



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



October 14, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

Call to Order/Attendance: Commissioner Jones called the meeting to order at 18:00 hours. Commissioners Dahl, Elkins, Pethia and Ricks, Chiefs Scott and Stone, Vol Coordinator Joslin, FFs Peoples and Spiegelberg, Rehab Volunteer Giordano, guests Jenifer Whisler and Tom Culleton, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Chief Kaleiwahea, Commissioner Jernigan and Union Representative Garza were absent (excused).

Public Comment/Presentations: Linda Shea presented the 2020 draft budget for public comment. J. Whisler asked about equipment and facility reserves and wanted confirmation that these figures were built into the recently passed M&O levy (confirmed.) No further public comment was received. Resolutions for final approval of the budget will be presented at the November board meeting.

Additions/Deletions to the Agenda:

1. Linda Shea requested the addition of “Health Care Changes” under Communications.
2. Linda Shea requested the addition of “Scatter Creek Video” to follow the Labor Management report.
3. Chief Scott requested the addition of “Vehicle Collision Policy” under New Business.
4. Commissioner Dahl requested the addition of “Solar Blanket” under Communications.
5. Commissioner Dahl requested the addition of “Michigan Hill” under Communications.

Labor Management Team Report: No report.

Jessica Joslin presented the newly-created Scatter Creek video for review and feedback. Final editing will be done this week.

New Business:

1. Expenditure Approval. Commissioner Dahl moved to approve the expenditures in the amount of \$526,134.71. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Minutes.
 - a. Commissioner Jones noted that he will replace Commissioner Elkins on the labor negotiations team, to ensure a representative from each district is on the team.
 - b. Commissioner Pethia moved to approve the September 9, 2019 general board minutes. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Purchase Requests. Chief Scott presented a revised purchase request for a utility truck replacement, noting that the board had approved up to \$35,000 for a *used* vehicle. The revised request is \$36,169.83 to include tax (plus licensing costs) and is for a *new* 2019 vehicle. Commissioner Dahl moved to approve the revised purchase request. Commissioner Ricks seconded the motion. Motion carried 5-0. A resolution to surplus the old utility truck will be presented at the November board meeting. Proceeds from the sale of the old utility truck will be used to cover additional components on the new truck (logos, lights, etc.)

4. Proxy Authority. Linda Shea presented proxy forms for board approval, to allow Commrs. Pethia and Ricks to serve as proxy for another board member, at the WFOA conference. Commissioner Dahl moved to approve the proxy forms. Commissioner Pethia seconded the motion. Motion carried 5-0.
5. Vehicle Collision policy. Chief Scott distributed a revised policy 1.3006, *Vehicle Collision Investigation* for review. The policy will be sent to the union for review as well. Policy will be brought back to the December meeting for final approval.

The board recessed for a seven minute break at 19:09, reconvening at 19:16.

Unfinished Business (action items):

1. Policy 1.2021 Leave, Disability and Shared Leave bank recommended changes. Linda Shea reported that the unintended consequence of adding a leave buyback option to the policy was an increase to the short term/long term disability premiums of almost \$300/month (added cost to the department); she recommends removing that provision in the policy. She also reported a change in the "Family Member" definition to reference both RCW 49.46.210 and 49.12.265, to ensure the relative benefits extend to grandparents and in-laws. The board agreed with the recommended changes, and asked that the policy be sent to the union for their review and concurrence. The policy will be brought back to the December meeting for final approval.
2. NEW Policy – Peer Support Team.
 - a. Linda Shea asked if the board had any feedback on the new Peer Support team policy which was presented at the September meeting. Commissioner Jones recommended that "Fire Chiefs" be excluded from the selection committee (section 2.3). The union has not provided any feedback to-date. Policy will be kept open for feedback until the sixty day review period is up, with a policy brought back to the November meeting for final approval.
 - b. Linda Shea reported the Peer Support team training has been tentatively scheduled for January 23-24, provided by the IAFF. Commr. Elkins noted there may be free local resources that could provide similar training. Linda will follow up on these resources.
3. GEMT Set-Aside consideration. The board discussed setting aside some of the GEMT funds in a reserved budget line, for future unanticipated equipment or facility needs. Commissioner Dahl made a motion to set-aside \$400,000 in reserve. Commissioner Ricks seconded the motion. Motion carried 5-0.

Unfinished Business (nonaction items):

1. GEMT update. Linda Shea reported the SFY2019 cost report is underway.
2. Beaver Creek property. Chief Scott reported the perc holes have been uncovered and we are waiting for the county to re-inspect.
3. Chehalis Tribe negotiations. No updates.
4. Weyerhaeuser meeting. No updates.

Communications:

1. Thurston County Treasurer September 2019 reports were presented as per RCW 52.16.050(4). Linda Shea pointed out that the 2019 September fund balance is almost \$1M over the previous four years' September ending fund balances.
2. October 2019 budget reports were distributed.
3. Operations Committee Update. Chief Scott reported the RFQ for the two new aid units is out, with a deadline of November 1. Bids will be opened on November 6. RFQ for new engine will be next.
4. Hosting of PNW Seismic Network instrument. Linda Shea reported that the department was approached by the Pacific NW Seismic Network about the installation of a seismic monitoring instrument at the Littlerock station 1-2. The PNWSN will cover all costs of installation of the instrument.

5. 2018 Audit Report. Linda Shea presented a copy of a letter from the State Auditor indicating that an audit will not be done on TCFPD #1 due to no financial activity in 2018 (all reported under WTRFA.)
6. Bay Door Maintenance Contract. Linda Shea presented a copy of the new maintenance contract with DH Pace, for annual maintenance of all station bay doors.
7. AD&D and Accident/Health insurance policy renewals. Linda Shea presented copies of the insurance renewals effective November 2019, reporting no major changes in coverage.
8. EAP Utilization report. Linda Shea presented a report of usage-to-date of the EAP services.
9. Solar Blanket. Commr. Dahl reported on the efficiencies he gained by installing solar blankets at his residence, and proposed the department consider installing them to help with energy usage. Chief Scott will contact Solar Energy Today and obtain quotes to present at the next board meeting.
10. Michigan Hill. Commr. Dahl made a proposal to purchase a tender to store at the Michigan Hill station. This tender, along with a volunteer brigade of red-card certified citizens, would help speed up response times for fire incidents in the Michigan Hill area. Chief Scott will put together specifications on a tender and recommendations for trainings to provide the citizens, and present at a future board meeting.
11. Health Care changes. Linda Shea reported the WFCA has made a change to the 2020 insurance coverage which will add a \$20,000 co-pay on employees who utilize out-of-network mental health and substance abuse treatment centers.

Chief Reports: Refer to printed reports.


Commissioner Reports:


1. EMS Council. No report
2. West Thurston Admin Board. No quorum for October meeting, next meeting in January.
3. Thurston County Fire Commissioners. Commissioner Pethia reported the commissioners received updates to the insurance coverages as previously reported by Linda Shea.
4. Washington Fire Commissioners. Conference coming up October 24-26.
5. Training Consortium. No update.
6. Community Communications. Commissioner Pethia reported we are waiting for vendor bids on radio equipment.

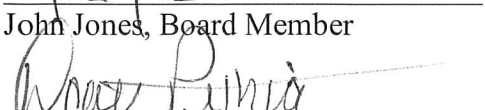
Good of the Order: Linda Shea reported the auditors are onsite conducting an audit for 2018.

Adjournment: The board adjourned the meeting at 19:49 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

