



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



January 13, 2020 – Governing Board Business Meeting at the Sargent Road Fire Station

Call to Order/Attendance: Commissioner Ricks called the meeting to order at 18:00 hours. Commissioner-elect Culleton, Commissioners Dahl, Jernigan (excused at 18:25), and Pethia, Chiefs Kaleiwahea, Scott and Stone, Union Representative Garza, former Commissioner Jones, Captains Christenson and Dyer, FF Panuska, volunteers T. Fitzgerald, K. Frasl, T Frasl, J. Spiegelberg, Logistics Coordinator J. Joslin, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Commissioner Elkins was absent (excused.)

Public Comment/Presentations: Linda S administered the Oath of Office to Commissioner-Elect Tom Culleton.

Additions/Deletions to the Agenda: None.

Labor Management Team Report: None.

New Business:

1. Expenditure Approval. Commissioner Jernigan moved to approve the expenditures in the amount of \$555,077.88. Commissioner Culleton seconded the motion. Motion carried 5-0.
2. Minutes. Commissioner Pethia moved to approve the December 9, 2019 general board minutes. Commissioner Jernigan seconded the motion. Motion carried 5-0.
3. Resolution #2020-001, Purchase Process. Linda S. presented Resolution #2020-001 as recommended by the department legal advisor, to update the previous resolution to reflect changes in purchasing policy. Commissioner Pethia moved to approve Resolution #2020-001. Commissioner Jernigan seconded the motion. Motion carried 5-0.
4. Resolutions #2020-002, Surplus Equipment.
 - a. Linda S. presented Resolution #2020-002 to approve the surplus of excess equipment (inventoriable and non-inventoriable items). Commissioner Pethia moved to approve Resolution #2020-002. Commissioner Jernigan seconded the motion. Motion carried 5-0.
 - b. Commr. Pethia asked about the possibility of putting the old radios to use in the community for emergency situations. Chief Kaleiwahea recommended looking at this issue after TComm completes their radio replacement project.
5. IAFF Local 3825 Collective Bargaining Agreement for Jan 2020 – Dec 2021. Chief Scott presented the newly bargained agreement with IAFF Local 3825 for approval. Commissioner Jernigan moved to approve the agreement. Commissioner Pethia seconded the motion. Motion carried 5-0.
6. DRAFT Strategic Plan 2021-2026. Chief Kaleiwahea noted that he is presenting only an addendum to the current Strategic Plan, rather than a full new strategic plan for the next five years. The plan includes succession planning as well as confidential information for board review only at this time. He also noted that administrative contracts are up for renewal this year, and proposed attending the next board workshop to go over the strategic plan addendum and contracts. The board rescheduled their workshop originally scheduled for January 15, to January 23 (8:30 AM, Mill's Diner.)

Unfinished Business (action items):

1. Station tour by board. The board agreed to start station tours after the special workshop scheduled on January 23.

Unfinished Business (nonaction items):

1. Beaver Creek property. Chief Scott reported that the county has been notified that all required changes have been made; still waiting for county approval.
2. Chehalis Tribe negotiations. Chief Kaleiwahea reported he has not heard any response from the tribe; they informed him the contract would be signed by their board on December 17. He will reach out again.
3. Weyerhaeuser meeting. Chief Kaleiwahea reported that the department legal advisor has reviewed the proposal and deemed it fair and legal; pending final from Weyerhaeuser.
4. Drone Program. Chief Scott reported that he has obtained several quotes, he recommends the Mavic 2 Enterprise (\$3,850 plus \$250 per person for training.) Captain Dyer noted that she has initiated a demo of drones with Aaron Norquist; he will contact her when that is ready to be scheduled. The board recommended that policies be developed and training given prior to any costly drone purchases.
5. Tender/Brigade for Michigan Hill. Commr. Dahl noted this item can be moved to the Operations committee; no further board action needed.
6. Continuity of Operations Plan (COOP). Chief Kaleiwahea reported the COOP is on the verge of being started; he will be scheduling a meeting with J. Joslin and Chief Scott to begin action planning. The board agreed this can be removed from future board agendas; no further board action is needed.

Communications:

1. Thurston County Treasurer December 2019 reports were presented as per RCW 52.16.050(4). Linda S. pointed out that the ending balance was almost \$1M over the beginning balance for 2019.
2. January budget reports were distributed. Linda Shea noted the beginning balances of reserve accounts for Operating, Wildland and GEMT have been established as per prior board action.
3. Operations Committee Update. Chief Scott reported the Operations committee has been working on:
 - a. Aid Units – change orders resulted in \$1,100 savings
 - b. Brush Truck – specs being developed
 - c. Engine – design parameters being developed
 - d. Hose – purchases being made
 - e. Crib Packs – purchased
 - f. Man vs. Machine kits – being put together for use by crews on extensive machinery-involved incidents.
4. Policies #1.1009 and #1.2021. Linda S noted that the policies provided in the December board packet for approval were not the latest ones (they did not include legal advisor recommendations.) Specifically, 1.1009 purchase approval thresholds changed, language was added regarding vendors, BOFC resolution reference was removed; 1.2021 had buy back option removed, RCW 49.12.265 was added to Family Member definition. Commissioner Dahl moved to approve the final policies. Commissioner Pethia seconded the motion. Motion carried 4-0.

The board recessed at 18:48 for a ten-minute break, reconvening at 18:58.

Chief Reports: Refer to printed reports.

1. Chief Kaleiwahea reported:
 - a. 23 of the original 105 facility maintenance project items as a result of the chief station tours have been completed.

- b. Thirty-two families were provided with holiday gifts and food thanks to all the volunteers who helped during the holiday season.
2. Chief Scott reported:
 - a. Aid units are scheduled for an August delivery.
 - b. Thermal blanket was installed at station 1-1 last week; should see benefits in the next few months.
 - c. 4000 series Operations Policies are under review.
 - d. Vision 2020 plan has been implemented which includes a weekly “touch-base” with admin and operational staff.
 - e. Commendation letters were given to nine staff who responded to a multi-semi accident on October 21.

Commissioner Reports:

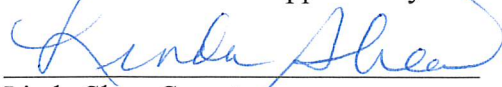
1. EMS Council. No meeting.
2. West Thurston Admin Board. Commissioner Ricks reported the board approved the new by-laws which include District #6. He also noted that Chief North is working on agreements for use of training facilities (potential zero fee; departments will only have to cover supply usage costs.)
3. Thurston County Fire Commissioners. Commissioner Ricks attended annual potluck; no action to report.
4. Washington Fire Commissioners. Commissioner Pethia reported on the Health and Wellness presentation given to the commissioners.
5. Training Consortium. Meeting forthcoming.
6. Community Communications. No report.

Good of the Order:

1. Linda S reminded of Legislative Day on January 28; Culleton and Chief Scott plan to attend.
2. Linda S reminded of upcoming Saturday Seminars. Commr. Pethia noted he will not be attending the June meeting at Campbell's, and offered his spot to Culleton.
3. Commissioner Ricks moved to compensate former Commissioner Jones for his time spent on labor negotiations beyond the end of his term. Commissioner Pethia seconded the motion. Former Commissioner Jones was grateful for the motion, but declined to accept any compensation.

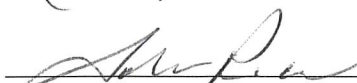
Adjournment: The board adjourned the meeting at 19:21 hours.

Submitted for Board approval by:


Linda Shea, Secretary


Tom Culleton, Board Member


Dave Pethia, Board Member


John Ricks, Board Member


Calvin Dahl, Board Member


Ben Elkins, Board Member


Jeff Jernigan, Board Member

