carried 6-0.
4. 2020 Budget. Linda Shea presented the final 2020 budget, noting changes from the draft presented at the October meeting were a result of moving 2019 Budget Priority projects to 2020, plus the reflection of GEMT and Wildland Reserves in the Projected Fund Balance. The following resolutions were presented for approval, as required by the county:
 - a. #2019-013, Adopting a Budget for the Year 2020. Commissioner Elkins moved to approve this resolution. Commissioner Jones seconded the motion. Motion carried 6-0.
 - b. #2019-014, Real Property Tax and Substantial Need. Commissioner Elkins moved to approve this resolution. Commissioner Jones seconded the motion. Motion carried 6-0.
 - c. #2019-015, Levy Resolution. Commissioner Elkins moved to approve this resolution. Commissioner Jones seconded the motion. Motion carried 6-0.

5. 2020 WFC Health Care Program Application. Linda Shea presented the application to enroll in the WFC Health insurance program for 2020, noting no changes from 2019 coverage. Commissioner Elkins moved to approve the 2020 application. Commissioner Dahl seconded the motion. Motion carried 6-0. Linda noted that she was informed by the health program coordinator that the IAFF Center for Excellence is considered an in-network provider for mental health services.
6. 2020 Board Chair election. Commissioner Dahl moved to elect John Ricks as the 2020 RFA board chair, with Jeff Jernigan as the back-up. Commissioner Pethia seconded the motion. Motion carried 6-0.
7. Resolutions. Linda Shea presented the following resolutions for approval:
 - a. #2019-011, Surplus. Linda Shea noted that additional items were added to the resolution that morning, as a result of Jessica Joslin cleaning up the workroom at station 1-2. Commissioner Dahl moved to approve the resolution for surplus, including the additional items. Commissioner Jones seconded the motion. Motion carried 6-0.
 - b. #2019-012, Regularly Scheduled Board Meetings. Commr. Pethia requested a change to the December 9 board meeting time, to accommodate EOC disaster recovery meeting scheduled at the same time. Commissioner Dahl moved to change the time for the December 9 meeting to 3:00 pm. Commissioner Jones seconded the motion. Motion carried 6-0.
8. Policy Review. Linda Shea presented a revised policy #1.1009 Purchasing and Inventory/Surplus, to reflect changes to the state purchasing thresholds. She requested feedback in time for the December meeting. Policy was sent to union for review on October 29.
9. Facility Repairs. Commr. Elkins expressed concern over several outstanding maintenance issues at some of the stations. Chief Scott and Chief Kaleiwahea agreed to conduct regular tours of the stations to identify issues that need to be addressed. Commr. Dahl recommended the board conduct an annual station tour so they can see the status of projects they have approved.

Unfinished Business (action items):

1. Policy 1.2022, Peer Support Team. Linda Shea presented a final policy for the Peer Support team. She reported that at this juncture, she proposes handing it over to the union members to select team members and develop procedures/protocols. She has cancelled the IAFF Peer Support training she initially reserved for the department (for training up to 30 staff), and tentatively reserved ten spots at an IAFF Peer Support training being held January 16-17, sponsored by Central Mason Fire. Commissioner Dahl moved to approve the policy. Commissioner Elkins seconded the motion. Motion carried 6-0. Final approval by union still pending.
2. Solar blanket quotes. Chief Scott reported on the initial quote for installing solar blankets at the Grand Mound station 1-1. He noted that RFQs have been sent out to obtain other bids. He requested the board approve him to move forward on the project (installing the blankets over office/dorm areas only, R22 rating recommended if competitively priced) as soon as all the bids have been received, up to a maximum of \$20,000 plus tax. Commissioner Dahl approved moving forward with the project. Commissioner Elkins seconded the motion. Motion carried 6-0.
3. Tender/Brigade for Michigan Hill. Chief Kaleiwahea reported on the costs to develop a volunteer brigade in the Michigan Hill community. Estimated initial costs for equipment, training, etc. would run \$152,000. Discussion was held on the goals for this brigade, as this would also need to be considered for the Mima/Gate community. The board agreed that the team should be developed first to ensure committed, trained citizens would be available for the brigade.
4. Real Estate Donation agreement. Chief Kaleiwahea presented a draft agreement from Weyerhaeuser for the donation of approximately one acre on which the department could place an apparatus storage building for developing a volunteer fire brigade in the Mima/Gate community. Commr. Dahl recommended the chief schedule a pre-submission conference with the county to ensure the property could be re-zoned as needed. The board agreed to continue moving forward with the project.

5. Vehicle Repair and Maintenance Services agreement. Chief Kaleiwahea presented a contract with the City of Olympia for vehicle repair services, recommending approval based on their performance. Commissioner Ricks moved to approve the contract. Commissioner Jones seconded the motion. Motion carried 6-0.
6. Intergovernmental EMS contract (Medic One). Chief Kaleiwahea presented a contract with Medic One for BLS funding, recommending approval so the department can continue to receive BLS funds. Commissioner Ricks moved to approve the contract. Commissioner Jernigan seconded the motion. Motion carried 6-0.

Unfinished Business (nonaction items):

1. GEMT update. Linda Shea reported the department is slated to receive \$260,759 in GEMT retroactive payments for the SFY2018 period. This should be the final retroactive payment, since GEMT costs were added to transport billings starting with SFY2019.
2. Beaver Creek property. Chief Scott reported we are still waiting on county re-inspection of the perc holes.
3. Chehalis Tribe negotiations. Chief Kaleiwahea reported we are still waiting on tribal attorneys to draft the 2020 Emergency Services contract.
4. Weyerhaeuser meeting. See above under *Unfinished Business/Action Items #4*.

Communications:

1. Thurston County Treasurer October 2019 reports were presented as per RCW 52.16.050(4).
2. November 2019 budget reports were distributed. Linda Shea noted that based on her rough projections, the department will underspend General Fund by \$270k (excluding \$506k in expenditures covered by GEMT, Wildland and Mobilization reimbursement funds.)
3. Operations Committee Update. Chief Scott reported the committee is starting to work on engine specifications. The committee also plans to complete a review of Operations policies by the end of January. The group is still considering which style of jaws to purchase (gas or hydraulic).
4. 2018 Audit Report. Linda Shea reported the state auditors completed their onsite audit, and have scheduled the exit conference for November 26. Commr. Ricks questioned if we are required to post a notice of a District #11 meeting since two of the three District 11 commissioners will be attending the exit conference. Linda will follow up with Quinn for legal guidance.
5. Station 1-2 Bay door repair. Linda Shea presented an invoice for \$9,698 for repair of the station 1-2 bay door, of which \$9,448 was covered by insurance.
6. ICS 402 training. Commr. Pethia asked about the requirements for department officials to take this training. Chief Kaleiwahea agreed the training would be beneficial, although not necessarily required. The courses are offered online.

Chief Reports: Refer to printed reports.

- a. Chief Kaleiwahea reported on recent purchases for disaster preparedness (\$5k for 25-year shelf life food for 80 people for two weeks).
- b. Chief Kaleiwahea reported on recent purchases for station wear (as approved by the Uniform Standards committee) in the amount of \$6,500.
- c. Chief Kaleiwahea reported a donation was received today from district resident Cliff Mack in the amount of \$2,000 for the association to support the holiday adopted families.
- d. Chief Scott reported the generator at station 1-3 has been installed.

Commissioner Reports:

1. EMS Council. No report
2. West Thurston Admin Board. No report.
3. Thurston County Fire Commissioners. Commissioner Pethia reported the commissioners received updates on the Dispatch Help program.

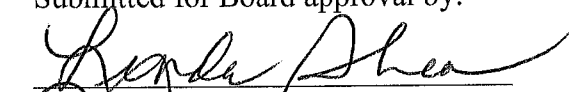
4. Washington Fire Commissioners. Commissioner Pethia reported that he and Commr. Ricks attended the conference. He noted that he has requested to be appointed to the health insurance committee.
5. Training Consortium. Commissioner Pethia requested guidance from the board on how to proceed with participation in the Training Consortium, given that the building and resources are not being utilized adequately. The board agreed that as long as there are no fiscal impacts (as in additional fees or dues that are required to be paid), we should continue with the relationship for now.
6. Community Communications. No report.

Good of the Order:

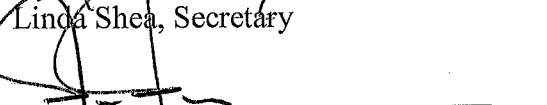
1. Linda Shea postponed the BVFF meeting until next month due to lack of volunteers at the meeting.
2. Chief Scott reported the EOC exercise will be on December 5 at 6:00 PM, Grand Mound station 1-1, and requested a commissioner to attend. Commr. Elkins agreed to attend.
3. Chief Kaleiwahea reported the AWB donation will be presented at the annual Holiday Tree Lighting at the Capitol Rotunda on December 6 at 5:30 PM.
4. Chief Kaleiwahea reported the Fall Newsletter has been distributed.
5. Commr. Pethia suggested the board meet to review the chief's contract and succession planning. The board will meet on January 15 at 8:00 AM, Mills Diner in Rochester.

Adjournment: The board adjourned the meeting at 20:22 hours.

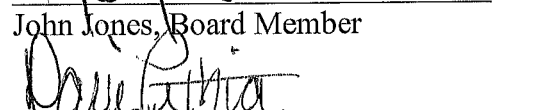
Submitted for Board approval by:



 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