



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

April 8, 2024 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia, WA St. 1-2

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 17:30 hours.

Commissioners: Scott, Ricks, Culleton, Reed Excused, Merryman Excused

Chief: R. Smith,

Battalion Chief: R. Stone

Captains: N. Drake, E. Smith (Zoom)

Lieutenants: E. Palmerson, M. Morales (Zoom)

Firefighters: B. Devert, S. Ruiz

Volunteer:

Admin: Admin Svcs Director/Secretary S. Hemminger, Recruit and Retention Coordinator A. Reynoldson

Union Representative: A. Trautman

Guests: Diana Balsam (Zoom), Jenifer Whisler (Zoom), Emily Morales (Zoom)

Additions/Deletions to the Agenda: Commissioner Dahl requested an Executive Session to follow the general board meeting. **THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (g)** TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT **30 MINUTES** BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

MOU for two temporary FF/EMT positions.

Policy 2018 Personnel – Staffing Priority – Guideline – Call-Out Requirements – review.

Letter to Thurston County Dist. 4 Commissioner Fournier.

Thank You letter to Diana Balsam.

Public Comments/Presentations: None

Labor Management: A. Trautman – Two FF/EMT’s out on medical, establishing an MOU to backfill with Temp FF/EMT’s. The Union has made final edits to Personnel Policy 2018 and is before the Board for review and approval. The Blood Drive at St. 1-1 was successful, and they would like to return every two months. D. Miller FF/EMT will be returning to WTRFA on April 13th after a short stint with Graham Fire.

New Business:

1. WSRB – Eric Cunningham absent and discussion tabled for May 2024 Board Meeting.
2. Expenditure Approval. Commissioner Culleton moved to approve the total expenditure amount of \$589,788.51. Commissioner Ricks seconded the motion. Motion carried 4-0.
3. Meeting Minutes. Commissioner Ricks moved to approve the March 11, 2024, meeting minutes. Commissioner Culleton seconded the motion. Motion carried 4-0.
4. Request for Donated Sick Leave: S. Hemminger presented a request for donated sick leave on behalf of a FF/EMT that is out with an extensive medical condition. This FF/EMT will have exhausted all of their leave balances by the end of April 2024. Commissioner Scott moved to approve the FF/EMT's request for donated sick leave. Commissioner Ricks seconded the motion. Motion carried 4-0.
5. MOU – Two Temp FF/EMT Positions. Chief Smith presented MOUs for two Temp FF/EMT's to cover two carrier positions on medical leave. Commissioner Ricks moved to approve the two MOU's. Commissioner Culleton seconded the motion. Motion carried 4-0.
6. 2018 Personnel – Staffing Priority – Guideline – Call-out requirements. Chief Smith presented the final version, with Union sign off, of Policy 2018 for the Boards review and approval at the May 13, 2024, Board Meeting.
7. Letters to Thurston County Commissioner Wayne Fournier and Diana Balsam. Chief Smith presented a letter to the Board for signature to TC Commissioner Wayne Fournier regarding timber sales in Capitol Forest and a thank you letter to Diana Balsam for her donation to the Fire Program.

Unfinished Business (action items): None

Unfinished Business (non-action items): FIRE Program – Tabled for May 13, 2024 meeting.

Communications:

1. March 2024 Thurston County Treasurers report presented.
2. 2023 Annual Report – presented by Chief Smith.

Chief/Training/EMS Reports: Refer to printed reports.

Recruit & Retention Coordinator Update: A. Reynoldson reported she has 16 Volunteer FF Interviews scheduled for April 16th and 17th 2024. In June the RFA will participate in the fishing derby at Scott Lake and the Swede's Day Parade June 15th, 2024. Reynoldson is also working on a 5-year retention program for Volunteers and has posted the citizen position vacancy for the Volunteer Advisory Committee.

Commissioner Reports: Tabled

EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (g) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT **30 MINUTES** BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

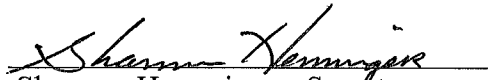
The Executive Session began at 1804 hours.
The Executive Session concluded at 1830 hours with no action taken.

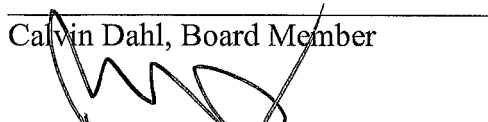
The regularly scheduled Commissioner Meeting reconvened at 1843 hours to advise no action was taken during the Executive Session.

Good of the Order: Thank You card from Parent to Parent for participation in their event.


Adjournment: The board adjourned the meeting at 1845 hours.

Submitted for Board approval by:


Shannon Hemminger, Secretary


Calvin Dahl, Board Member


Robert Scott, Board Member


Jeff Merryman, Board Member


John Ricks, Board Member


Tom Culleton, Board Member


Mike Reed, Board Member