



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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December 9, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jernigan called the meeting to order at 15:00 hours. Commissioners Dahl, Elkins, Jones, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Union Representative Garza, Captain E. Smith, Tom Culleton, Admin Assistant Linda Patraca and Secretary Linda Shea were present.

**Public Comment/Presentations:** Commissioner Jernigan presented the annual Commissioner's Award to Lt. Isaac Garza.

**Additions/Deletions to the Agenda:** Commissioner Dahl requested a discussion on a Maintenance/Facilities Manager position (to be included with Unfinished Business item #7, Facility Maintenance List/Plan.)

**Labor Management Team Report:** Negotiations are pending the outcome of an updated comparables list being worked on by Miranda Panuska and Linda Shea.

**New Business:**

1. Expenditure Approval. Commissioner Elkins moved to approve the expenditures in the amount of \$599,055.49. Commissioner Jones seconded the motion. Motion carried 6-0.
2. Minutes. Commissioner Jones moved to approve the November 12, 2019 general board minutes. Commissioner Pethia seconded the motion. Motion carried 6-0.
3. Resolution #2019-016, Surplus Equipment. Linda Shea presented a list for approval to surplus an unused flatbed trailer and miscellaneous equipment. Commissioner Dahl moved to approve Resolution #2019-016. Commissioner Pethia seconded the motion. Motion carried 6-0.
4. 2020 Authorized Signature list. Linda Shea distributed the county's 2020 Authorized Signature List for updating signatures for 2020.
5. 2020 Transport Fee. Chief Kaleiwahea presented comparative data on regional transport fees, recommending the district remain at the current \$750 base fee/\$16 per mile for transports in 2020. Commissioner Dahl moved to leave transport fees at the current rate. Commissioner Pethia seconded the motion. Motion carried 6-0.
6. RFP – Legal Services. Linda Shea presented a summary of the proposals received for the recent RFP released last month for Legal Services. Linda recommended contracting with Eric Quinn. Commissioner Dahl moved to approve a contract with Eric Quinn for legal services. Commissioner Ricks seconded the motion. Motion carried 6-0.

**Unfinished Business (action items):**

1. Policy Approvals. Linda Shea presented three policies for final board approval (1.3006 Vehicle Collision; 1.2021 Leave policies; 1.1009 Purchasing). Union Representative Garza affirmed that the union membership had reviewed and approved the policies. Commissioner Dahl moved to approve all three policies. Commissioner Ricks seconded the motion. Motion carried 6-0.

2. Station tour by board. The board agreed to hold off on scheduling station tours until January.

**Unfinished Business (nonaction items):**

1. GEMT update. Linda Shea reported that the SFY2019 cost report had been finalized and the final SFY2019 GEMT transport fee increased from \$3,889 to \$5,172. She recommended \*not\* increasing the GEMT fee being added to transports at this time, to ensure the department doesn't over-collect GEMT funds which would necessitate a payback to the federal government. She recommended leaving the GEMT fee at \$3,889, with any additional GEMT funds due to the department being recovered via the "true-up" period when next year's report is filed. Commissioner Dahl moved to leave the GEMT fee at \$3,889. Commissioner Pethia seconded the motion. Motion carried 6-0.
2. Beaver Creek property. Chief Scott reported we are still waiting for the county re-inspection report.
3. Chehalis Tribe negotiations. Chief Kaleiwahea reported that he was informed by the tribal chief that they will be signing a contract on December 17, although we have not seen a contract as of yet.
4. Weyerhaeuser meeting. Chief Kaleiwahea reported the contract has gone through legal review, and he will be notifying Weyerhaeuser to proceed.
5. Maytown well plan. Chief Kaleiwahea presented documentation for the well permit at Maytown, reporting that he met onsite with county personnel, who noted the well was too close to the drainfield. Chief Kaleiwahea recommended drilling test holes to find water and re-file a plan with the county. Commissioner Dahl will schedule time to meet the driller onsite.
6. Ham Radio installation/equipment. Chief Kaleiwahea presented a quote from Day Wireless for the installation of ham radio equipment at four stations. He recommends installing at Grand Mound and Littlerock only at this time, and then conducting training. The board had reservations about the cost, and recommended contacting Whisler Communications for a quote, with further discussion at the January board meeting.
7. Facility Maintenance List/Plan. Chief Kaleiwahea distributed a packet of facility maintenance items that were noted during the chiefs' station tours last month. He reported he has engaged Chris Heilman (support unit volunteer) as a temporary employee to oversee the correctional crews. He has also received confirmation from the DOC correctional crew supervisor that the crews can now do tasks that were previously restricted due to height restrictions. Discussion was held on the benefit of hiring a facility supervisor/maintenance person to handle these tasks, and provide better management of preventative maintenance tasks. Chief Kaleiwahea asked for a three-month trial period to see if the changes he has implemented improve the situation. It was suggested that perhaps an agreement could be made with the school district to share a maintenance person.

**Communications:**

1. Thurston County Treasurer November 2019 reports were presented as per RCW 52.16.050(4).
2. December 2019 budget reports were distributed. Linda Shea noted the department ended up with a surplus of almost \$206k, which includes use of \$15k of Wildland Reserve for the purchase of wildland equipment and \$260 GEMT Reserve funds used to offset unbudgeted facility and vehicle maintenance costs (as previously approved by the board.)
3. Operations Committee Update. Chief Scott reported he met with Braun on the aid unit build, and he anticipates completion mid-summer.
4. 2018 Audit Report. Linda Shea reported the 2018 state audit was completed, with no findings, exceptions or exit items reported.

**Chief Reports:** Refer to printed reports.

1. Chief Scott reported on the above-average call volume to-date.



2. Chief Scott reported he met with the Smart Solar representative and was able to contract for the R22 solar blanket at \$1.66/SF.

**Commissioner Reports:**

1. EMS Council. Commissioner Ricks reported the current EMT class has 25 students, with graduation set for December 18. He also reported the EMS Operations plan is under review.
2. West Thurston Admin Board. No report.
3. Thurston County Fire Commissioners. No report.
4. Washington Fire Commissioners. Commissioner Pethia distributed the 2020 Legislative Priorities list.
5. Training Consortium. No report.
6. Community Communications. No report.

**Good of the Order:**

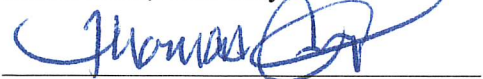
1. Chief Kaleiwahea recognized and thanked Commissioner Jones for his 34 years of service with the fire district.
2. Commissioner Ricks reported the recent EOC drill went very well.
3. Chief Kaleiwahea reported the Continuity of Operations Plan (COOP) should be ready for review by mid-2020.

**Adjournment:** The board adjourned the meeting at 16:18 hours.

Submitted for Board approval by:



Linda Shea, Secretary



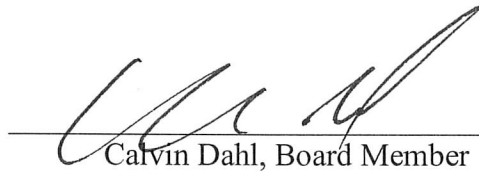
Tom Culleton, Board Member



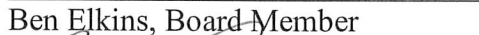
Dave Pethia, Board Member



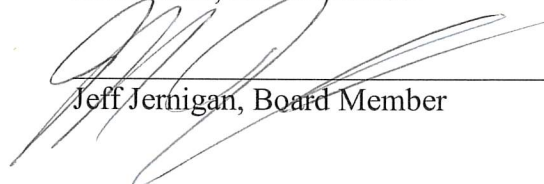
John Ricks, Board Member



Calvin Dahl, Board Member



Ben Elkins, Board Member



Jeff Jernigan, Board Member

