



Thurston County Fire Protection District No. 9  
Board of Fire Commissioners  
**Regular Meeting Minutes**  
Thursday, April 11, 2024  
Station 91, 125 Delphi Road NW, Olympia WA

**CALL TO ORDER**

Commissioner Dale Putnam of District 9 Board of Fire Commissioners called the meeting to order at 1800 hours. Commissioners Dale Putnam, Len Albert, Mark Thompson, Mark Campeau and Jason Foust, Chief Leonard Johnson, Assistant Chief Chris Patti, Division Chief - Logistics Josh Ambrose, Business Operations Director Brett Warwick, Lt. Chris Welch (?) and Board Secretary Tom McBride (virtual) attended the regular meeting held in person and via the virtual Zoom platform using the link posted on the Fire District's website.

**ADDITIONS TO AGENDA**

None. The agenda was approved as presented with Executive Session moved up to follow Public Comment & Visiting Speakers.

**PUBLIC COMMENT & VISITING SPEAKERS** – None.

**EXECUTIVE SESSION (RCW 42.30.110)**

At 1803 hours the Board entered the Executive Session that was extended one time for a total of 10 minutes. The purpose was to discuss a personnel matter and no action was anticipated. The Board reconvened at 1813 hours and resumed meeting action.

**ACTION ITEMS:**

**1. *Approval of Minutes:***

A motion was made and seconded to approve the minutes of the Regular Meeting on March 14, 2024; the motion carried.

**2. Approval of Vouchers and Payroll:**

A motion was made and seconded to approve vouchers and payroll in the amounts listed below in items a through e; the motion carried.

- a. General Fund 6690: \$157,584.61;
- b. Capital Fund 6691: \$3,684.05;
- c. EMS/Apparatus Replacement Fund 6694: \$57,927.77;
- d. M&O Fund 6698: \$24,157.65;
- e. SORT Fund 6699: \$17,963.24.

**OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**STAFF REPORTS:**

**1. Finance/Administration: Chief Leonard Johnson**

- Chief Johnson reported on the status of the Business Operations Director position. He reported that Monica Davis has been hired in a temporary position for six months. Commissioners reviewed the resume for Mrs. Davis.

Finance

- The cash flow and tax statement report preparation is in process.
- The Fire District's Annual Report is due on May 29, 2024.
- Reconciliation of 2024 work will begin after the Annual Report.
- Modifications to the purchase order system approvals is in progress.

**2. Logistics: Division Chief – Logistics Josh Ambrose**

Volunteer Program

- The volunteer application process was open for February with 14 individuals requesting applications and 11 submitted.
- The application numbers are about the same as other fire departments in the area.
- The plan for the volunteer application process going forward is to accept applications continuously rather than during designated time periods only.

Facilities

- Station 95 experienced a valve replacement issue due to a tamper switch failure in the fire alarm pump.

Major Apparatus Issues

- E95 is back in operation and is running well so far. The Fire District continues its efforts to secure reimbursement of funds spent on repairs.

- E91 is now out of warranty, but Detroit system work may still be necessary.

#### Capital

- ST95 remodel work is in process with cost reviews and communication with the Grange on a water line location issue.
- ST91 HVAC remodel work continues with maintenance on the HVAC system, replacement of the old HVAC system, and review of all HVACs in the station to identify needs and costs.

### **3. Operations: Assistant Chief Chris Patti**

#### March Incident Summary

- AC Patti noted that call numbers were down for March 2024.
- Calls: AC Patti reported that operations activity for March 2024 was busy. There were 166 calls for the month of March 2024, composed of 67 fire and 99 EMS. 2024 calls to date (616) are ahead of 2023 calls through March (601). BLS transports in March 2024 were at 46 and 167 for 2024 to date. The BLS number remains up from 2023.

#### Ambulance Wait Times

- Ambulance wait times are elevated over February rates. Average wait time numbers are at 16:41 minutes for St. Pete's and 15:01 minutes at Capital Medical Center.

#### Significant Incidents

- The Fire District's Special Operations Rescue Team assisted with the downed JBLM helicopter. 2 patients were in the helicopter, and both lived. Despite the positive outcome, the response was challenging because it happened at night and communications with the military must be accomplished on different radio system frequencies.

### **4. Chief's Report: Chief Leonard Johnson**

#### Personnel

- There are no new injuries or illnesses to report since last month. One employee remains on light duty through May 2024 post shoulder surgery. One employee has been moved to light duty and scheduled for surgery in April 2024. One temporary Firefighter/EMT position is filled, and two additional personnel are under consideration for an additional temporary position.

#### Annual Awards Dinner

- The Fire District's Annual Awards Dinner will take place on April 27.

## **COMMISSIONER REPORTS**

Commissioner Campeau reported that West Thurston Regional Fire Authority will meet on April 30. The Chief added that additional Thurston County area fire departments, including Medic One, will be at that meeting to discuss regional service challenges and the need for more coordination in coverage.

**GOOD OF THE ORDER**

Commissioner Foust reminded the Board that he will not be at the Awards Dinner due to a previously scheduled conflict. Commissioner Foust also reported to the Board about his office's undertaking of Community Emergency Response Team (CERT) training. The CERT training is a challenging process that needs to be taken seriously.

**ADJOURNMENT**

A motion was made and seconded to adjourn the Board meeting; the motion carried. The Board adjourned at 1857 hours.

**BOARD OF COMMISSIONERS**

For Thurston County Fire District 9:

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Dale Putnam, Chair

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Jason Foust, Commissioner

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Len Albert, Commissioner

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Mark Thompson, Commissioner

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Mark Campeau, Commissioner

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Tom McBride, Board Secretary

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Date