



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



---

September 9, 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, Jones, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Union Representative Garza, Captains Christenson and Dyer, FFs Hall, Panuska, and White, Volunteer Coordinator J. Joslin, PACT members G. Broumley, C. Matson and C. Kohlmann, guests Bob Willey and Chief Kytta (Riverside Fire Authority), and Secretary Linda Shea were present. Commissioner Elkins was absent (excused).

**Public Comment/Presentations:** Mr. Willey and Chief Kytta presented information on ham radio systems and made recommendations on implementing an emergency radio program within West Thurston Fire. Commissioner Jernigan moved to have the department pursue the purchase of the necessary equipment. Commissioner Ricks seconded the motion. Motion carried 5-0.

**Additions/Deletions to the Agenda:**

1. Linda Shea requested the addition of “Peer Support Policy” under New Business.
2. Chief Scott requested the addition of “Energy Audit” under Unfinished Business.

**Labor Management Team Report:** It was reported that an MOU was recently signed to allow for a temporary backfill behind a firefighter currently on short term disability. An offer has been sent by the union to the department to begin labor negotiations (Commissioners Jernigan and Elkins will participate on the negotiation team.)

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the expenditures in the amount of \$427,613.60. Commissioner Jones seconded the motion. Motion carried 5-0.
2. Minutes. Commissioner Pethia moved to approve the August 12, 2019 general board minutes. Commissioner Jones seconded the motion. Motion carried 5-0.
3. Purchase Requests. Linda presented four purchase requests:
  - a. \$250 Service Award for a retiring volunteer (general fund);
  - b. \$12,000 for new nozzles (GEMT funds);
  - c. \$34,000 Office 365 Migration and Computer Replacements (GEMT funds);
  - d. Replacement Gas Detector (est. \$1,700 – bids pending) for fire investigator team (general fund).

Commissioner Dahl moved to approve all four purchase requests. Commissioner Jones seconded the motion. Motion carried 5-0.

Chief Scott presented specifications for the purchase of two new aid units plus two self-loading gurneys (initial estimates of \$180,000 per unit.) Discussion was held on the best manufacturer (Ford, Dodge,

Chevy) and fuel system (gas or diesel). Commissioner Dahl moved to approve the issuance of the aid unit bids. Commissioner Pethia seconded the motion. Motion carried 5-0.

4. 2020 Budget - draft. Linda distributed a draft budget for 2020, requesting feedback by the October meeting, when public comment will also be invited. Final budget approval will occur at the November meeting.
5. Leave, Disability and Shared Leave Bank policies consolidation. Linda presented a new policy which consolidates three policies covering leave, disability and use of the shared leave bank into one policy. She noted two changes:
  - a. Allowance for employees to buy-back leave used while on disability; and
  - b. Requirement for employees to use leave when released from jury duty and choose to not return to shift.

Union Rep Garza reported he had no issues with the policy. Commissioner Dahl moved to approve the policy. Commissioner Pethia seconded the motion. Motion carried 5-0.

6. Resolution #2019-010, Surplus of 1954 GMC Fire Pumper. Linda presented a revised resolution to formalize the board's decision to surplus the 1954 GMC pumper (with additional bunker gear items added for surplus approval.) Discussion was also held on the appropriate sale price. Commissioner Dahl moved to approve the resolution with no set minimum (reserve) bid amount for the pumper. Commissioner Jones seconded the motion. Motion carried 4-0, with Commissioner Jernigan abstaining.
7. TCSO lease. Linda reported the Thurston Co. Sheriff's Office would like to renew their current annual space lease at the Grand Mound station, at the same lease amount. Commissioner Dahl moved to approve the extension of the lease. Commissioner Pethia seconded the motion. Motion carried 5-0.
8. Peer Support Policy. Linda distributed a draft Peer Support Team policy and interest form for board review, reporting that the department plans to bring a Peer Support educator onsite to train members once the team has been selected.

#### **Unfinished Business (action items):**

1. Energy audit. Chief Scott reported that Delta Connects submitted a quote for \$3,762 to install software that will enable better management of the HVAC system at Station 1-1, as recommended by the energy auditor. Commissioner Dahl approved the quote to proceed with Delta Connects. Commissioner Jones seconded the motion. Motion carried 5-0.

The board recessed for a 5 minute break at 19:40, reconvening at 19:45.

#### **Unfinished Business (nonaction items):**

1. GEMT update. Linda reported all five managed care organizations (MCOs) have made their GEMT payments from 2017. Total GEMT revenue collections to-date are \$1,137,000, with \$259,000 paid out for program costs, leaving a net collection of \$878,000.
2. Beaver Creek property. Chief Scott reported the gopher study has been completed (no issues), and the designer hopes to have all the county-identified issues resolved shortly.
3. Chehalis Tribe negotiations. Chief Kaleiwahea reported he hopes to receive a final proposal from the tribe next month. He will continue to work on obtaining values for tribal properties.
4. Weyerhaeuser meeting. Chief Kaleiwahea reported that Weyerhaeuser is working on a sales agreement for the Mima property purchase.

#### **Communications:**

1. Thurston County Treasurer August 2019 reports were presented as per RCW 52.16.050(4).
2. September 2019 budget reports were distributed. Discussion was held on reserving a portion of the GEMT funds (up to \$500k) to cover potential shortfalls in the future.



3. Operations Committee Update. Chief Scott reported the ops committee is working on nozzle and other equipment standardizations, meeting every other month.
4. MOU Temporary FF. Chief Scott presented the signed MOU for the backfill of a firefighter currently on disability leave.
5. Comprehensive Plan Amendment. Chief Kaleiwahea presented a Comprehensive Plan Amendment which was submitted to the county regarding rezoning of the Old 99 station. Early indications are that the rezoning will not occur until 2021.
6. Amateur Radio Quote. Chief Kaleiwahea presented communication regarding costs for amateur radio equipment (*discussed during **Public Presentation** by B. Willey and Chief Kytta, previously.*)
7. Regional Fire & EMS Study. Chief Kaleiwahea presented portions of the final study, as procured by the City of Tumwater Fire department.

**Chief Reports:** Refer to printed reports. Chief Kaleiwahea reported that an invite would be sent out on Tuesday regarding the upcoming annual banquet, to be held at the Gate Ranch on September 28.


**Commissioner Reports:**

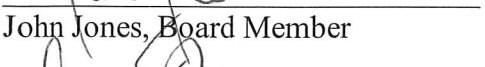
1. EMS Council. Commissioner Ricks reported the council reviewed budgets, and also noted that the number of trained First Aid/CPR residents in Thurston County is phenomenal.
2. West Thurston Admin Board. Next meeting in October.
3. Thurston County Fire Commissioners. Commissioner Ricks reported on the annual picnic, which was attended by candidates for port commissioner.
4. Washington Fire Commissioners. No update.
5. Training Consortium. No update.
6. Community Communications. Commissioner Pethia reported the commissioners are continuing to look into emergency preparedness operations.

**Good of the Order:** None.

**Adjournment:** The board adjourned the meeting at 20:19 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

