



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

Board of Fire Commissioners General Meeting

Monday, July 11, 2022 at 1800 hr

In-Person: 18720 Sargent Rd SW (Grand Mound station 1-1)

Zoom virtual meeting link:

<https://us02web.zoom.us/j/86399434512?pwd=di9qSHlzVk5OSjByM1lPY3UyM2RQQT09>

Meeting ID: 863 9943 4512

Passcode: 148054

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADDITIONS/DELETIONS TO AGENDA**
- IV. PUBLIC COMMENTS/PRESENTATIONS**
- V. LABOR MANAGEMENT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: New staff car \$ 5,100.00 Accts Payable \$ 104,177.08 Payroll \$ 449,196.69 TOTAL: \$ 558,473.77 <i>June Staff Car warrant \$5,100.00</i> <i>July warrants \$183,490.73</i> <i>July EFTs \$369,883.04</i>	1 2-7 8-9	Linda S/Board	Approve/Reject
2) Meeting Minutes – June 13, 2022	10-13	Linda S/Board	Approve/Reject
3) Continuity Of Operations Plan (COOP)	14-46	Chief Smith/Board	Review for Aug approval
4) Resolutions: a) #2022-08, Surplus Property	47-48	Linda S/Board	Approve/Reject
5) Policy Updates: a) #2021 Career Employees Leave and Benefits b) #3020, Injury and Illness Reports	49-55 56-59	Linda S/Board	Approve/Reject

VII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Board station tours reschedule (Sept)		Board	Scheduled dates

VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME

IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurer/Fund June 2022 Reports	60-62	Linda Shea	Informational
2) July 2022 Budget reports	63-65	Linda Shea	Informational
3) WFCB Wage & Benefit Survey	66-71	Linda Shea	Informational
4) Procedure #2019.101 Light Duty Assignments/Return-to-Work packets	72-74	Linda Shea	Informational

X. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chiefs/Training/Safety	75-84	Chiefs Scott/Smith	Informational
2) EMS/Public Education	85-88	Captain Dyer	Informational
3) Commissioner Meetings	N/A	BOFC	Informational

XI. GOOD OF THE ORDER

- a. BVFF meeting to follow

XII. ADJOURNMENT

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

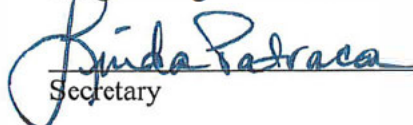
14:33:28 Date: 06/15/2022

06/14/2022 To: 06/14/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220602001 South Bay Fire Department TCFP #8	1115	06/14/2022	Claims	6700	5,100.00	
1 Vouchers:					5,100.00	

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a just, due and unpaid obligation against WTRFA and that I am authorized to authenticate and certify to said claim.


Secretary

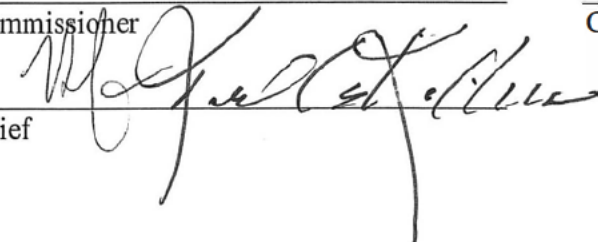
6-14-2022
Date

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Chief

Commissioner

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220701001 Ascent Audiology & Hearing	1243	07/11/2022	Claims	6700	72.14	125285
Invoice # Rcvd Date Due Date Description Amount						
125285 07/06/2022 07/11/2022 CPT Code 92557 & 92567 (N. Hull)					72.14	
220701002 Bigfoot Pest Management LLC	1244	07/11/2022	Claims	6700	513.00	11292, 11290, 11289, 11288, 11291
Invoice # Rcvd Date Due Date Description Amount						
11292 07/06/2022 07/11/2022 1-4 Scott Lake Pest Control					102.60	
11290 07/06/2022 07/11/2022 1-6 Maytown Pest Control					102.60	
11289 07/06/2022 07/11/2022 1-2 Littlerock Pest Control					102.60	
11288 07/06/2022 07/11/2022 1-1 Grand Mound Pest Control					102.60	
11291 07/06/2022 07/11/2022 1-3 Rochester Pest Control					102.60	
220701003 Brightwire Networks LLC	1245	07/11/2022	Claims	6700	5,828.29	21319, 21176
Invoice # Rcvd Date Due Date Description Amount						
21176 07/06/2022 07/11/2022 2022 Sophas Annual Renewal					1,823.74	
21319 07/06/2022 07/11/2022 July 2022 Mnthly Svcs					4,004.55	
220701004 Cabrera Quesada Guillermina	1246	07/11/2022	Claims	6700	25.00	Refund
Invoice # Rcvd Date Due Date Description Amount						
REFUND 06/29/2022 07/11/2022 Pt Refund: 115-212890384					25.00	
220701005 Capital Business Machines Inc	1247	07/11/2022	Claims	6700	491.31	108819, 108817, 108818
Invoice # Rcvd Date Due Date Description Amount						
108819 07/06/2022 07/11/2022 1-1 Grand Mound Copies					87.57	
108817 07/06/2022 07/11/2022 1-2 Littlerock Copies					379.98	
108818 07/06/2022 07/11/2022 1-6 Maytown Copies					23.76	
220701006 Carefirst Bluecross Blueshield Payment Administrator	1248	07/11/2022	Claims	6700	222.00	221570011628
Invoice # Rcvd Date Due Date Description Amount						
221570011628 06/24/2022 07/11/2022 Harris Medical Premium					222.00	
220701007 Cedar Creek Correction Center	1249	07/11/2022	Claims	6700	652.02	CCCC2206.1401
Invoice # Rcvd Date Due Date Description Amount						
CCCC2206.1401 07/07/2022 07/11/2022 June 2022 Work Crew					652.02	
220701008 Centralia OK Tire Inc Point S Tires	1250	07/11/2022	Claims	6700	2,453.41	1101288, 1101113, 1102015
Invoice # Rcvd Date Due Date Description Amount						
1101288 06/24/2022 07/11/2022 A76 A1-2 Alignment					56.26	
1101113 06/24/2022 07/11/2022 A76 A1-2 New Tires (x2)					547.33	
1102015 06/24/2022 07/11/2022 A62 E1-6 New Tires (x2)					1,849.82	
220701009 Citi Cards	1251	07/11/2022	Claims	6700	2,967.88	
Invoice # Rcvd Date Due Date Description Amount						
AMAZON 07/07/2022 07/11/2022 Apparatus Sun Visors (x5)					53.95	
BK TECHNOLOGIES 07/07/2022 07/11/2022 Radio Repairs					147.58	
BK TECHNOLOGIES 07/07/2022 07/11/2022 Radio Repairs					313.20	
CAMPBELLS RESORT 07/07/2022 07/11/2022 Nicholson & Associates Chelan Training					106.85	
CHEVRON 07/07/2022 07/11/2022 A70 STAF-1 Fuel					64.71	
COSTCO 07/07/2022 07/11/2022 1-6 Maytown Cache Facility Supplies (coffee, soaps,					1,099.08	
DOL 07/07/2022 07/11/2022 Notary Public License (L. Patraca)					30.00	
FEED BIN 07/07/2022 07/11/2022 UPS Shipping - Surplus Hoze Nozzles					37.96	
HAIX 07/07/2022 07/11/2022 Wildland Boots (C. Vavrinc)					334.00	
HOME DEPOT 07/07/2022 07/11/2022 A19 A1-1 Bolt Cutters					82.05	
NFPA 07/07/2022 07/11/2022 Pub Ed - Fire Extinguisher Brochures					111.34	
MECONIS 07/07/2022 07/11/2022 Volunteer Interview Panel Meal					139.24	
MYASSET TAGS 07/07/2022 07/11/2022 Asset Tags					357.23	
OFFICE DEPOT 07/07/2022 07/11/2022 Pub Ed - QR Posters					59.61	
RCE NORTH AMERICA 07/07/2022 07/11/2022 Tax Refund - 1-2 Littlerock Diesel Pump Swivel Hose					-2.41	
USPS 07/07/2022 07/11/2022 Certified Letter - Insight Geological					10.82	
USPS 07/07/2022 07/11/2022 Mailing of extra key fob to Outback					6.49	

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West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
ZOOM	07/07/2022	07/11/2022	Mnthly communications Service		16.18	
220701010 Cities Insurance Assoc Of Wa	1252	07/11/2022	Claims	6700	270.14	2022-45068-0634-2
Invoice # Rcvd Date Due Date Description Amount						
2022-45068-0634-2	06/24/2022	07/11/2022	A79 Ford Expedition Coverage		270.14	
220701011 City Of Olympia	1253	07/11/2022	Claims	6700	3,734.86	10403/17256
Invoice # Rcvd Date Due Date Description Amount						
10403/17256	06/28/2022	07/11/2022	A24 BN1-6 Inspect for Electrical Issue		162.71	
10403/17256	06/28/2022	07/11/2022	A74 B1-1 Brake Line, Bumper Brackets Repair		1,598.42	
10403/17256	06/28/2022	07/11/2022	A11 T1-1 Pump Test		601.69	
10403/17256	06/28/2022	07/11/2022	A07 Replace Turn Signal Switch		770.34	
10403/17256	06/28/2022	07/11/2022	A63 E1-1 Pump Test		601.70	
220701012 City Sanitary Inc	1254	07/11/2022	Claims	6700	168.00	15576320S188, 15576471S188
Invoice # Rcvd Date Due Date Description Amount						
15576471S188	07/06/2022	07/11/2022	1-1 Grand Mound Refuse		145.00	
15576320S188	07/06/2022	07/11/2022	1-3 Rochester Refuse		23.00	
220701013 Color Graphics Inc	1255	07/11/2022	Claims	6700	1,046.97	23260-1
Invoice # Rcvd Date Due Date Description Amount						
23260-1	06/24/2022	07/11/2022	Polos, T-Shirts, Vests, Sweatshirts		1,046.97	
220701014 Comcast	1256	07/11/2022	Claims	6700	1,370.97	1030
Invoice # Rcvd Date Due Date Description Amount						
1030	06/24/2022	07/11/2022	1-2 Littlerock Phone/Cable		350.89	
1030	06/24/2022	07/11/2022	1-6 Maytown Phone/Cable		284.97	
1030	06/24/2022	07/11/2022	1-1 Grand Mound Phone/Cable		346.55	
1030	06/24/2022	07/11/2022	1-4 Scott Lake Phone/Cable		206.44	
1030	06/24/2022	07/11/2022	1-3 Maytown Phone/Cable		182.12	
220701015 Cummins Inc	1257	07/11/2022	Claims	6700	1,587.45	51574
Invoice # Rcvd Date Due Date Description Amount						
51574	07/06/2022	07/11/2022	1-4 Scott Lake Generator Annual Maintenance		1,587.45	
220701016 DE Lage Landen	1258	07/11/2022	Claims	6700	279.98	76838364
Invoice # Rcvd Date Due Date Description Amount						
76838364	07/06/2022	07/11/2022	1-2 Littlerock Copier Lease		279.98	
220701017 DH Pace Company Inc.	1259	07/11/2022	Claims	6700	480.60	110154
Invoice # Rcvd Date Due Date Description Amount						
110154	06/28/2022	07/11/2022	1-1 Grand Mound Bay Door 5, 7, 10 Repairs		480.60	
220701018 Daudet Thomas	1260	07/11/2022	Claims	6700	1,018.20	Refund
Invoice # Rcvd Date Due Date Description Amount						
REFUND	06/29/2022	07/11/2022	Pt Refund: 115-213180136		1,018.20	
220701019 Department Of Enterprise Services	1261	07/11/2022	Claims	6700	1,800.00	16146162
Invoice # Rcvd Date Due Date Description Amount						
16146162	06/24/2022	07/11/2022	Traffic and Transit Signal System		1,800.00	
EFT Department Of Revenue	1234	07/11/2022	Claims	6700	8,230.98	Use Tax, LET For QR2 2022
220701020 ESO Solutions, Inc.	1262	07/11/2022	Claims	6700	629.04	83929
Invoice # Rcvd Date Due Date Description Amount						
83929	07/06/2022	07/11/2022	Aug 2022 Srvcs		629.04	
220701021 Eric T. Quinn, P.S.	1263	07/11/2022	Claims	6700	500.00	1094
Invoice # Rcvd Date Due Date Description Amount						
1094	07/07/2022	07/11/2022	June 2022 Legal Srvcs		500.00	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220701022 Extreme Auto Outfitters	1264	07/11/2022	Claims	6700	7,297.40	76407	
Invoice # Rcvd Date Due Date Description Amount							
76407 06/28/2022 07/11/2022 A77 Canopy & Bed Slide					7,297.40		
220701023 First Choice Health Network	1265	07/11/2022	Claims	6700	141.12		
Invoice # Rcvd Date Due Date Description Amount							
JUNE 2022 07/07/2022 07/11/2022 June 2022 EAP Srvc					141.12		
220701024 Fitness Machine Technicians	1266	07/11/2022	Claims	6700	453.04	6098-2	
Invoice # Rcvd Date Due Date Description Amount							
6098-2 06/27/2022 07/11/2022 1-6 Maytown Treadmill Repair (new belts)					453.04		
220701025 Great Western Supply	1267	07/11/2022	Claims	6700	19.44	1-0141842	
Invoice # Rcvd Date Due Date Description Amount							
1-0141842 06/28/2022 07/11/2022 1-2 Littlerock Community Garden (soil)					19.44		
220701026 Harris, Mike	1268	07/11/2022	Claims	6700	40.92	Reimbursement	
Invoice # Rcvd Date Due Date Description Amount							
REIMBURSEMENT 06/27/2022 07/11/2022 Fred Meyer RX 6877680, RX 6946198, RX 6877681					40.92		
220701027 Hearing & Communication Partners, Inc	1269	07/11/2022	Claims	6700	240.00	124365	
Invoice # Rcvd Date Due Date Description Amount							
124365 06/27/2022 07/11/2022 CPT 92557 & 92625 (Fitzgerald)					240.00		
220701028 Home Depot Credit Services	1270	07/11/2022	Claims	6700	458.96		
Invoice # Rcvd Date Due Date Description Amount							
3162691 06/27/2022 07/11/2022 1-2 Littlerock Community Garden (netting, pipes)					32.10		
3172081 06/27/2022 07/11/2022 1-2 Littlerock Community Garden (pipes)					11.55		
3172081 06/27/2022 07/11/2022 Traffic Signal System Locks					44.13		
3510174 06/27/2022 07/11/2022 1-2 Littlerock Community Garden					75.52		
9164619 06/27/2022 07/11/2022 1-2 Littlerock Community Garden (pipes, sprinkler,					54.01		
JULY 05, 2022 06/27/2022 07/11/2022 Facility Maintenance (pressure washer replacement)					241.65		
220701029 IMS Alliance	1271	07/11/2022	Claims	6700	20.30	22-1713	
Invoice # Rcvd Date Due Date Description Amount							
22-1713 06/27/2022 07/11/2022 Name Tags (B. Christenson)					20.30		
220701030 J & I Power Equipment Inc	1272	07/11/2022	Claims	6700	66.71	671748	
Invoice # Rcvd Date Due Date Description Amount							
671748 06/27/2022 06/27/2022 0527 - Kubota Lawnmower Oil Filter, Oil, Antifreeze					66.71		
220701031 Joes Refuse Inc	1273	07/11/2022	Claims	6700	176.69	15572812S188, 15572966S188	
Invoice # Rcvd Date Due Date Description Amount							
15572966S188 07/06/2022 07/11/2022 1-1 Grand Mound Recycle					137.53		
15572812S188 07/06/2022 07/11/2022 1-3 Rochester Recycle					39.16		
220701032 John's Plumbing and Pumps Inc	1274	07/11/2022	Claims	6700	1,107.70	23228166	
Invoice # Rcvd Date Due Date Description Amount							
23228166 07/06/2022 07/11/2022 1-1 Grand Mound Admin Side Toilet Replacement					1,107.70		
220701033 Kent D Bruce Co LLC	1275	07/11/2022	Claims	6700	1,840.35	11702	
Invoice # Rcvd Date Due Date Description Amount							
11702 06/21/2022 07/11/2022 A77 New Battalion - Traffic Advisor, Center Console					1,840.35		
220701034 LN Curtis & Sons Inc	1276	07/11/2022	Claims	6700	1,071.15	605324, 607288, 608009	
Invoice # Rcvd Date Due Date Description Amount							
607288 06/27/2022 07/11/2022 Belts (x11)					427.26		
605324 06/27/2022 07/11/2022 Pants (Trott)					321.93		
608009 06/27/2022 07/11/2022 Pants (Vavrinec)					321.96		

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220701035 Leco Supply, Inc.	1277	07/11/2022	Claims	6700	1,342.56	199874
Invoice # Rcvd Date Due Date Description Amount						
199874 06/27/2022 07/11/2022 1-6 Maytown Cache Facility Supplies (towels, t.p.,					1,342.56	
220701036 Les Schwab Tire Center of Wa Inc	1278	07/11/2022	Claims	6700	75.95	30600811833
Invoice # Rcvd Date Due Date Description Amount						
30600811833 06/27/2022 07/11/2022 A74 B1-1 Pump Battery					75.95	
220701037 Lincoln Creek Lumber	1279	07/11/2022	Claims	6700	110.50	418592, 418533, 418889, 419029
Invoice # Rcvd Date Due Date Description Amount						
418592 06/27/2022 07/11/2022 A73 U1-2 Replacement Lock for Hitch					48.10	
418533 06/27/2022 07/11/2022 1-2 Littlerock Chair Rail Round Plugs					5.02	
418889 06/27/2022 07/11/2022 1-2 Littlerock Community Garden (plants)					28.96	
419029 06/27/2022 07/11/2022 Facility Maintenance - Tool Sharpener					28.42	
220701038 Mallory Safety and Supply LLC	1280	07/11/2022	Claims	6700	2,183.55	5380119
Invoice # Rcvd Date Due Date Description Amount						
5380119 05/05/2022 07/11/2022 Service Pins					2,183.55	
220701039 McLane Black Lake Fire Dept	1281	07/11/2022	Claims	6700	25.00	683
Invoice # Rcvd Date Due Date Description Amount						
683 07/06/2022 07/11/2022 Wildland FF2 Field Day (N. Hull)					25.00	
220701040 Mountain Mist Water	1282	07/11/2022	Claims	6700	298.26	029585
Invoice # Rcvd Date Due Date Description Amount						
029585 07/06/2022 07/11/2022 1-4 Scott Lake Water					4.32	
029585 07/06/2022 07/11/2022 1-3 Rochester Water					54.72	
029585 07/06/2022 07/11/2022 1-1 Grand Mound Water					111.42	
029585 07/06/2022 07/11/2022 1-6 Maytown Water					52.02	
029585 07/06/2022 07/11/2022 1-2 Littlerock Water					75.78	
220701041 Municipal Emergency Services Depository	1283	07/11/2022	Claims	6700	14,111.01	IN1726964, IN1724124
Invoice # Rcvd Date Due Date Description Amount						
IN1726964 04/12/2022 07/11/2022 Elkhart Nozzles (x30)					13,350.42	
IN1724124 04/12/2022 07/11/2022 Elhart Nozzle Repairs					760.59	
220701042 Norris Joe	1284	07/11/2022	Claims	6700	25.00	Refund
Invoice # Rcvd Date Due Date Description Amount						
REFUND 06/29/2022 07/11/2022 Pt. Refund: 115-211880894					25.00	
220701043 Northwest Signworks Inc	1285	07/11/2022	Claims	6700	1,053.37	2011170, 2011169
Invoice # Rcvd Date Due Date Description Amount						
2011170 06/27/2022 07/11/2022 A77 Track for Placards & Door Logos					107.27	
2011169 06/27/2022 07/11/2022 A77 Graphics					946.10	
220701044 Northwest Water Systems	1286	07/11/2022	Claims	6700	385.28	22-04649, 22-04388, 22-04400
Invoice # Rcvd Date Due Date Description Amount						
22-04649 06/27/2022 07/11/2022 1-2 Littlerock Water Filtration Inspection of GFI Power					29.68	
22-04388 06/27/2022 07/11/2022 1-1 Grand Mound Water Srvc					177.80	
22-04400 06/27/2022 07/11/2022 1-2 Littlerock Water Srvc					177.80	
220701045 Olympia Multi-Specialty Clinic LLP	1287	07/11/2022	Claims	6700	199.07	1-195710.5-1
Invoice # Rcvd Date Due Date Description Amount						
1-195710.5-1 06/27/2022 07/11/2022 CPT Code 93015 (N. Hull)					199.07	
220701046 On-Hold Concepts Inc	1288	07/11/2022	Claims	6700	19.95	576941
Invoice # Rcvd Date Due Date Description Amount						

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576941	07/07/2022	07/11/2022	Mnthly On Hold Srvc		19.95	
220701047 Paladin Background Screening LLC	1289	07/11/2022	Claims	6700	46.00	3410
Invoice #	Rcvd Date	Due Date	Description		Amount	
3410	07/07/2022	07/11/2022	Background Check (G. Blocher)		46.00	
220701048 Patraca Linda Ellen	1290	07/11/2022	Claims	6700	191.37	Reimbursement
Invoice #	Rcvd Date	Due Date	Description		Amount	
REIMBURSEMENT	06/29/2022	07/11/2022	Mileage Reimbursement QR2 2022		191.37	
220701049 Pilot Travel Centers LLC	1291	07/11/2022	Claims	6700	800.83	557183638
Invoice #	Rcvd Date	Due Date	Description		Amount	
557183638	07/07/2022	07/11/2022	A68 B1-2		31.01	
557183638	07/07/2022	07/11/2022	A54 B1-6		151.11	
557183638	07/07/2022	07/11/2022	A74 B1-1		32.25	
557183638	07/07/2022	07/11/2022	A70 STAFF-1		30.55	
557183638	07/07/2022	07/11/2022	A24 BN1-6		307.90	
557183638	07/07/2022	07/11/2022	A23 CH1-2		126.83	
557183638	07/07/2022	07/11/2022	A25 CH1-3		121.18	
220701050 Pioneer Fire And Security Inc	1292	07/11/2022	Claims	6700	97.20	108117
Invoice #	Rcvd Date	Due Date	Description		Amount	
108117	06/27/2022	07/11/2022	1-1 Grand Mound QR3 2022 Fire Alarm Monitoring		97.20	
220701051 Puget Sound Energy	1293	07/11/2022	Claims	6700	5,110.18	
Invoice #	Rcvd Date	Due Date	Description		Amount	
200017639499	06/27/2022	07/11/2022	1-1 Grand Mound May22		2,189.00	
220025935044	06/27/2022	07/11/2022	1-2 Littlerock Jun22		863.64	
220025936018	06/27/2022	07/11/2022	1-3 Rochester May22		520.00	
220025935051	06/27/2022	07/11/2022	1-4 Scott Lake Jun22		767.74	
220025935069	06/27/2022	07/11/2022	1-6 Maytown May22		700.00	
220006625754	06/27/2022	07/11/2022	1-7 Old Hwy 99 May22		69.80	
220701052 Rochester Lumber	1294	07/11/2022	Claims	6700	136.89	1182918, 1182293, 1182207
Invoice #	Rcvd Date	Due Date	Description		Amount	
1182918	06/27/2022	07/11/2022	1-3 Rochester Facilities (lock ease, lube)		11.64	
1182293	06/27/2022	07/11/2022	1-6 Maytown Facilities (weed killer, batteries)		90.15	
1182207	06/27/2022	07/11/2022	Brush Truck Hose Nozzles (x5)		35.10	
220701053 Rochester Water Association	1295	07/11/2022	Claims	6700	49.50	100100
Invoice #	Rcvd Date	Due Date	Description		Amount	
100100	07/07/2022	07/11/2022	1-3 Rochester Water Srvc		49.50	
220701054 Scott Lake Maintenance Co C/O Northwest Water Syst	1296	07/11/2022	Claims	6700	163.28	2165
Invoice #	Rcvd Date	Due Date	Description		Amount	
2165	07/07/2022	07/11/2022	1-4 Scott Lake Water Mntce (includes HOA fee		133.28	
2165	07/07/2022	07/11/2022	1-4 Scott Lake Water Mntce - HOA fee increase from		30.00	
220701055 Service Saw WorkWears, Inc.	1297	07/11/2022	Claims	6700	1,237.73	298674, 296094
Invoice #	Rcvd Date	Due Date	Description		Amount	
298674	06/27/2022	07/11/2022	0534 - New Stihl Chainsaw for A78		1,168.55	
296094	06/27/2022	07/11/2022	Stihl MS461 Chainsaw repair		69.18	
220701056 Sound Apparel LLC	1298	07/11/2022	Claims	6700	1,069.20	TG4310
Invoice #	Rcvd Date	Due Date	Description		Amount	
TG4310	06/28/2022	07/11/2022	Hats (x60) plus logo		1,069.20	
220701057 Sound Guard Security Systems Inc	1299	07/11/2022	Claims	6700	223.77	185591

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	Invoice # 185591	Rcvd Date 07/07/2022	Due Date 07/11/2022	Description 1-3 Rochester QR3 Alarm Monitoring Svc	Amount 223.77	
220701058 Stanley Convergent Security Solutions Dba Alarm Center	1300	07/11/2022	Claims	6700	90.67	6002535348
	Invoice # 6002535348	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description 1-2 Littlerock QR3 2022 Fire Alarm Monitoring	Amount 90.67	
220701059 Stericycle Inc	1301	07/11/2022	Claims	6700	31.08	3006077882, 3006078805
	Invoice # 3006078805	Rcvd Date 07/07/2022	Due Date 07/11/2022	Description 1-6 Maytown Hazo Waste	Amount 10.36	
	3006077882	07/07/2022	07/11/2022	1-2 Littlerock Hazo Waste	10.36	
	3006077882	07/07/2022	07/11/2022	1-3 Rochester Hazo Waste	10.36	
220701060 Systems Design West LLC	1302	07/11/2022	Claims	6700	21,993.84	20221155, GEMT21069
	Invoice # 20221155	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description May Transports (x78), MVA Billing (x1)	Amount 1,993.84	
	GEMT21069	06/27/2022	07/11/2022	SFY 2021 Cost Reporting Consulting Svcs	20,000.00	
220701061 Thurston Co Solid Waste	1303	07/11/2022	Claims	6700	18.00	2185376
	Invoice # 2185376	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description Solid Waste Disposal (6/14/22)	Amount 18.00	
220701062 Verizon Wireless	1304	07/11/2022	Claims	6700	360.90	9908636735, 9909575746
	Invoice # 9908636735	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description Apparatus Cells	Amount 192.04	
	9909575746	06/27/2022	07/11/2022	Chiefs Cell Phones	83.62	
	9909575746	06/27/2022	07/11/2022	Captain Cell Phones	160.72	
	9909575746	06/27/2022	07/11/2022	Modems (x2)	80.02	
	9907260460	06/27/2022	07/11/2022	Credit for Modems (x19)	-155.50	
220701063 Wells Fargo Financial Leasing	1305	07/11/2022	Claims	6700	159.84	5020569469
	Invoice # 5020569469	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description 1-1 Grand Mnd Copier Lease	Amount 159.84	
220701064 West Thurston Reg Fire PETTY CASH	1306	07/11/2022	Claims	6700	1,144.55	
	Invoice # MAGGIE TROIT	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description Chief K Retirement Lunch	Amount 400.00	
	DOL	06/27/2022	07/11/2022	Road Sign Trailer License	198.75	
	DOL	06/27/2022	07/11/2022	A78 Brush Truck, A79 STAFF-3 Licensing	545.80	
220701065 Wilcox & Flegel	1307	07/11/2022	Claims	6700	4,146.73	0715820-IN, 0715814-IN, CL38659
	Invoice # 0715820-IN	Rcvd Date 06/27/2022	Due Date 07/11/2022	Description 1-2 Littlerock Diesel (137 gal)	Amount 844.94	
	0715814-IN	06/27/2022	07/11/2022	1-1 Grand Mnd Diesel (271 gal)	1,671.36	
	CL38659	06/27/2022	07/11/2022	A71 STAF-2	15.66	
	CL38659	06/27/2022	07/11/2022	A19 A1-3	146.80	
	CL38659	06/27/2022	07/11/2022	A14 CH1-1	209.52	
	CL38659	06/27/2022	07/11/2022	A73 U1-2	661.89	
	CL38659	06/27/2022	07/11/2022	A22 E1-3	43.91	
	CL38659	06/27/2022	07/11/2022	A24 BN1-6	393.73	
	CL38659	06/27/2022	07/11/2022	A25 CH1-3	37.67	
	CL38659	06/27/2022	07/11/2022	A07 E1-7	45.01	
	CL38659	06/27/2022	07/11/2022	A19 A1-3	76.24	

66 Vouchers:

104,177.08

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220701066	Aflac	1308	07/11/2022	Payroll	6700	642.07	
220701067	Benefit Solutions Inc-WSCFF	1309	07/11/2022	Payroll	6700	2,325.00	
	EFT Bennett Matthew Shaun	1152	07/15/2022	Payroll	6700		
	EFT Bennett Matthew Shaun	1189	07/29/2022	Payroll	6700		
220701119	Berryman Thomas A	1163	07/13/2022	Payroll	6700		
	EFT Betts Brandon John	1190	07/29/2022	Payroll	6700		
220701120	Brown Curtis Daniel	1164	07/13/2022	Payroll	6700		
	EFT Brownell Scott Lee	1165	07/13/2022	Payroll	6700		
	EFT Christenson Brian David	1191	07/29/2022	Payroll	6700		
	EFT Cooke Hans Robert	1192	07/29/2022	Payroll	6700		
220701122	Cookston Jonathon Wayne	1166	07/13/2022	Payroll	6700		
	EFT Culleton Thomas P	1167	07/13/2022	Payroll	6700		
	EFT Dahl Calvin	1168	07/13/2022	Payroll	6700		
	EFT Dean Sarah Linnea	1193	07/29/2022	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1235	07/11/2022	Payroll	6700	33,307.79	
	EFT Department Of Retirement Systems Retirement	1236	07/11/2022	Payroll	6700	32,107.74	
	EFT Department Of The Treasury	1237	07/11/2022	Payroll	6700	46,464.46	
	EFT Dept Of Labor & Industries	1238	07/11/2022	Payroll	6700	24,936.69	
	EFT Devert Brent Nathaniel	1194	07/29/2022	Payroll	6700		
220701068	Dimartino Associates Brown & Brown of WA, Inc	1310	07/11/2022	Payroll	6700	2,390.70	
	EFT Douglass Jeremy	1169	07/13/2022	Payroll	6700		
	EFT Drake Nathan Tyler	1195	07/29/2022	Payroll	6700		
	EFT Dreyer Glenn Michael	1170	07/13/2022	Payroll	6700		
	EFT Dyer Lanette R	1196	07/29/2022	Payroll	6700		
	EFT Elkins Ben M	1171	07/13/2022	Payroll	6700		
	EFT Employment Security Department	1239	07/11/2022	Payroll	6700	2,968.85	
	EFT Employment Security Dept PFMLA	1240	07/11/2022	Payroll	6700	4,293.87	
220701128	Fitzgerald Thomas J	1172	07/13/2022	Payroll	6700		
220701129	Fox Timothy Andrew	1173	07/13/2022	Payroll	6700		
	EFT Frasl Kenneth E	1174	07/13/2022	Payroll	6700		
220701069	GET Program	1311	07/11/2022	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	1153	07/15/2022	Payroll	6700		
	EFT Garza Isaac Wayne	1197	07/29/2022	Payroll	6700		
	EFT Giordano Susan Linda	1175	07/13/2022	Payroll	6700		
220701070	HRA VEBA Trust	1312	07/11/2022	Payroll	6700	22,173.63	
	EFT Hall Aaron David	1154	07/15/2022	Payroll	6700		
	EFT Hall Aaron David	1198	07/29/2022	Payroll	6700		
	EFT Heilman Chris Douglas	1176	07/13/2022	Payroll	6700		
	EFT Heilman Chris Douglas	1199	07/29/2022	Payroll	6700		
	EFT Howe Joshua Jason	1200	07/29/2022	Payroll	6700		
	EFT Hull Nathan S	1201	07/29/2022	Payroll	6700		
220701071	IAFF Local 3825 Treasurer	1313	07/11/2022	Payroll	6700	5,628.93	
	EFT Josselyn Jesse West	1177	07/13/2022	Payroll	6700		
	EFT Kaleiwahea Blake William	1202	07/29/2022	Payroll	6700		
	EFT Kaleiwahea Russell Edward	1178	07/13/2022	Payroll	6700		
	EFT Kondrack Andrew Joseph	1203	07/29/2022	Payroll	6700		
220701135	Linn Catherine Louise	1179	07/13/2022	Payroll	6700		
	EFT Lyon Colby Wayne	1155	07/15/2022	Payroll	6700		
	EFT Lyon Colby Wayne	1204	07/29/2022	Payroll	6700		
	EFT Manor Kathryn Joan	1180	07/13/2022	Payroll	6700		
	EFT Maser Robert Charles	1181	07/13/2022	Payroll	6700		

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EFT Matson Collin Reid	1205	07/29/2022	Payroll	6700		
EFT McGeary Michael C	1182	07/13/2022	Payroll	6700		
EFT Miller Devann Munroe	1206	07/29/2022	Payroll	6700		
EFT Morales Michael Lawrence	1207	07/29/2022	Payroll	6700		
EFT Nelson Jacob Matthew	1183	07/13/2022	Payroll	6700		
EFT Oregon Dept of Revenue	1241	07/11/2022	Payroll	6700	1,230.00	
EFT Palmerson Erik Morgan	1156	07/15/2022	Payroll	6700		
EFT Palmerson Erik Morgan	1208	07/29/2022	Payroll	6700		
EFT Panuska Miranda Marie	1209	07/29/2022	Payroll	6700		
EFT Parker Gregory Jerel	1157	07/15/2022	Payroll	6700		
EFT Parker Gregory Jerel	1210	07/29/2022	Payroll	6700		
EFT Patraca Linda Ellen	1211	07/29/2022	Payroll	6700		
EFT Pethia David C	1184	07/13/2022	Payroll	6700		
220701141 Ricks John Rual	1185	07/13/2022	Payroll	6700		
EFT Santee Ricardo Leon	1212	07/29/2022	Payroll	6700		
EFT Scott Robert William	1213	07/29/2022	Payroll	6700		
EFT Sexton Thomas Edward	1214	07/29/2022	Payroll	6700		
EFT Shea Linda Marie	1215	07/29/2022	Payroll	6700		
EFT Shea Michael John	1186	07/13/2022	Payroll	6700		
EFT Singleton Charles Ed	1216	07/29/2022	Payroll	6700		
EFT Smith Eric David	1158	07/15/2022	Payroll	6700		
EFT Smith Eric David	1217	07/29/2022	Payroll	6700		
EFT Smith Rob Dean	1218	07/29/2022	Payroll	6700		
EFT Spiegelberg John Steven	1187	07/13/2022	Payroll	6700		
EFT Stone Roger Lee	1219	07/29/2022	Payroll	6700		
EFT Swecker Joel Anthony	1159	07/15/2022	Payroll	6700		
EFT Swecker Joel Anthony	1220	07/29/2022	Payroll	6700		
220701144 Teitzel Steven David	1188	07/13/2022	Payroll	6700		
EFT Trautman Alexander Paul	1221	07/29/2022	Payroll	6700		
EFT Trott Thomas John	1222	07/29/2022	Payroll	6700		
220701072 Trusteed Plans	1314	07/11/2022	Payroll	6700	52,368.73	
EFT Vavrinec Christian Kalil	1223	07/29/2022	Payroll	6700		
EFT Washington State Support Registry	1242	07/11/2022	Payroll	6700	768.66	
EFT Weinstein Andrew Chase	1224	07/29/2022	Payroll	6700		
220701073 West Thurston Fire - House Funds	1315	07/11/2022	Payroll	6700	216.00	
EFT White Christopher Charles	1225	07/29/2022	Payroll	6700		
87 Vouchers:					449,196.69	



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

June 13, 2022 – Governing Board Business Meeting at 10828 Littlerock Rd (Littlerock 1-2 station)

Call to Order/Attendance: Commissioner Pethia called the meeting to order at 18:00 hours. Commissioners Culleton, Elkins, Dahl and Ricks (via Zoom), Chiefs Kaleiwahea, Scott, R. Smith and R. Stone (via Zoom), Captain Dyer and E. Smith, Union Representative Lt. Garza (via Zoom), FF Jacob Nelson, Admin Assistant Linda Patraca, and Secretary Linda Shea were present. Commissioner Jernigan was absent (excused.)

Additions/Deletions to the Agenda: None.

Public Comments/Presentations: Linda S. reported there has been a public records request from Shannon Brady (neighbor to station 1-3) for all correspondence and documentation that mentions her or the property located at 18340 Albany St SW. Linda S. requested the Commissioners and Chiefs review their emails/correspondence thoroughly and provide to Linda P. to fulfill the request.

Labor Management: Lt. Garza reported on several items:

1. The union membership is continuing to gear up for the levy campaign. Signs have been secured and outreach to local coffee stands has been made; stickers and coffee cup sleeves will be available to them.
2. The union confirmed McLane Black Lake will also have a levy on the November ballot.
3. The union will have a parade float at the Rochester Swede Day Parade June 18.
4. An MOU is in the process of getting appropriate signatures to allow for the hiring of temporary firefighters to backfill behind an injured firefighter (Sexton.)
5. The Scott Lake baseball field project is progressing.

New Business:

1. Expenditure Approval.
 - a. Linda S. distributed a corrected copy of the Voucher Approval Transmittal, to reflect the correct invoice amount for DH Pace. She noted the payment amount was correct, it was only the invoice amount that was in error, so the total amount of warrant vouchers being approved did not change.
 - b. Commissioner Dahl inquired about the City of Olympia invoices for the quarterly service cost vs. the annual service cost, is this going to continue? Should the maintenance budget for 2023 be increased? Discussion was held on the maintenance budget which is currently at only 30% expended, therefore, no budget changes will be made at this time.
 - c. Commissioner Dahl moved to approve the expenditures of \$495,945.53. Commissioner Elkins seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Linda S. noted there was a correction to the minutes under the commissioner reports section as requested by Commissioner Ricks. The line should read:
 - a. Commissioner Ricks reported the EMS council ~~members~~ is considering a two-year term for its council chair and co-chair positions.
 - b. Commissioner Ricks moved to approve the general board minutes of May 9, 2022 with a correction to the commissioners reports. Commissioner Elkins seconded the motion. Motion carried 5-0.

3. Resolutions:

- a. Resolution #2022-005, Surplus Property. Linda S. presented Resolution #2022-005 to dispose of surplus property. Commissioner Elkins moved to approve Resolution #2022-05. Commissioner Culleton seconded the motion. Motion carried 5-0.
- b. Resolution #2022-006, Scheduled Board Meetings and Open Public Meetings Act. Linda S. presented Resolution #2022-006 which rescinds the governor's proclamation which prohibited in-person meetings and provides for more opportunities for public participation. Commissioner Dahl moved to approve Resolution #2022-006. Commissioner Elkins seconded the motion. Motion carried 5-0.
- c. Resolution #2022-007, Cancellation of Outstanding Warrants. Linda S. presented Resolution #2022-007, for cancellation of outstanding warrants as of the end of state fiscal year 2021. Commissioner Elkins moved to approve Resolution #2022-007. Commissioner Culleton seconded the motion. Motion carried 5-0.

4. Policy Updates:

- a. Policy #1009, Purchasing and Surplus. Linda S. presented updates to Policy #1009, which provides additional guidance for budgeted purchases.
 - i. Commissioner Dahl made a recommendation to increase the purchase approval thresholds for the purchases of "up to \$1,000" to "up to \$2,500" and "over \$1,000 up to \$9,999" to "over \$2,500 up to \$12,500"
 - ii. Commissioner Dahl moved to approve Policy #1009 with the change to the purchasing threshold amounts. Commissioner Elkins seconded the motion. Motion carried 5-0.
- b. Policy #2019, Light Duty/Return to Work Program. Linda S. presented updates to Policy #2019, which clarifies and provides guidance for light duty wages, benefits, shift options and assignments. Commissioner Culleton moved to approve Policy #2019. Commissioner Elkins seconded the motion. Motion carried 5-0.

5. Purchase Requests.

- a. Captain Smith reported there are unforeseen additional costs for the new battalion, additional expenditures of \$5,185.85. Linda S. noted that the 2022 budget is \$80,000 but \$10,000 of these costs were paid in 2021, so the budget is adequate for these additional costs. Commissioner Dahl moved to approve the additional expenditures for the battalion. Commissioner Culleton seconded the motion. Motion carried 5-0.
- b. Chief Scott presented a purchase request for wildland PPE to ensure the wildland inventory is adequately supplied, including shelters which are required by LNI rules. The purchase of these supplies will be covered by mobilization reimbursements. Commissioner Dahl moved to approve the purchase of additional wildland inventory. Commissioner Elkins seconded the motion. Motion carried 5-0.
- c. Chief Scott reported there are additional costs to the new brush truck as it was assumed the district would sell an old brush truck, using some of the proceeds and equipment for the new brush truck. The district has decided not to sell the old brush truck therefore the additional equipment is needed. The amount of overage is \$23,778. Linda S. noted that these additional costs can be covered by end of year variances or from the Apparatus Reserve, if necessary. Commissioner Dahl moved to approve \$23,778 additional costs. Commissioner Elkins seconded the motion. Motion carried 5-0.

6. Mutual Aid Agreement with JBLM. Chief Smith presented a mutual aid agreement with Joint Base Lewis-McChord (JBLM.) Commissioner Dahl moved to approve the mutual aid agreement with JBLM. Commissioner Culleton seconded the motion. Motion carried 5-0.

7. Admin Services Director contract. Chief Smith presented an updated contract for the Administrative Services Director which is due to expire December 31, 2022. The updates are to extend the contract through March 31, 2023, with the option to extend to May 31, 2023. The request is due to Linda Shea's planned retirement at the end of March 2023 and to provide ample time for training for her position. A recruitment plan has been put into place for the position. Commissioner Culleton moved to approve the Admin Services Director updated contract. Commissioner Elkins seconded the motion. Motion carried 5-0.

Unfinished Business (action items):

1. Board station tours. Tabled until September 2022.

Unfinished Business (nonaction items): None.

Communications:

1. Thurston County Treasurer May 2022 reports were presented.
2. June 2022 budget reports were presented. Linda S. reported that Medic One is now paying for almost all of the district's modems which is an average of \$850.00 savings each month.
3. Policy #2021 Career Employees Leave and Benefits correction. Linda S. noted there was a correction made to Policy #2021 which was previously approved by the Board. The correction is to section 3.4.a to read:
 - a. Employees on ~~long term~~ disability leave (~~12 weeks or more~~) will be paid in accordance with policy #2023.
4. Hazard Mitigation Pre-Application. Chief Scott reported the pre-hazard mitigation applications have been submitted. There are three pre-applications:
 - a. Communication Redundancy and Resiliency Program. This is for the limited access to communications infrastructure to ensure high percentage of connectivity during natural disasters.
 - b. Facility Seismic Evaluation and Corrective Measures. This is for identifying the more prominent seismic deficiencies of the district's buildings.
 - c. Wildland Fire Mitigation and Response Program. This is for developing a comprehensive front facing wildland hazard mitigation program.
5. FOCUS Assessment. Linda S. presented a notice provided by the Fire Department Safety Officers Association (FDSOA) and the Center for Firefighter Injury Research & Safety Trends (FIRST) for an upcoming survey that will help focus on safety culture in the department. Linda S. has submitted for additional information on the survey and when provided will be sending to all career staff.

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

1. Chief Smith highlighted:
 - a. The Weyerhaeuser Land Donation Agreement for the boundary line adjustment to a 1-acre parcel has been successful.
 - b. The M&O levy explanatory statements, rebuttals and committee statements have been completed.
 - c. One of the district's full time FF/EMT's has accepted an offer of employment as a FF/Paramedic with Tumwater Fire Department. A plan is in process for FF/EMT interviews to establish a hiring list for replacing one position and establishing a hire list of six.
 - d. An opportunity arose to secure a used battalion (2006 Ford Explorer with very low mileage) from South Bay Fire Department. This vehicle is being considered to meet the needs of Admin staff or the Fire Investigation team and could also be used as a Strike Team vehicle.
2. Chief Scott reported the Department of Enterprise Services had a traffic and transit signal system for purchase. Chief Scott secured the road sign for \$1,800. The sign can be used for department events, hazard information and other messaging the district may need to publicize.

3. Captain Dyer reported there is one volunteer graduate from the EMT course. Graduation will be June 20, 2022 at South Puget Sound Community College, all are welcome to attend.

Commissioner Reports:

1. Commissioner Ricks reported the EMS Council approved a two-year term for its council chair and co-chair positions. Ben Miller-Todd was appointed to the EMS Council. BLS OTEP funding will be discussed at the next meeting and to be voted on in July.

Good of the Order: Chief Scott reported that Lt. Betts and Captain Smith's sons both graduated from Rochester High School and congratulated both of them on their accomplishments.

Chief Smith reported there will be a small luncheon on June 28, 2022 for Chief Kaleiwahea's retirement. All are welcome and encouraged to attend.

Adjournment: The board adjourned the general meeting at 19:44 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

Continuity of Operations Plan (COOP)

FIRST DRAFT

WEST THURSTON REGIONAL FIRE AUTHORITY



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COOP Point of Contact – Mission Statement:

CONTINUITY OF OPERATION PLAN POINT OF CONTACT:

Name	Title	Contact Information (cell phone, email)
WTRFA ADMIN/OPS EXECUTIVE	FIRE CHIEF	
WTRFA GOVERNING BOARD	CHAIRMAN	

MISSION STATEMENT:

Develop, operate, and manage resources granted by the people of the region to preserve lives and property in our communities by providing services directed toward the prevention, management, and mitigation of fire, emergency medical, rescue, and disaster incidents.

Approved by:

Date:



INTRODUCTION:



In 1700 the Pacific Northwest experienced an earthquake and tsunami event that rivaled the 2011 Tōhoku, Japan, earthquake, and tsunami. A catastrophic earthquake of this magnitude along the Cascadia fault, off the coast of Oregon and Washington, is estimated to occur every 500 years. A Cascadia Subduction Zone study was conducted by FEMA to project the degree of damage and disruption that a 9.0 magnitude earthquake and ensuing tsunami would inflict on the population and infrastructure in northern California, Oregon, and Washington.

The FEMA study suggests that over 3000 people will die and 25,000 will be injured; in contrast the Washington National Guard projects 8,440 will die and 12,114 will be injured as a result of a 9.0 earthquake. Over 500,000 structures will be damaged or destroyed and over 1,274,327

people will need food and water; 410,127 will need emergency shelter. Power outages and a lack of any utilities or communications will be widespread and long-term. Transportation corridors and rail lines may be inoperable, limiting the delivery of basic food, water, and fuel. Stores, gas stations, and banks will be closed. And yes, Fire Stations, Police Stations, Hospitals, and medical and medication resource centers will be damaged or destroyed. Infrastructure will be degraded if not inoperable, thereby limiting the ability of emergency services and government to respond, and when emergency resources are operable, they will be overwhelmed.

A large-scale earthquake/tsunami described above would likely cause substantial damage locally and the coastal populations will likely flee east seeking safety and resources. The West Thurston response zone is connected to the Washington Coast population zones via Highway 12. Assuming the transportation corridors are operable, it's probable that thousands will seek basic needs, services, shelter, and a safety zone. It's also probable that those impacted most will seek resources from the communities less impacted.

As emergency service professionals we tend to consider the best-and-worst-case scenarios, and although, no one knows the magnitude of the impact on our local resources, or our ability to assemble and operate emergency services, we do know that we will not be immune to the impacts, therefore, our job is to conduct comprehensive all-hazards contingency planning that best enables the facilitation of essential emergency service delivery and ensures we can sustain West Thurston's resource needs by developing the internal resources that we would normally rely on others to deliver.

PURPOSE - SCOPE:

Continuity planning is simply the good business practice of ensuring the execution of essential functions and the fundamental duty of public entities responsible to their stakeholders. The Continuity Plan is a roadmap and set of guidelines for the ongoing planning, implementation, and management of the continuity program. While an emergency may vary in predictability, severity, and size, effective contingency planning, preparedness, and training efforts are intended to improve readiness and minimize the impact on mission-critical operations during a disaster.

PURPOSE:

- a. To define WTRFA disaster preparedness protocols and guidelines
- b. To minimize the operational impact on mission essential functions, logistics, and personnel.
- c. To minimize injury, loss of life, and property damage related to disaster events.
- d. To mitigate the duration, severity, or pervasiveness of disruptions that do occur.
- e. To achieve the timely and orderly resumption of essential functions and the return to normal operations.
- f. To protect essential facilities, equipment, records, and assets.
- g. To provide an integrated and coordinated continuity framework that considers other relevant organizational, governmental, and private sector continuity plans and procedures.
- h. To define an inventory of stocked disaster supplies, resources, location, and expiration data.
- i. To define WTRFA sustainment needs necessary to maintain essential functions for up to 30-days without normal delivery of goods and services.

SCOPE:

The WTRFA COOP focuses on preparedness and readiness while providing continued development, implementation, and training guidelines to sustain essential emergency service delivery during large-scale widespread disaster events that overwhelm Local, State, and Federal resources.

Note: This Continuity of Operations Plan has been developed in accordance with the National Security Presidential Directive 51 and the Homeland Security Presidential Directive 20 (May 2007).

CRITERIA EXAMINED:

- a. What is a Continuity Event? & WTRFA historical perspective
- b. WTRFA Mission Essential Functions
- c. Continuity of Government, Delegation of Authority, Order of Succession, Critical Business Practices/IT
- d. Continuity of Facilities & Communication
- e. Continuity of Operations and Deployment
- f. Disaster Response & Deployment Protocol and Activation
- g. Disaster - Survey and Assemble Guideline
- h. Non-conventional tasks, objectives, functions, and actions.
- i. Disaster supply resources (inventory and location) procured to sustain WTRFA emergency operations.
- j. Devolution of Control & Direction
- k. Reconstitution
- l. Personnel training regarding continuity guidelines, procedures, disaster protocol, and plans that are pertinent to their roles and responsibilities.

WHAT IS AN CONTINUITY EVENT?

A continuity event occurs when a disaster threatens WTRFA's ability to maintain mission-essential operations and critical business practices.

WTRFA has managed disaster events that required mutual aid and/or mobilization of State resources, resulting in a limited continuity event. In comparison, the focus of the WTRFA COOP is intended to plan for larger widespread events like a 9.0 Earthquake that results in significant damage, along the west coast, ("The big one") that will likely overwhelm local, state, and federal resources.

Considerations: Does a Continuity Event Exist?	Y/N
Are Local/State/Federal Mobilization Resources available/adequate to mitigate incidents?	
Damage to facilities and/or apparatus limits operational effectiveness?	
Human resource limitations exist or are anticipated and will limit operational continuity?	
Disruption to delivery or access to essential supplies exists/is anticipated?	
Do transportation route disruptions exist?	

HISTORICAL EXAMPLES OF (LIMITED IMPLEMENTATION) COOP EVENTS:



WTRFA has experienced multiple disaster events where disruption occurred to “normal operations” and elements of a continuity event existed. For example, the recent COVID Pandemic, Scatter Creek and Bordeaux wildfires, and Chehalis River flooding events. In the case of the Pandemic, there were risks to continuity of human resources, disruption of normal business practices, and equipment procurement. In each case elements of a continuity/contingency plan were implemented to minimize the disruptions.

Additionally, during each of these events, local, state, and federal resources were sufficient to manage the emergency/disaster, and/or the threat never materialized to the extent possible. During the wildfire events, a continuity event did not materialize because of pre-prescribed aid agreements and state and local mobilization resources were available to manage the event, so WTRFA could maintain operations to respond to normal emergency events. Elements of devolution of control and direction occurred (during the wildfires) when the IMT and State mobilization resources took control of the wildfire incident.

As indicated, these local disaster events required some form of contingency/continuity planning and posed some threat to normal operations, however, none of them required full implementation of the subsequent continuity plan or activation of the disaster protocol, or survey & assemble protocol described herein.



MISSION ESSENTIAL FUNCTIONS:

Mission Essential Functions are those functions that enable an organization to provide vital services and sustain an economic base during an emergency.

The identification and prioritization of mission essential functions is a prerequisite for continuity planning because they establish the planning parameters that drive an organization's efforts in all other planning and preparedness areas. Resources and staff will likely be limited during an event that disrupts normal activities, preventing the organization from performing all its normal functions or services, which necessitates the activation of continuity plans.

A subset of those functions that are determined to be critical activities are defined as the organization's essential functions. These essential functions are then used to identify supporting tasks and resources that should be included in the organization's continuity planning process.

The intent is to identify what needs to be done during the emergency and what can be suspended. It is helpful to list all services, and tasks, that you intend to provide and place them in two categories. During the continuity event, you will only be providing your efforts in that first category. As the situation stabilizes over some time you will start to include tasks from the 2nd category.

Consider an MCI event during which some tasks or protocols are determined to be non-essential such as staffing protocols and standard report writing requirements. In this case, some elements of normal operations are suspended in the interest of fulfilling essential functions, such as transport to definitive treatment.

ESSENTIAL FUNCTIONS:

1. Must be ensured during a continuity event to sustain operations:

- Staff safety/security/sustenance
- Incident Management - ICS/NIMS/MCI
- Evacuation, Rescue, Fire suppression, Emergency Medical Treatment
- Facility, apparatus & equipment maintenance/fuel
- Disaster declaration and Delegation of Authority

2. Can be suspended until reconstitution exists:

- Patient Transport (if 3rd party available)
- Standard reporting (MCI)
- Contractual staffing limitation and State mandated unit configuration
- Standard non-emergent daily operations and training
- Non-essential administrative/finance functions

DELEGATION OF AUTHORITY & ORDER OF SUCCESSION:

Continuity of leadership is critical to ensuring continuity of essential functions. WTRFA has (by way of guideline/policy/resolution) defined a clear line of authority and succession in the absence of existing leadership and the necessary delegations of authority to ensure that succeeding leadership has the legal and other authorities to carry out their duties. (Also see the devolution of control and direction)

To ensure a rapid response to any emergency requiring the implementation of its continuity plan, WTRFA has defined delegation of authority for making incident management and continuity policy and finance determinations and other decisions, as follows.

Generally, the predetermined delegation of authority (highest-ranking officer on duty) will take effect when normal channels of direction and control are disrupted and will lapse when those channels are reestablished. The highest-ranking officer on duty has the authority to make key incident management decisions during a continuity situation. Once a disaster or continuity event is declared, the designated Officer has authority for each of the following categories:

- a. Policy decisions -Disaster declaration
- b. Re-delegate functions or activities
- c. Ability to enter into contracts or agreements
- d. Purchasing authorization

GOVERNING BOARD – DISASTER DELEGATION PROTOCOL (2020-007):

In the event of a disaster, when a fire commissioner is unavailable, or a commissioner vacancy exists, and the agency is unable to meet the quorum requirement, the remaining commissioners may appoint the fire chief or assistant fire chief to serve as an interim commissioner.

FIRE CHIEF – DISASTER DELEGATION PROTOCOL (2020-007):

If the fire chief is temporarily unable to perform for (24 hours or longer), and because of the disaster, the assistant chief, or lower-ranking chiefs in order of succession (including rank & service time) in the chain of command shall be appointed by the board to act as interim fire chief, only for the duration of such inability to perform.

Such orders of succession are an essential part of an organization's continuity of operations plan to ensure that organization personnel know who assumes the authority and responsibility of the organization's leadership if that leadership is incapacitated or becomes otherwise unavailable during a continuity situation.

WTRFA DELEGATION EVENTS:

In March of 2020 during the COVID 19 Pandemic, the WTRFA Governing Board delegated full authority to the Fire Chief to (1) Declare when an emergency exists, and (2) after such a declaration, award all necessary contracts on behalf of the agency, and during the emergency waive normal competitive bidding and the Chief's purchasing limitations, provided the Board will no later than two weeks following the award of contracts, make a written finding of the existence of an emergency and (2) such findings will be made a matter of record in the meeting minutes. (2020-006).

Resolution 2020-009 authorizes the Fire Chief to sign or co-sign vouchers along with the Auditing Officers, Administrative Services Director, and the Administrative Assistant, while operating under the Continuation of Governance Resolution and prior to Board approval if the board review and approval of supporting voucher documents occur at the next meeting.

In addition, the Governing Board invoked the Stafford Act to seek federal assistance, supplies, equipment, and loans to combat the declared COVID19 Pandemic by way of Resolution 2020-010.

CONTINUITY EVENT & OPERATIONAL MANAGEMENT:

WTRFA will implement the ICS, NIMS, and MCI model(s) to maintain sufficient depth to ensure that the organization can manage and direct its essential functions and operations throughout any emergency.

WTRFA CONTINUITY EVENTS PLANNING TEAM:

WTRFA shall establish a continuity event planning team. The team will review and update the plan at least annually. The committee shall enhance internal and external stakeholder knowledge and readiness through the development of an annual training program.

Ops/Admin Order of Succession	Title	Command Staff	Contact Information (Cell phone, email)
1	Fire Chief	Incident Commander	
2	Operations Chief	Operations Section	
3	Deputy Chief	Planning	
4	Captain	Logistics	
5	Linda Shea/Linda Patraca	Finance/Admin. Director	
6	Battalion Chief(s)	Safety Officer	
7	Captain Lanette Dyer	PIO	
8	Board Chair	Liaison (Government)	

PHASE I - READINESS & PREPAREDNESS:

FACILITY CONTINUITY (PRIMARY & SECONDARY)

In 2019 the RFA conducted research and analysis to determine the probability of emergency response personnel reporting to a WTRFA fire station, for purposes of sustaining emergency response and disaster mitigation. The study included an analysis of where the WTRFA emergency responders reside, which fire station they lived closest to, and the size of their immediate family.

The study concluded that it is likely that 80 responders and immediate family could be expected to assemble at the fire stations that WTRFA has identified as Disaster Response & Deployment Shelters (DRDS). Certain assumptions were made e.g., if emergency responders are asked to report for duty during a widespread disaster (that threatens the safety and security of their immediate family), they would likely want to bring their immediate family members and possibly domesticated animals with them during the responder's period of performance.

Research and analysis estimated food, water, shelter & hygiene needs for 80 people, under the assumption that the availability of normal goods and services would be disrupted. WTRFA established an initial self-sustainability plan of 2 weeks, intending to attain additional disaster supplies that will fulfill up to 30 days of self-sustainability. The study identified necessary caloric and water intake and developed a 2500 calorie/day per person meal & hydration plan. Staff purchased dried goods in bulk and sealed the products using mylar bags and oxygen absorbers and purchased pre-packaged goods. In most cases, dried food goods have a twenty-plus-year shelf life.



The WTRFA fire stations were evaluated to determine which are the most suitable facilities to serve as DRDS. Size, structural components, resource storage capacity, reserve fuel/propane, generator capacity, and shelter capacity were considered. In addition, the proximity to population density was considered. Station 1-1 and 1-2 were selected as primary and Station 1-6 as secondary facilities to be operated as DRDS.

DISASTER RESPONSE & DEPLOYMENT SHELTER (DRDS) GUIDELINES:

The term Disaster Response & Deployment Shelter (DRDS) is used to identify the modified operational function of a Fire Station while operating under a continuity event.

DRDS - Are Fire Station(s) secured to shelter and sustain responders (immediate family) and deploy disaster response and mitigation during a sustained disaster incident. In the event of a disaster, these DRDS are closed to the public and are not to be identified as a public or community disaster shelter, unless specifically altered by the Incident Commander (IC). Each predesignated DRDS contains limited food and disaster supplies to sustain a total of 40 people for two weeks. The DRDS are also equipped with automatic (propane) generators, diesel fuel storage, and propane plumbed outdoor cooking lines. In addition, Emergency Communications Systems (HAM radio) were installed at the primary DRDS- Station 1-1 & 1-2, in preparation for the potential disruption to normal communication systems.

It is conceivable that the predesignated DRDS are compromised. If it becomes necessary to relocate operations, most supplies (food, fuel, non-perishable goods) are mobile and transportable to the secondary or other appropriate location. A determination of operational deployment locations should be made early and may be altered upon briefing as a result of reporting personnel and the findings of their survey and assemble briefing.

Supplies at each DRDS are intended to sustain up to 40 people, inside or outside the DRDS (i.e., camping supplies).

Site	Name	Address	Preparedness supplies
Primary	Sargent Road Station 1-1	18720 Sargent Rd. SW	Shelter, food, water, fuel, HAM
Secondary	Albany Station 1-3	18346 Albany St. SW	N/A
Primary	Littlerock Road Station 1-2	10828 Littlerock Rd. SW	Shelter, food, water, fuel, HAM
Secondary	Maytown Road Station 1-6	3131 Maytown Rd. SW	Future development

PHASE II – ACTIVATION, ASSEMBLY & RELOCATION PLANS:

DISASTER PROTOCOL - ACTIVATION:

In the event of a sustained widespread disaster that does or is expected to impact/disrupt acceptable emergency response capacity/capability, disrupts access/delivery of essential goods and services, or compromises transportation routes, the WTRFA Disaster Protocol may be activated.

1. The Fire Chief or designee is responsible to activate the “Disaster Protocol” and “Survey and Assemble” Protocol.
2. Notification of the “Survey and Assemble” protocol should occur by the most appropriate means possible e.g., Active Alert, Rave/TC Alert, Thurston Communications, or other means. Preplanned templates should be stored in TC Alert and Active Alert.
3. A standard message: “WTRFA Disaster Protocol has been implemented. WTRFA personnel who can safely Survey and Assemble are directed to assemble at the station closest to them - 1,2 or 6 (DRDS).”
4. Successful implementation of the WTRFA Continuity of Operations Plan (COOP) requires trained emergency responders and logistics support personnel to respond to the Disaster and Deployment Facilities to establish and maintain emergency response capability.
5. In the event all communication sources are disrupted, staff should be trained on a “blind survey and assemble protocol”.

SURVEY & ASSEMBLE GUIDELINE:

1. “Survey & Assemble” Guideline - WTRFA emergency responders should survey their immediate surroundings/neighborhood for immediate emergency needs. Address immediate needs in the immediate area (as needed) and prepare to assemble.
2. If the responder can respond to the Disaster Protocol Activation, they should gather immediate family members and all mobile (personal and family) disaster supplies (food, water, medicine, shelter, money) and security needs (survival /personal security instruments) and assemble (report for duty) to a designated response and deployment shelter. Small, domesticated animals (cats/dogs) may also be accommodated at the DRDS (consider animal food, kennels, leash).
3. When considering which DRDS to report to, personnel should consider the closest location, deployment orders (from the IC), and open transportation routes.
4. While en route to the DRDS personnel should conduct a windshield survey and note impacts on transportation routes, high occupancy facilities, including, structural integrity,

collapse, fire, bridges/overpasses, and impassable routes along their route of travel (as needed) and be prepared to provide a survey briefing upon arrival at the DRDS.

5. The Fire Station(s) that are intended to be utilized as primary DRDS during Disaster Response and Deployment Protocol activation are:
 - Station 1-1 -18720 Sargent Rd. SW
 - Station 1-2 -10828 Littlerock Rd. SW
6. On-duty staff (or upon arrival of the first arriving at a DRDS) shall survey the structure for structural compromise, utility (propane tanks/water/electric), generator compromise, and fuel storage compromise. A determination of operability should be made.
7. If the Interstate-5 overpasses are impassable Station 1-6 may be brought online as the primary north battalion or a third DRDS dependent upon the availability of staffing and mobility of disaster supplies.

FACILITY RELOCATION TEAM:

In the event one (or more) of the primary disaster response and deployment shelters are impacted and not occupiable, the Facility Relocation Team will transport necessary supplies from the primary DRDS (as directed by the IC) to the secondary site and prepare the facility to deploy operations of essential functions. This team may be made up of non-credentialed personnel who have the knowledge to complete the set-up responsibilities. It's important to note that the WTRFA disaster cache includes resources to set up an (outdoor) camp, however, if there are no concerns of facility compromise, an indoor shelter is preferred.

When determining the need to move to an alternate facility, consider the following:

- Does the alternate site provide improved shelter and operational advantages?
- Would the alternate site provide improved mobility to the disaster zone?
- Does the alternate site have adequate infrastructure to conduct operations (i.e., internet access, phone access, restrooms, etc.)?
- What is the number of staff needed at the alternate site to fulfill the prioritized core functions?
- Are Communications and IT Support available at the alternate site?

Name	Role	Team Lead	Contact Information (Cell phone, email)
Facility Relocation Team	Maintenance Staff, Rehab Team Members	Facility Maintenance Manager	

PHASE III: CONTINUITY OF OPERATIONS:

DEVELOP RESPONDER OPERATIONAL TEAMS:

The IC and Command Staff shall assess the situation and define and prioritize essential functions, operational objectives and develop response teams and protocols based on the availability of personnel and operational needs.

OPERATIONAL TEAM PRIORITIES:

1-LIFE SAFETY 2- INCIDENT STABILIZATION 3- INCIDENT MITIGATION

- What are your operational needs? Evacuation/search/rescue, MCI, Fire Control?
- What is the status of Human Capital (responders, supporters, mutual aid, 3rd party services)?
- What are the acceptable parameters of patient care, and transport?
- What is the status of definitive care (hospital)?
- Are patient transport corridors open? Are transport resources available?
- Should you triage, treat in place, and transport, or is transport without treatment warranted?
- Is a field hospital a viable option?

Note: Under the Washington State authority, in the event of a mass casualty incident Aid may be rendered by non-credentialed personnel.

Firefighter/EMT/Paramedic/Nurse/Doctor teams should be assigned based on capability and discipline type. A minimum team of 2 persons may be deployed, however, a larger team of 4 may be preferred depending upon the operation type (search, rescue, medical, fire suppression) location, and work period (incident stabilization/security/lifting/transporting)

Each Emergency Response Team should be supplied with an Aid bag(s), Triage paint/tape, a “Go Bag “necessary to sustain their nutritional and hydration needs for a 12–24-hour period, and a communication source.

LOGISTICS & COOP SUPPORT TEAMS:

After designation and assignment of the command staff, and emergency response teams, non-emergency responders (non-credentialed family members) may be needed to assist primary responders. Non-trained support/assistants should be grouped with experienced personnel. The assessment of skills of non-credentialed personnel will likely determine personnel resources

capable of assisting response teams with (heavy lifting) e.g., evacuation teams, or rescue (structural collapse)

DRDS LOGISTICS TEAMS:

DRDS Logistics teams (non-credentialed) may help fulfill the logistical needs of emergency responders and staff. A list of logistical functions is compiled below.

Function	Role	Team Lead	Contact Information (Cell phone, email)
Personnel and Shelter Security Team	Establish a DRDS safety/security team and plan		
Shelter/facility deployment Team	Deploy sleeping, food, and sanitation tents as needed		
Nutrition and Hydration Team-	Prepare kitchen, menu, and food		
Child, and Animal Supervision Team	Establishes child supervision location, and staff and establishes animal housing/feeding plan.		
Apparatus Maintenance Team	Readies & Repairs Apparatus		
DRDS First Aid Treatment Team	Provides Aid onsite		

CONTINUITY OF COMMUNICATIONS PLAN:



HAM RADIO OPERATORS:

The ability to communicate is critical to daily operations and essential in a crisis. WTRFA has added communications depth by installing HAM radio communications systems (to be implemented in the event of a disruption to normal communications) at the primary designated DRDS locations.

WTRFA has begun the implementation of an emergency communication team, and a HAM Radio Technician class among WTRFA staff began in February 2022. The continued development of the team should include drills that establish communication between DRDS stations and DRDS stations to local, county, and state emergency management centers. Future consideration should be

given to adding a mobile repeater that can be positioned in the event of DRDS antennae/structural failure or DRDS relocation e.g., Station 1-6.

COMMUNICATION TEAMS:

It is preferred that a licensed HAM operator lead the communications team, however, during emergency disaster conditions non-credentialed staff may operate the comm system. The HAM systems are established to communicate station to station and station to emergency management locations. The HAM radios are in the Communications Rooms at stations 1-2 and 1-1.

COMM TEAM Order of Succession	Name	Title	Contact Information (Cell phone, email)
1	Captain Drake	Communications Team Leader	
2			
3			
4			

COMMUNICATION – INTERNET CONNECTIVITY:

In the electronic business era, WTRFA has become increasingly reliant on internet connectivity to process reports, gather data, and communicate. In the event of disruptions to power, internet service and overloaded cellular connections will be inaccessible, rendering normal business management software, database(s), and records management systems obsolete. Backup internet and failover solutions such as 4/5G LTE wireless, that will help keep critical applications online or support temporary or remote locations should be tasked to IT support. Because WTRFA relies on the County for warrant processing, these plans/solutions should be discussed at a regional level to ensure all contributors can perform critical functions.

Efforts to plan for continuity of normal business practices have led to establishing battery back-ups and Administrative/finance VPN connection setup. In 2020-21, the VPN setup was tested and performed effectively off-site, (if the user has power and internet service).

Network companies and Government entities have mobile cell tower systems mounted on trucks or trailers that are intended to be set up in disaster zones; Cell on Light Truck (COLT), and Cell on Wheels (COW). These units have and will likely be set up in disaster zones, however, in a widespread disaster, the probability of these systems being set up in a rural region seems unlikely. Emergency communications in the WTRFA region could be enhanced by virtue of proximity to the State Capitol, State EMD, and JBLM. The State of Washington's capacity to fulfill mobile communications needs during a large-scale disaster is unknown. Research and development efforts are ongoing regarding microwave connectivity

Methods of Communications	Status	Backup Timeline
Primary: 700 MHz & Standard Wi-Fi	Requires power (battery or generator)	
Alternate: HAM radio/4G failover/DSL/Cable	Units installed at Primary DRDS / Research	
Tertiary: Microwave/ Satellite	Research ongoing	
VOIP telephone system	Unreliable/fails during a power outage	
4G-5G routers in response vehicles	Research	
Laptop air cards	Research	

CONTINUATION OF VITAL BUSINESS PRACTICES & RECORDS MANAGEMENT:

CONTINUATION OF CRITICAL BUSINESS PRACTICES:

A viable continuity plan and program include the identification, protection, and availability of records, information systems, data management software and equipment, electronic and hardcopy documents, and references, (including classified and other sensitive data) needed to support essential functions during a continuity situation. “Vital records” refers to information systems and applications, electronic and hardcopy documents, references, and records needed to support essential functions during a continuity situation.

In recent years WTRFA has implemented cloud-based and redundant onsite server records storage and backup. Business software applications were migrated to Microsoft 365 products, which provides access to many software applications off-site, however, they may only be accessible via the internet (unless downloaded on the computer hard drive).

Hardcopy, pen, and paper essential reports and records (e.g., ICS forms, MIR, timecards, etc.) should be stored with disaster supplies at each DRDS and utilized for record-keeping during a continuity event; essential paper records that could be utilized to rebuild the database(s) upon resumption of normal services. Maps, map books, and other geographical data should be stored at each DRDS. Personnel should have access to and be capable of using these paper and electronic records and systems during the performance of essential functions and maintained to reconstitute necessary records when returning to normal business operations.

WTRFA should conduct vital records and database risk assessments to:

- Identify the risks involved if vital records are retained in their current locations and media, and the difficulty of reconstituting those records if they are destroyed.
- Identify off-site storage locations and requirements.
- Determine if alternative storage media is available.
- Determine requirements to duplicate records and provide alternate storage locations to provide readily available vital records under all conditions.

A vital records plan packet should be developed and maintained. The packet should include:

- A hard copy or electronic list of key organization personnel and disaster staff with up-to-date telephone numbers.
- A vital records inventory with the precise locations of vital records.
- Hardcopies of essential records e.g., MIR, maps, etc.
- Necessary keys or access codes.
- Any offsite secondary Continuity-facility locations.
- Access requirements and lists of sources of equipment necessary to access the records (this may include hardware and software, microfilm readers, Internet access, and/or dedicated telephone lines).
- Lists of records-recovery experts and vendors.
- A copy of the organization’s continuity of operations plan.

ESSENTIAL EQUIPMENT NEEDED AT SECONDARY (or off-site) DRDS FACILITIES:

This is a list of office equipment that is necessary to conduct mission essential functions and must either be already located at the alternate site or should be transported there as you leave your office. If it is not possible or convenient to pre-position or move equipment, identify a location where it can be used or acquired.

Vital Records Management:

Vital Records Location	Status	Form (Electronic or Hard Copy)	Data Backup or Storage Locations

Vital Business/ OPS/Communications - DRDS Equipment	Status	Assign	Storage Location(s)
Laptop/ air card	Pending	IT Support	
HAM Radio and portable antennae	Pending		1,2&6 -DRDS
Cell/Radio battery bank/charger	Pending		1&2 -DRDS
Cellphone-hotspot/failover	Pending	IT Support	1&2-DRDS

KEY CONTACTS & LOCAL RESOURCES:

Identify resources that are necessary for continuing operations and can strengthen your response to emergencies (i.e., police, fire station, hospitals, utilities, vendors, etc.).

Resource	Phone	Address
TC Roads		
Propane		
Fuel		
Food/Water		

The following guidelines assume internet connectivity:

Vital Business Practice	Continuity Actions	Pre-Positioned At Alternate Site (Y/N)
IT Services	Bright wire has established VPN connections on critical-use laptops to allow remote access to department drives. IT technicians have the capability of working remotely from their homes and will continue to provide help desk support.	
Payroll	Admin staff will take a laptop home, to ensure remote access to BIAS for payroll processing in the event of quarantine and/or exposure. In the event Admin. Staff are indisposed, BIAS Support Number is 509-443-3332; they can remote into a backup user's computer.	
	Employees paid via direct deposit will receive their pay with no interruptions, assuming there are no connectivity issues.	
	Employees paid via check have been encouraged to sign up for a direct deposit to avoid the possibility of checks not being produced by the county. (Note: The county has a contingency plan in place, however, uncertainty remains regarding their backup power and, IT/communications failover capacity.)	
Payables	Admin. Staff can take laptops home to continue processing payables, if necessary, via BIAS.	
	In the event the county is unable to produce checks, we will use the department credit card to pay for essential services. Our credit limit is \$33,000 (Citibank); \$15,000 (1 st Security), as a temporary measure in the event we must pay critical vendors for services (fuel, propane, power, medical insurance, vehicle maintenance, supplies.) (Improvement Plan- Vendor Continuity MOU's/ payment agreement)	
	In the event of a station quarantine/exposure, mail will be picked up every other day to ensure payables are processed for payment.	
Receivables	Deposits will be handled in the usual fashion; no need for special handling (Admin. Svs. Director will have receipt and deposit slip supplies.) When possible, mail will be picked up regularly so checks can be receipted and deposited; accordingly. Email deposit notifications and Treasurer Deposit notifications can be handled remotely via Outlook and Excel.	
Telecommunications	The personnel phone list is posted on the Member's webpage, under FORMS Offsite cell phone – improvement plan	
Facilities	A 30-day supply of facility supplies (cleaning, decon, paper supplies) is maintained at the Maytown station.	
	In the event of a facility quarantine/closure, notices should be posted at each affected facility with information as to how to reach a department member/emergency service.	

DEVOLUTION OF CONTROL & DIRECTION:

Devolution planning supports overall continuity planning and addresses the full spectrum of threats and all-hazards emergency events that may render WTRFA's leadership or staff unavailable to support, or incapable of supporting, the execution of the organization's essential functions from either its primary location or its alternate location(s). Incremental devolution may exist when WTRFA operational resources are incapacitated or unable to reach response zones.

Devolution is the capability to transfer statutory authority and responsibility for essential functions from an organization's primary operating staff and facilities to other organization employees and facilities and to sustain that operational capability for an extended period. An IMT who assumes command and control of an incident is a pre-prescribed devolution of control and direction limited to the delegated emergency. It is conceivable that a continuity event may require the centralization of command and control to an off-site location such as a County or State Emergency Management location.

DEVOLUTION OF CONTROL & DIRECTION – PLAN:

1. The devolution option would likely be activated or "triggered", if WTRFA operations are incapacitated, unable to access a disaster area, or overwhelmed.
2. Direction and control of organization operations will be transferred to and from the devolution site/party using the ICS model.
3. The Devolution Authority should have access to a copy of this COOP, program plans and procedures, budgeting and acquisitions, essential functions, orders of succession, delegations of authority, continuity communications, vital records management, human capital, TT&E, and reconstitution operations.
4. Identify prioritized essential functions for devolution, define tasks that support those essential functions, and determine the resources available to the Devolution Authority to facilitate those functions' immediate and seamless transfer to the devolution site, e.g., a mutual aid partner that can access a WTRFA response area that is inaccessible to WTRFA operational reach.
5. Include a roster that identifies fully equipped and trained personnel who may be utilized at the devolution site and who may have the authority to perform essential functions and activities when the devolution option of the continuity plan is activated.
6. List the necessary resources (e.g., equipment and materials) to facilitate the performance of essential functions at the devolution site.
7. Establish and maintain reliable processes and procedures for acquiring the resources necessary to continue essential functions and to sustain those operations for extended periods.
8. Establish and maintain a capability to restore or reconstitute organization authorities to their pre-event status upon the termination of devolution.

RECONSTITUTION PLAN:

Reconstitution is the process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility.

Reconstitution embodies the ability of an organization to recover from an event that disrupts normal operations and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity. To properly develop a WTRFA Reconstitution Plan we must first know the impacts associated with the continuity event. The following are standard considerations applicable to continuity reconstitution plans.

1. Once the threat or disruption has passed (i.e., normal operation can resume) the IC shall communicate the plan for transitioning back to the normal operational status from a continuity of operations status. The Planning Section Chief should begin the development of a reconstitution plan as the continuity event allows.
2. The IC/Fire Chief shall coordinate for organization reconstitution regardless of the level of disruption that originally prompted the organization to implement its continuity of operations plan. These options should include moving operations from the continuity or devolution location to either the original operating facility or, if necessary, to a new operating facility.
3. Define the necessary procedures, whether under a standard continuity of operations scenario or under a devolution scenario, for conducting a smooth transition from the relocation site to a new facility.

RECONSTITUTION PLAN - IMPLEMENTATION ACTIONS:

1. Inform all personnel that the actual emergency, or the threat of an emergency, no longer exists, and provide instructions to personnel on how to resume normal operations.
2. Supervise or delegate the orderly return to the normal operating facility or a move to another temporary facility or a new permanent operating facility.
3. Verifying that all systems, communications, and other required capabilities are available and operational, and that the organization is fully capable of accomplishing all essential functions and operations at the new or restored facility.
4. Conducting an after-action review of the effectiveness of the continuity of operations plans and procedures, identifying areas for improvement from the review, documenting these, and then developing a remedial action plan as soon as possible after the reconstitution.
5. Identifying which (if any) records were affected by the incident and working with the records office (or similar function in the organization) to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records, as part of the overall reconstitution effort.

TEST, TRAIN & EXERCISE (TT&E) PLAN:

An effective TT&E program is necessary to prepare and validate the organization's continuity capabilities and program to perform essential functions during any emergency. This requires the identification, training, and preparedness of personnel capable of performing their continuity responsibilities and implementing procedures to support the continuation of the organization's essential functions.

Emergency service personnel have a significant advantage over the average corporate business implementing a COOP. The advantage comes from routine management of emergencies and frequent implementation and knowledge of the ultra-scalable Incident Management System (IMS); which prepares us to manage emergencies of all sizes. Other examples include the Chain-of-Command, which is a type of order of succession model, while the Incident Command System (ICS) is a type of predetermined delegation of authority. Also, WTRFA relies on our partners (under mutual aid agreements and state mobilization), which in essence is a pre-prescribed continuity of operations plan that include elements of devolution of control and direction. In addition, emergency service personnel frequently make decisions on the fly about how to best utilize available resources to maintain essential services; for example, an engine company orders a private ambulance for patient transport to maintain mission-essential fire suppression service.

There have been numerous regionally declared disasters in the U.S. in recent years that have demonstrated the need for a community to be self-sufficient from normal resources for a sustained period. A larger-scale and widespread disaster in the U.S. will likely exacerbate the examples of the lack of emergency resources. Therefore, a community that has prepared, tested, trained & exercised will have the greatest ability to limit loss and suffering. It's also important to understand that State and Federal resources will likely be prioritized in the higher population zones, and rural resources may be called on to provide mutual aid to highly populated zones.

Exercises should include internal and external firefighter/emergency medical staff, doctors, nurses, utility, public works, heavy equipment operators, and others who may be utilized to serve in the event of a large-scale/widespread disaster with limited mobility.

Upon completion of research and development of community logistical and human resources, a community-wide drill could bring goodwill to the fire department and help bring awareness to the potential of a widespread disaster that will likely require the whole community to work together to become more self-sufficient from State and Federal resources that we may otherwise rely on.

The COOP should be updated at least quarterly or when staff changes roles or responsibilities. All employees should be trained on COOP contents and should participate in annual tabletop exercises or drills. The COOP plan should be available to all employees in hardcopy and electronic copies.

The training and exercises will provide an annual opportunity for continuity personnel to demonstrate their familiarity with continuity plans and procedures and to demonstrate the organization's capability to continue its essential functions. An annual exercise that incorporates the deliberate and preplanned movement of continuity personnel to an alternative facility or other continuity location should also be considered.

Training Type	Topics Covered	Date Completed

This Continuity of Operations Plan has been developed in accordance with the National Security Presidential Directive 51 and the Homeland Security Presidential Directive 20 (May 2007). The Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA), in coordination with non-federal partners, has developed Continuity Guidance Circular 1 (CGC 1 Jan. 21, 2009), Continuity Guidance for Non-Federal Entities.

RECOMMENDED PLAN IMPROVEMENTS:

- a. Develop “Go Bags” i.e., Aid bag(s), Triage paint/tape, and supplies necessary to sustain the team’s nutritional and hydration needs for a 12–24-hour period.
- b. Consider highly transportable/organized storage containers at primary DRDS and duplicate and store 2-weeks sustenance supplies at secondary DRDS - Station 1-6.
- c. Consider kennel needs- food, fencing, etc.
- d. Establish continuity MOUs with mission-essential vendors (Fuel, Propane, Food/Water, Apparatus Maintenance, Emergency Equipment)
- e. Purchase portable/mobile HAM Radio antennae or install antennae at Station 1-6
- f. Research business equipment to be stored or mobile for use during facility relocation
- g. Research portable radio/communication sources for mobile teams
- h. Consider implementation of emergency preparedness communications call tree (automated)
- i. Consider the “Disaster Protocol Activation Alert” template for Rave/Thurston Community Alert and Active Alert
- j. Establish an emergency contact list for essential resource vendors in the response area that may be necessary to secure (commandeer) in the event of a prolonged disaster.
- k. Research and develop (through community newsletters communications or disaster drills) medical/rescue and firefighting personnel resources in the response zone that may be called on to volunteer their services in a widespread disaster which limits them from reporting to their normal position/function.
- l. Research opportunities and logistical needs to develop a field clinic/hospital at one or both DRDS.
- m. Research non-traditional field “disaster protocols” conduct training and acquire the equipment necessary to fulfill the disaster protocol (e.g., field suture kit/Dermabond)
- n. Obtain copies of and review partner agencies’ COOP and conduct joint planning sessions.
- o. Consider Blind and Presidential Alert - disaster protocol activation actions.
- p. Research the devolution option(s) with mutual/auto aid/ State agencies to address how those organizations may identify and conduct WTRFA’s essential functions during an increased threat situation or in the aftermath of a catastrophic emergency.
- q. Hardcopy, pen, and paper essential reports and records (e.g., MIR, timecards, etc.) should be stored with disaster supplies at each DRDS and utilized for record-keeping during a continuity event; essential paper records that could be utilized to rebuild the database(s) upon resumption of normal services. Maps, map books, and other geographical data should be stored at each DRDS.
- r. Define location, pre-position, and define/ enforce update of duplicate vital records to ensure backup/recovery.
- s. Task IT support with ensuring internet back-up/connectivity at each DRDS e.g., cellular (4-5G), mobile hotspot, DSL-VDSL, or Satellite.

- t. Engage Thurston County for warrant processing COOP, these plans/solutions should be discussed to ensure all contributors can perform critical functions.
- u. Add an order of succession depth by adding the highest-ranking (on-site) officer(s) to the order of succession model resolution 2020-007.

PREPAREDNESS - DISASTER SUPPLIES/RESOURCES:

Appendix A: Perishable-Disaster Supply Resources (Food & Water):

FOOD	STATION 1-1	STATION 1-2	EXPIRATION DATE
Macaroni and Cheese	7 Buckets (1260 Servings)	6 Buckets (1080 Servings)	11/1/2039
Powdered Eggs	3 Buckets (1149 Servings)	3 Buckets (1149 Servings)	11/1/2029
Oats	8 Buckets (1200 Servings)	8 Buckets (1140 Servings)	11/1/2049
Rice	8 Buckets (2432 Servings)	8 Buckets (2280 Servings)	11/1/2049
Beans	12 Buckets (2744 Servings)	12 Buckets (1792 Servings)	11/1/2049
Instant Coffee	11	11	2-20 yrs.
Tea	4	4	Unknown

Water Supply and Hydration Plan:

In the event of disruption of the water systems (well water) at the DRDS locations, additional water is maintained in storage/rotation. Based on the nutrition/hydration (above), 518 gallons of water are necessary to sustain 80 people for 14 days. The present plan is to order pallets of water when the supply reaches ½, combined with the 5-gallon water containers WTRFA should have enough capacity to meet the demand. If water system disruption is anticipated, the supply totes should be filled ASAP. The 275-gallon totes can be drawn from and the water chemically purified. These storage totes are also intended for personal hygiene water needs.

ITEMS	STATION 1-1	STATION 1-2	Expiration Date
WATER BOTTLES 16.9 fl. Oz. (COSTCO)	24 cases (127 gals.)	24 cases (127 gal.)	1 year
WATER CONTAINERS 5-gallon (MOUNTAIN MIST)	10 (50 gal.)	10 (50 gal.)	1 year
Water Tote 275 gal. (in storage, not filled w/ water)	275 gallons	275 gallons	N/A
Water Purification	3	4	1/1/2026
Total purified drinking and cooking water capacity	177 gallons	177 gallons	1 year
Total purified & non-purified water capacity	452 gallons	452 gallons	N/A

Nutrition and Hydration Plan Details:

Nutrition Assumptions					General Info:	
<i>Based on avg adult</i>		Units:	Met?	Diff.	Number of People	80
Food Intake	2500	Cal.	no	-300	Duration:	2 weeks
Protein	50	grams	yes	36	Avg Cost Per Person	\$ 60.70
Fat	70	grams	no	-39	Avg Calorie Intake (assume)	2500 cal.
Carbs	310	grams	yes	75	Avg Water Intake (assume)	64 oz
Sugars	90	grams	no	-55	Meals (per person)	3 meals
Sodium	2.3	grams	no	-0.855	Water (per person)	4 bottles (16.9oz)
Fiber	30	grams	yes	10		
Fruit	2	cups	no	-		

Vegetables	2.5	cups	yes	-	Littlerock Station	40	unknown
Water	64	oz	yes	-	Grand Mound Station	40	unknown

Food	Total Amount:	Calories	Protein	Fat	Carbs	Sugar	Sodium	Fiber
Breakfast Totals	<i>Nutrition Facts Units are measured in Grams</i>	540	26	19	64	2	0.12	10
Eggs (powdered)	5 tbs= 2 eggs (5tbs of water)	160	12	12	0	0	0.12	0
Rolled Oats	0 cup (Dry)	380	14	7	64	2	0	10
Water	.5 fl oz to cook (80 people = 40flz a day)							
Lunch Totals	<i>Nutrition Facts Units are measured in Grams</i>	960	41	0	192	4	0	23
Red Beans	1 cup (uncooked)	480	32	0	84	4	0	20
White Rice	3/4 cups (uncook)2.5 cups (cooked)	480	9	0	108	0	0	3
Water	Red beans = 3 cups / Rice = 2 cups (80 ppl = 30 gals per day)							
Dinner Totals	<i>Nutrition Facts Units are measured in Grams</i>	440	14	5	80	10	1.15	2
Mac and Cheese	2/3 cup Elbow	280	10	1	54	2	0	2
-	1/2 cup cheese	160	4	4	26	8	1.15	0
Water	Elbow Macaroni = 1 cup / Cheese Sauce = 1 cup (use the same cup for both) (80 ppl = 6 gals per day)							
Snacks:	<i>Nutrition Facts Units are measured in Grams</i>	260	5	7	49	19	0.175	5
Trail Mix Bar	1 bar: For each person	140	3	4	25	7	0.065	2
Kellogg's Nutri-Grain	1 bar: As extra for those working on shift	120	2	3	24	12	0.11	3
Water Total:	37 gals per day for 80 people (14 days for 80 ppl = 518 gals)							

Appendix B: Non- Perishable-Disaster Supply Resources:

EATING UTENSILS	STATION 1-1	STATION 1-2	Expiration Date
FORKS	1500	2000	N/A
SPOONS	1500	2000	N/A
KNIVES	1500	2000	N/A
PLATES	1760	1980	N/A
Napkins	2000	2000	N/A
12oz Cups	1680	1680	N/A
PERSONAL HYGIENE	STATION 1-1	STATION 1-2	Expiration Date
Toothpaste	72	72	5/1/2022
Toothbrush	40	40	N/A
Bar Soap	50	50	Annual *
Hand Towel (pellet)	100	100	N/A
Shaving Cream packets	50	50	Annual *
Razors	50	50	N/A
Shampoo Packets	200	200	7/2/2023
Deodorant	72	72	Annual *
Baby Wipes	27 packs	28 packs	
Towels	1 box (200)	1 box (200)	N/A
Tampons	10 boxes(40 ea)	10 boxes(40 ea)	N/A
Pads	10 boxes(48 ea)	10 boxes(48 ea)	N/A
SHELTER & HOUSING SUPPLIES	STATION 1-1	STATION 1-2	Expiration Date
Pillows	48	48	N/A

Blankets	40	40	N/A
Cots (Coleman)	30	30	N/A
Cots	8	11	N/A
10 man tents	4	4	N/A
Light/ Phone Charger	4	4	N/A
Flashlights (AAA)	40	40	N/A
AA Batteries	1 case	1 case	Annual Rotate
AAA Batteries	1 case	1 case	Annual Rotate
C Batteries	1 case	1 case	Annual Rotate
D Batteries	1 case	1 case	Annual Rotate
Glow Sticks	450	450 + Bracelets	Annual Rotate
SANITATION SUPPLIES	STATION 1-1	STATION 1-2	Expiration Date
Toilet Paper	1 case(96 rolls)	1 case(96 rolls)	Annual Rotate
Commode liners	2 case(500) 10gal	2 case(500) 10gal	N/A
Commode	2	2	N/A
Commode Privacy Cover	2	2	N/A
WATER/SHOWER/COOKING	STATION 1-1	STATION 1-2	Expiration Date
Water Tote 275gal	1	1	N/A
Water Purification	3	4	1/1/2026
Garbage bags	1 case(1,000) 55gal	1 case(1,000) 55gal	Annual Rotate
Fryer and Pot	3	3	N/A
Shower Privacy tent	1	1	N/A
Shower bag 5gal.	3	3	N/A

*** Check Annually for Degradation**

Appendix C: Emergency Medical Supplies:

WTRFA maintains a stock of EMS supplies necessary to sustain operations for 30 days. The following is an inventory list of supplies in stock.

BSI / Diagnostics

Item	Sta. 1-1	Sta. 1-2
Small gloves	5	5
Med. gloves	5	5
Lrg. gloves	5	5
XL gloves	5	5
Stethoscope	1	1
Infant BP cuff	1	1
Child BP cuff	1	1
Adult BP cuff	1	1
Lrg. Adult BP cuff	1	1
Thigh cuff	1	1
Blue BSI gown	30	30
Wypall paper towels	2 boxes	2 boxes
3" tape	2 boxes	2 boxes
1" tape	1 box	1 box
O2 regulator	1	1

Small bio bags	1 roll (50)	1 roll (50)
Lrg. bio bags	1 roll (50)	1 roll (50)
Eye protection	12	12
Cavi wipes	1 tub (exp. 6/23)	1 tub (exp. 6/23)
Bio-Hoop bags	3 packs (36)	3 packs (36)
N95 masks	20	20
Alcohol prep pads	3 boxes	3 boxes
Soft restraints	2 sets	2 sets
OB kit	2	2
Burn sheets	8	8
Lrg. sharps container	1	1
Tongue depressors	17	17
Penlights	12	12
Digital thermometer	1	1
Ring cutter	1	1
Trauma shears	8	8
Disposable razors	15	15

Trauma / Wound Care

Item	Sta. 1-1	Sta. 1-2
Kerlix rolls	27	25
Co-Flex 2" rolls	30	30
Conforming stretch gauze rolls	3 boxes (36)	3 boxes (36)
2x2 Gauze pads	4 boxes	4 boxes
4x4 Gauze pads	3 boxes	3 boxes
Small cardboard splint	10	10
Lrg. cardboard splint	5	5
SAM splint	10	10
Saline irrigation bottles	15	15
Small Band-Aids	3 boxes	3 boxes
Lrg. Band-aids	3 boxes	3 boxes
Butterfly closures	3 boxes	3 boxes
5x9 Gauze pads	3 boxes	3 boxes
Triangle bandages	48	48
Triage tags	50	50
1" Tape	3 rolls	3 rolls
3" Tape	2 rolls	2 rolls
Trauma dressings	21	21
Water Jel burn dressing	5 (exp. 2/26)	5 (exp. 2/26)

Airway Supplies

Item	Sta. 1-1	Sta. 1-2
Adult BVM	8	8
Peds BVM	5	5
Infant BVM	5	5
Pocket CPR mask	5	5
NPA kit	1	1
Manual suction kit	3	3
OPA kit	10	10
Adult NRB mask	25	25
Suction canister/lid	5	5
Suction catheter	5	5
Suction tubing	5	5
Peds NRB mask	12	12
Nasal cannula	50	50

C-Spine / Hot & Cold Packs

Item	Sta. 1-1	Sta. 1-2
Adult C-collar	25	25
Peds C-collar	10	10
Spider straps	2	2
Sta-block head immobilizer	12	12
Hot packs	2 boxes (48)	2 boxes (48)
Cold packs	2 boxes (48)	2 boxes (48)

Gurney Supplies / Blankets

Item	Sta. 1-1	Sta. 1-2
Pillowcases	40	40
Pillows	3	3
Gray blankets	10	10
Foam blankets	15	15
Gurney sheets	6 packs (30)	6 packs (30)
Mega movers	7	7

Attachments

- Memorandums of Understanding (MOU)/Memorandums of Agreement (MOA)
- Devolution Plan-Resolutions
- Maps-DRDS locations
- Staff Rosters/ Emergency phone list
- Vendors/business list
- Resource Lists
- Other Documents



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

RESOLUTION NO. 2022-008

A RESOLUTION OF THE GOVERNING BOARD OF THE
WEST THURSTON REGIONAL FIRE AUTHORITY (“RFA”)
DECLARING CERTAIN ITEMS OF PROPERTY AS
SURPLUS AND AUTHORIZING THEIR DISPOSAL

WHEREAS, the “RFA” has certain items which are no longer of use to the “RFA”; and
WHEREAS, it would be appropriate to surplus the property and dispose of it through appropriate sale or
donation, if the property is found to have little or no value.

NOW, THEREFORE, THE WEST THURSTON REGIONAL AUTHORITY GOVERNING BOARD
HEREBY RESOLVES AS FOLLOWS:

Section 1. That the property identified in Exhibit 1, attached hereto and incorporated herein by
reference, is declared to be surplus, and the Fire Chief of the Authority, or designee, is authorized to
dispose of and convey such property through appropriate sale or donation, if the property is found to
have little or no value.

Section 2. That the Fire Chief of the “RFA”, or designee, is authorized to implement such
administrative procedures as may be necessary to carry out this directive.

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 11th
day of July 2022, the following majority of commissioners being present and voting:

**West Thurston Regional Fire Authority
Board of Commissioners**

Tom Culleton, Commissioner

Calvin Dahl, Commissioner

David Pethia, Commissioner

Ben Elkins, Commissioner

John Ricks, Commissioner

Jeff Jernigan, Commissioner

Linda Shea, Secretary

EXHIBIT 1 – Surplus Property
Addendum to Resolution #2022-008

Item	Value*	Minimum Bid *	Serial/ID #	Tag #	Reason	Disposition
HP Probook 650 G3 Notebook	N/A	N/A	5CG7291GQN	108	No longer functional, cannot support updated Windows	To be disposed by BW

**If value is estimated to exceed \$500, minimum bid must be established and approved by chief.*



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Personnel – Career Employees Leave and Benefits

Policy: 2021 Version: 5 (*replaces policies 1.1018, 1.2015, 1.2016*)

Effect Date: 7/1/2022

Applies to: All Paid Career Employees

Policy Administrator: Admin Services Director

1.0 POLICY:

1.1 It is the policy of West Thurston Regional Fire Authority that any career employee has the right to request leave, including an extended leave of absence. Requests for leave do not guarantee approval to use leave. Authorization to take leave is not a confirmation that the employee has adequate leave time.

1.2 Career Firefighters will receive benefits, and accrue/use leave, in accordance with the bargained labor agreement (unless otherwise noted) and with state/federal laws, including RCW 49.46.

1.3 Administrative, Exempt and Non-union permanent full-time employees will receive salary increases and a benefits package consistent with the Career Firefighters labor agreement, unless otherwise defined in a separate employment agreement or approved by the board following a salary survey. Permanent Part-time employees are eligible for group medical/dental/life/disability insurance and employer paid retirement and deferred compensation benefits, dependent on hours worked per week. Part-time employees scheduled to work less than 15 days per month and/or less than 30 hours per week are eligible for only those benefits required by law.

1.4 Administrative, Exempt and Non-union employees will be awarded vacation, sick, holiday and other leave time consistent with this policy and the Career Firefighters labor agreement unless otherwise defined in a separate employment agreement and individual employment agreements (if applicable), and state/federal laws, including RCW 49.46. Part-time permanent employees will accrue on a pro-rated basis.

1.5 The department will provide monthly notifications of leave accrued, taken and balances to each employee, in accordance with state rule.

2.0 RESPONSIBILITIES:

- 2.1 It is the responsibility of each member to understand and comply with this policy.
- 2.2 It is the responsibility of each supervisor to ensure their subordinates are compliant with this policy.
- 2.3 Employees are responsible for monitoring their leave balances and not exceeding the amounts available.
- 2.4 Supervisors must ensure that all personnel on extended leave return equipment, and that such equipment is properly inventoried, with documentation forwarded to proper personnel.

3.0 LEAVE POLICIES

3.1 BEREAVEMENT LEAVE:

- 3.1.a. For the death of an immediate family member, all Administrative, Exempt and Nonunion full-time employees are authorized 40 hours paid time off. Part-time employees will be authorized on a pro-rated basis.
- 3.1.b. For purposes of travel, an additional three days/shifts of paid sick leave may be considered for bereavement purposes.

3.2 CIVIL LEAVE:

- 3.2.a Employees summoned for jury duty or other civic leave related to a department matter will be granted paid leave for such service.
- 3.2.b. Employees will be paid their regular wage for civil leave, with any compensation received by the employee from their service to be remitted back to the department (excluding personal mileage reimbursement.)
- 3.2.c. Employees fully released from jury duty must report back to work or use accrued vacation leave for the time not worked post-release from jury duty.

3.3 COMPENSATORY TIME / OVERTIME:

- 3.3.a. Administrative, Exempt and Non-union employees may be considered exempt from FLSA section 13(a)(1) overtime requirements as documented by their job description and wage.

3.3.b. All FLSA-exempt employees are required to work or use paid leave for at least the minimum amount of work hours each month (160 – 184 hours, depending on the month) unless otherwise stated in a separate employment agreement.

3.3.c. FLSA-exempt employees who are scheduled to work additional hours may earn exchange time at a rate of 1:1, or if the employee works out of their primary classification may be compensated at an overtime rate.

3.3.d. Overtime and exchange time for FLSA-exempt employees requires prior approval of the Fire Chief except under emergency conditions.

3.3.e. Exchange time must be taken by the end of the month following the one in which it is earned, or it will be forfeited unless specifically approved by the Fire Chief to carry-over.

3.3.f. Only salaried FLSA-exempt employees are eligible for exchange time.

3.3.g. Employees will not be paid for unused exchange or compensatory time upon separation from service.

3.3.h. Overtime or extra hours worked, whether compensated or not, does not increase the amount of leave accumulated.

3.3.i. Exempt employees will receive a minimum of 2 hours exchange time for each call-back incident when physical response is deemed necessary by the Chief Officer.

3.3.j. FLSA-covered employees are eligible to earn compensatory time at 1.5 times for overtime hours worked if the employee elects this option in writing in advance. Overtime must be approved in advance or employee may face disciplinary action.

3.4 DISABILITY LEAVE:

3.4.a. Employees on disability leave will be paid in accordance with policy #2023.

3.4.b. Members will be notified of COBRA benefits as required by law, if necessary.

3.5 HOLIDAYS

3.5.a. Administrative and non-union employees will receive paid time off for holidays unless otherwise noted in a separate labor agreement.

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3.5.b. The following dates are designated as holidays:

<u>New Year's Day</u>	<u>January 1st</u>
<u>Martin Luther King Jr. Day</u>	<u>3rd Monday in January</u>
<u>President's Day</u>	<u>3rd Monday in February</u>
<u>Memorial Day</u>	<u>As observed in the State of Washington</u>
<u>Independence Day</u>	<u>July 4th</u>
<u>Labor Day</u>	<u>1st Monday in September</u>
<u>Veteran's Day</u>	<u>As observed in the State of Washington</u>
<u>Thanksgiving Day</u>	<u>4th Thursday in November</u>
<u>Day after Thanksgiving</u>	<u>4th Friday in November</u>
<u>Christmas Day</u>	<u>December 25th</u>

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3.56 LEAVE OF ABSENCE and EXTENDED LEAVE

3.56.a. Requests for a leave of absence must be in writing to the Fire Chief, who will forward to the Board for consideration in cases not authorized in this policy. Generally, leave of absence requests to pursue outside employment will not be approved.

3.56.b Extended medical leave will be granted to an eligible employee up to a total of twelve weeks in accordance with the Family and Medical Leave Act of 1993 (29 USC 2601 et seq) and its implementing rules, 29 CFR Part 825, and additional amendments and subsequent regulations.

3.56.c. Employees who request an extended leave of absence anticipated to last more than six months, must make available all department owned equipment issued to the member. These include but are not limited to: personal protective equipment, pagers, radios, phones, uniforms, badges, and department identification cards.

3.56.d. Career Firefighters on leave six months or longer will be required to demonstrate they are "fit-for-duty" relative to their employment classification. This includes fulfilling all entry level requirements prior to returning to work including: background, physical agility, drug screening,

medical physical and all minimum training compliance requirements (fire and EMS). The employee will be responsible for all fees associated with return- to- work requirements.

3.67 LEAVE WITHOUT PAY:

3.67.a. Leave without pay may be granted for prolonged illness, maternity causes, educational pursuit, or other reasons as approved. Though the employee may retain his or her relative job status, no pay or other compensation is received during this leave.

3.67.b. Leave without pay may be allowed for any of the reasons referenced in [Washington Administrative Code \(WAC\) 357-31-330](#).

3.78 MILITARY LEAVE

3.78.a. Military leave will be allowed in accordance with WAC 357-31-360 through 357-31-373.

3.78.b. An employee entering military service, U.S. Peace Corps, or U.S. Public Health Service for active duty is entitled to leave of absence without pay.

3.78.c. Any person who is a resident of this state or is employed within this state, and who voluntarily or upon order, vacates a position for service in the military, will be re-employed in accordance with RCW 73.16.033. The employee will be restored to his or her position, or one of similar classification and salary if reinstatement is requested within 90 days after release from active duty.

3.78.d. Seniority dates, anniversary dates, unbroken service dates, leave accrual rates or incremental salary increase dates will not be adjusted while an employee is on military leave.

3.89 SICK LEAVE:

3.89.a. The department will notify employees of their rights to paid sick leave no later than March 1 of every year, in accordance with state rule.

3.89.b. Full-time Permanent Administrative, Exempt and Non-union employees will accumulate sick leave at the rate of 12 hours per month for the first year and 8 hours per month thereafter, unless bargained in a separate employment agreement. Part-time employees will accrue on a pro-rated basis.

3.89.c. Sick leave use will be allowed in accordance with RCW 49.46.210.

3.89.d. The department is prohibited from using an employee's use of sick leave as a negative factor in any employment action such as evaluation, promotion, or termination, or otherwise subject an employee to discipline for the exercise of any rights provided RCW 49.46.

3.89.e. Administrative, Exempt and Non-union employees may not accrue more than 1040 hours of sick leave unless bargained in a separate employment agreement.

3.89.f. If ill or injured, the employee is required to report any anticipated sick leave to the Department by phone or email as soon as practical.

3.89.g. Sick leave of more than three consecutive days may require verification that the use of paid sick leave was for an authorized purpose, as allowable under RCW 49.46.210(g).

3.89.h. Administrative, Exempt and Non-union employees shall be allowed the same sick leave benefits (leave donations and cash-out) as granted union members in the labor agreement unless otherwise bargained in a separate employment agreement.

3.910 VACATION LEAVE:

3.910.a. Full-time, Permanent Administrative, Exempt and Non-union employees will accumulate Vacation leave at the rates outlined below unless otherwise stated in a separate employment agreement (permanent part time employees will accrue on a pro-rated basis):

Year 1= 96 hours	Year 4,5,6,7 = 124	Year 12 =144	Year 15 = 168
Year 2 =104	Year 8,9,10 = 128	Year 13 =152	Year 16 plus = 176
Year 3 =112	Year 11= 136	Year 14 =160	

3.910.b. Vacation Accrual Rates are based on consecutive full-time employment and will be credited monthly.

3.910.c. No employee may accrue more than 240 hours of vacation leave unless otherwise stated in a separate employment agreement. An employee who attains the maximum allowable hours will be allowed a thirty-day grace period to use any leave in excess of the maximum. Employees nearing the vacation cap may be required to take scheduled time off by the Fire Chief or designee.

3.910.d. Upon termination of service, accumulated vacation leave not to exceed 240 hours will be paid to the employee.

3.910.e. Vacation leave must be scheduled in advance through the employee's supervisor.

4.0 DEFINITIONS:

Benefit Package: For purposes of this policy, a benefits package includes group medical/dental/vision/life insurance, disability insurance, VEBA, deferred compensation, longevity pay, holidays and personal leave. Permanent full-time employees may elect a proportionate amount to be applied to another benefit in lieu of MERP or other benefit contained in the labor agreement to which they are not entitled.

Family Member: For purposes of this policy, a family member is defined in accordance with RCW 49.46.210(2)) and RCW 49.12.265

Permanent Full Time Employee: A salaried (exempt) employee with supervisor, management, administrative or executive duties working or scheduled to work an average 40 hours per week.

Permanent Part Time Employee: A non-response, non-suppression, nonemergency functions, non-supervisory, non-management or non-executive administrative employee who is scheduled more than 15 days a month and at least 30 hours or more per week and fulfills essential functions as defined by the Employer.

Temporary/Seasonal Employee: A non-response, non-suppression, non-emergency functions, non-supervisory, non-management or non-executive administrative employee who is hired to cover for absent administrative employees (such as those who are on maternity or disability leave), or to fill gaps in the Department's nonunion workforce. Temporary employees may work full or part-time and may work for more than one agency at a time. Temporary employees are not entitled to any employer paid benefits or leave except as provided in accordance with RCW 49.46.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Safety – Injury and Illness Reports for Firefighters Members

Policy: 1.3020 Version: 2

Effect Date: 1/1/10

Rev. Date: November 3, 2021 June 1, 2022

Policy Administrator: Safety Officer

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INJURY AND ILLNESS REPORTS FOR FIREFIGHTERS MEMBERS

1.0 PURPOSE:

1.1 To ensure timely reporting of ~~employee or~~ member injury or illness and investigation to prevent workplace accidents, injuries, or illnesses.

2.0 POLICY:

2.1 For any injury or illness to a member (workplace or off-the-job), it is strongly encouraged that a medical practitioner be consulted and a Member Medical Release form be presented to the practitioner for review and assessment of the injured/ill member to ensure the member can return to work safely and avoid further injury. If the member chooses to not seek medical attention and is re-injured or becomes ill with the same condition, a Member Medical Release form will be required before the member may return to work.

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2.2 Whenever an occupational accident causes injury or illness to a ~~firefighter or other employee member~~, or whenever a ~~firefighter or other employee member~~ becomes aware of an illness apparently caused by occupational exposure, it ~~shall be~~ is the duty of ~~such a firefighter or other employee that member~~, or someone on his/her behalf, to report the injury or illness to the employer before the end of his/her duty period but not later than twenty-four hours (24) after the incident. Completed reports ~~shall must~~ be submitted to the Company Officer and Safety Officer. The Company Officer ~~shall will~~ report the injury/illness to the ~~Chief of Operations~~ Operations Chief. The Safety Officer ~~shall will~~ complete an investigation and forward to the ~~Chief of Administration~~ Fire Chief within one week of receiving the completed report of injury/illness.

2.23 In the event that symptoms of an occupational injury or illness aren't apparent at the time of the incident, the ~~employee shall~~ member must report the symptoms to his/her employer within forty-eight hours after becoming aware of the injury or illness.

2.2.1.4. In the event that an ~~employee member~~ experiences onset of illness, injury or assault while on duty, ~~employee the member~~ should first seek immediate assistance from fellow ~~employees members~~, and ~~the~~ notify the on-duty shift officer as well as law enforcement in the case of assault ~~and to ensure a safe environment and for potential future investigations~~. If ill, after reporting to ~~your~~ the on-duty shift officer, the ~~employee member should~~ will be released from duty and allowed to go home ~~with for~~ the remainder of shift. In the event of assault ~~on an employee~~, the ~~employee member should~~ will be immediately medically evaluated by qualified on-duty staff to stabilize and then arrangements for transportation to an emergency room ~~should~~ will be made by the on-duty shift officer for definitive evaluation. In addition, a fit-for-duty evaluation to address ~~the member's ability to return to work~~ will be required prior to return to work. Career Firefighters will receive benefits, and accrue/use leave, in accordance with the bargained labor agreement (unless otherwise noted) and with state/federal laws, including RCW 49.46. Non-bargained members will be covered under separate agreements and applicable laws.

2.35 ~~Within eight hours a~~ After the fatality or probable fatality of any ~~fire fighter or employee member~~ from a work-related incident, or the inpatient hospitalization of two or more ~~employees members~~ as a result of a work-related incident, the employer ~~of any employees so affected shall must orally~~ report the fatality/multiple hospitalization to the following agencies:

- Within 8 hours:

- Dept of Labor & Industries by telephone (1-800-423-7233) or in person, to the nearest LNI office ~~of the department or by using the~~
- -OSHA toll-free central telephone number, 1-800-321-6742.

- Within 48 hours:

- Washington State Fire Marshal's office (1-360-753-0523). In addition, the WSP Fire Fatality Report Form must be completed by the Fire Chief.

- Within 90 days:

- Board of Volunteer Firefighters (using their Accident Report Card at <http://bvff.wa.gov/AccidentReportCard.aspx>)

- (i) This requirement applies to each such fatality or hospitalization of two or more ~~employees- members~~ which occurs within thirty days of the incident.
- (ii) Exception: If any employer doesn't learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under this subsection, the employer shall make a report within eight hours of the time the incident is reported to any agent or employee of the employer.

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(iii) Each report required by this subsection ~~shall~~ must relate the following information: Establishment name, location of the incident, time of the incident, number of fatalities or hospitalized ~~employees~~ members, contact person, phone number, and a brief description of the incident.

2.46 Recordkeeping - Written Reports: The employer ~~shall~~ must maintain records of occupational injuries and illnesses. Reportable cases include every occupational death, every occupational illness, or each injury that involves one of the following: Unconsciousness, inability to perform all phases of regular duty-related assignment, inability to work full time on duty, temporary assignment, or medical treatment beyond first-aid.

2.57 The department ~~shall~~ must record occupational injury and illnesses on forms OSHA 101-Supplementary Record Occupational Injuries and Illnesses and OSHA ~~200300~~-Log summary. Forms other than OSHA 101 may be substituted for the Supplementary Record of Occupational Injuries and Illnesses if they contain the same items.

2.68 The Safety Officer ~~shall~~ must post an annual summary of occupational injuries and illnesses for each establishment. This summary ~~shall~~ will consist of a copy of the year's totals from the Form OSHA No. ~~200300~~ and the following information from that form: Calendar year covered, company name, establishment name, establishment address, certification signature, title, and date. A Form OSHA No. ~~200300~~ ~~shall~~ must be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros must be entered on the totals line, and the form must be posted. The summary ~~shall~~ will be completed by February 1 each calendar year. The summary covering the previous calendar year ~~shall~~ must be posted no later than February 1, and ~~shall~~ remain in place until March 1st.

2.79 After the emergency actions following accidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the accident ~~shall~~ will be conducted by the department Safety Officer.

2.810 Upon completion of the investigation, the Safety Officer ~~shall~~ will review the findings with the Safety Committee. The Safety Committee will determine actions necessary to prevent future similar accidents or injuries. The Safety Officer or Safety Committee ~~shall~~ will report the findings including preventative measures at the next quarterly department safety meeting.



Thurston County Treasurer
June 2022 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

Cash Activity

Date	Description	Amount	Notes
06/01/2022	Beginning Cash Balance	\$7,458,796.36	
	Receipts/Deposits/Refunds:		
06/01/2022	Credit Card Deposit \$419.44 / 6701	419.44	
06/01/2022	Credit Card Deposit \$578.10 / 6701	578.10	
06/01/2022	District Deposit \$768.61 / 6701	768.61	
06/02/2022	District Deposit \$994.80 / 6701	994.80	
06/03/2022	District Deposit \$2,086.98 / 6701	2,086.98	
06/03/2022	District Deposit \$264.29 / 6701	264.29	
06/06/2022	District Deposit \$1,373.00 / 6701	1,373.00	
06/07/2022	Interest on Tax Refunds	(0.09)	
06/08/2022	Credit Card Deposit \$25.00 / 6701	25.00	
06/08/2022	District Deposit \$1,075.27 / 6701	1,075.27	
06/08/2022	District Deposit \$1,744.31 / 6701	1,744.31	
06/08/2022	District Deposit \$104.88 / 6701	104.88	
06/08/2022	District Deposit \$366.14 / 6701	366.14	
06/10/2022	District Deposit \$143.31 / 6701	143.31	
06/10/2022	District Deposit \$3,526.02 / 6701	3,526.02	
06/13/2022	District Deposit \$1,165.52 / 6701	1,165.52	
06/13/2022	District Deposit \$693.90 / 6701	693.90	
06/14/2022	Interest on Tax Refunds	(0.48)	
06/15/2022	District Deposit \$1,850.92 / 6701	1,850.92	
06/15/2022	District Deposit \$496.95 / 6701	496.95	
06/15/2022	District Deposit \$519.14 / 6701	519.14	
06/16/2022	District Deposit \$523.08 / 6701	523.08	
06/17/2022	Credit Card Deposit \$77.10 / 6701	77.10	
06/17/2022	District Deposit \$1,875.64 / 6701	1,875.64	
06/17/2022	District Deposit \$318.39 / 6701	318.39	
06/17/2022	State Forest - Purchase/Other	0.64	
06/17/2022	State Forest - Transfer/Other	0.42	
06/21/2022	District Deposit \$3,013.08 / 6701	3,013.08	
06/21/2022	District Deposit \$46,499.66 / 6701	46,499.66	
06/22/2022	Credit Card Deposit \$8.66 / 6701	8.66	
06/22/2022	District Deposit \$1,125.00 / 6701	1,125.00	
06/22/2022	District Deposit \$1,249.73 / 6701	1,249.73	
06/22/2022	District Deposit \$405.87 / 6701	405.87	
06/22/2022	District Deposit \$645.60 / 6701	645.60	
06/22/2022	District Deposit \$732.48 / 6701	732.48	
06/22/2022	Interest on Tax Refunds	(0.46)	
06/24/2022	District Deposit \$2,258.39 / 6701	2,258.39	
06/24/2022	District Deposit \$357,870.75 / 6701	357,870.75	
06/24/2022	District Deposit \$4,843.69 / 6701	4,843.69	
06/27/2022	District Deposit \$1,236.66 / 6701	1,236.66	
06/27/2022	District Deposit \$963.53 / 6701	963.53	
06/28/2022	District Deposit \$4,648.87 / 6701	4,648.87	
06/29/2022	District Deposit \$102.49 / 6701	102.49	
06/29/2022	District Deposit \$3,279.81 / 6701	3,279.81	
06/29/2022	District Deposit \$456.98 / 6701	456.98	
06/29/2022	District Deposit \$486.96 / 6701	486.96	
06/30/2022	District Deposit \$338.52 / 6701	338.52	
06/30/2022	District Deposit \$424.95 / 6701	424.95	
06/30/2022	Interest on Tax Refunds	(16.31)	

Reviewed by:



Thurston County Treasurer
June 2022 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

06/30/2022	State Forest - Interest	0.31	
06/30/2022	Tax & Assessment Receipts	3,594.30	
06/30/2022	Interest Paid	5,812.72	
	Total Deposits	\$460,973.52	✓
	Warrant Issues & Voids/Fees/ACH/Wires:		
06/01/2022	Transfer	(86,921.34)	✓
06/15/2022	Electronic Disbursement	(31,322.53)	✓
06/15/2022	Issued Warrants	(162,394.77)	✓
06/29/2022	Voided Warrants	10.16	✓
06/29/2022	Voided Warrants	255.00	✓
06/30/2022	Electronic Disbursement	(307,328.23)	✓
	Total Warrants and Electronic Disbursements	(\$587,701.71)	
06/30/2022	Ending Cash Balance	\$7,332,068.17	✓

Warrant Activity

06/01/2022	Beginning Warrants Outstanding	\$9,819.75
	Total Warrants Issued	162,394.77
	Total Warrants Redeemed	(153,152.02)
	Total Warrants Voided	(265.16)
06/30/2022	Ending Warrants Outstanding	\$18,797.34

Investment Activity

06/01/2022	Beginning Interest Receivable	\$11,231.64
	Interest Earned	5,512.89
	Cash Paid	(5,812.72)
06/30/2022	Ending Interest Receivable	\$10,931.81

TCIP Yield (used to calculate interest earnings)	0.91%
LGIP Yield (budget benchmark)	0.89%



Thurston County Treasurer
June 2022 Statement
West Thurston Regional Fire Authority
Fund 67A1 - W THURSTON RFA BOND DEBT

Cash Activity

Date	Description	Amount	Notes
06/01/2022	Beginning Cash Balance	\$680,536.06	
	Receipts/Deposits/Refunds:		
06/01/2022	Transfer	86,921.34	
06/07/2022	Interest on Tax Refunds	(0.01)	✓
06/17/2022	State Forest - Purchase/Other	0.07	✓
06/17/2022	State Forest - Transfer/Other	0.04	✓
06/30/2022	Interest on Tax Refunds	(0.34)	✓
06/30/2022	State Forest - Interest	0.03	✓
06/30/2022	Tax & Assessment Receipts	(457.34)	✓
06/30/2022	Interest Paid	530.79	✓
	Total Deposits	\$86,994.58	
	Warrant Issues & Voids/Fees/ACH/Wires:		
06/01/2022	Debt Payment	(110,071.34)	
	Total Warrants and Electronic Disbursements	(\$110,071.34)	
06/30/2022	Ending Cash Balance	\$657,459.30	

Warrant Activity

06/01/2022	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
06/30/2022	Ending Warrants Outstanding	\$0.00

Investment Activity

06/01/2022	Beginning Interest Receivable	\$1,037.81
	Interest Earned	491.22
	Cash Paid	(530.79)
06/30/2022	Ending Interest Receivable	\$998.24

TCIP Yield (used to calculate interest earnings) 0.91%
 LGIP Yield (budget benchmark) 0.89%



Thurston County Treasurer
June 2022 Statement
West Thurston Regional Fire Authority
Fund 67A4 - W THURSTON RFA RESERVE FUND

Cash Activity

Date	Description	Amount	Notes
06/01/2022	Beginning Cash Balance	\$756,149.31	
	Receipts/Deposits/Refunds:		
06/30/2022	Interest Paid	672.80	
	Total Deposits	\$672.80	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
06/30/2022	Ending Cash Balance	\$756,822.11	

Warrant Activity

06/01/2022	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
06/30/2022	Ending Warrants Outstanding	\$0.00

Investment Activity

06/01/2022	Beginning Interest Receivable	\$1,373.09
	Interest Earned	565.03
	Cash Paid	(672.80)
06/30/2022	Ending Interest Receivable	\$1,265.32

TCIP Yield (used to calculate interest earnings)	0.91%
LGIP Yield (budget benchmark)	0.89%

West Thurston Regional Fire Authority
Budget Report as of:

Jul-22

Budget Report as of: Jul-22											58% of Year Expended		GEMT to-date		
Title	January	February	March	April	May	June	July	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	
GENERAL FUND															
Beg Bal-Unresv GF 67A0									-	2,067,496	(151,757)	1,915,739	1,915,739		
Beg Bal-Oper Res 67A0									-	3,179,000		3,179,000	3,179,000		
Beg Bal-Wildland Res 67A0									-		-	-	-		
Beg Bal-GEMT Res 67A0									-	400,000		400,000	400,000		
Beg Bal-SCBA Res 67A0									-			-	-		
Beg Bal-Facility Res 67A0									-	250,000		250,000	250,000		
Beg Bal-Apparatus Res 67A0									-	250,000		250,000	250,000		
Beg Bal-Petty Cash												-	-		
BEGINNING BALANCES	-	-	-	-	-	-	-		-	6,146,496	(151,757)	5,994,739	5,994,739		
Property Tax	939	600	73	8	564	112			2,295				(2,295)		
Property Tax-Regular District #1	5,294	59,350	76,945	672,522	128,890	5,510			948,511	1,694,207		1,694,207	745,696	56%	
Property Tax-M&O #1 6615	2,996	40,862	51,879	471,437	89,256	2,533			658,963	1,192,481		1,192,481	533,518	55%	
Property Tax-Regular District #11	8,927	49,281	56,401	662,805	134,155	(2,481)			909,087	1,671,999		1,671,999	762,912	54%	
Property Tax-M&O #11 6715	6,294	34,774	39,531	481,163	97,036	(2,079)			656,718	1,245,533		1,245,533	588,815	53%	
Property Tax-M&O	-	3	-	-	-	-			3			-	(3)		
Sale of Tax Title Property GF	99	-	-	-	-	-			99			-	(99)		
COVID-19 Nongrant Assistance	-	-	-	19,688	-	-			19,688			-	(19,688)		
GEMT	29,584	52,730	24,044	27,154	81,061	403,034			617,607	700,000		700,000	82,393	88%	3,598,059
State Grant-Military Dept	-	-	-	-	-	-			-			-	-		
State Grant - DNR Wildland	-	-	-	-	-	-			-			-	-		
State Grant-Dept Of Health	-	-	-	-	-	1,125			1,125	1,200		1,200	75	94%	
State Grant-Other	-	-	-	5,585	-	-			5,585			-	(5,585)		
DNR Timber Trust - State Forest	-	-	-	-	-	-			-			-	-		
DNR PILT NAR/NRCA	-	-	-	-	-	-			-			-	-		
Interlocal Grants (incl. Timber Harvest/DNR Timber Tr	-	26,229	6	545	79,317	1			106,099	60,000		60,000	(46,099)	177%	
Printing & Dupl cat ng Services	-	-	-	-	-	-			-			-	-		
Mobilizations	55,275	3,616	59,640	3,636	-	-			122,167			-	(122,167)		
Intergov't/Tribal	34,390	50,000	34,390	50,000	-	-			168,781	151,693		151,693	(17,088)	111%	
Ambulance & Emer Aid Fees	36,766	41,995	43,010	20,633	27,945	36,203			206,552	360,000		360,000	153,448	57%	
Other Interest	3,932	2,027	1,526	1,882	3,994	5,795			19,157	20,000		20,000	843	96%	
Space & Fac Leases (short and long-term)	4,621	1,100	400	1,046	5,049	5,894			18,109	54,524		54,524	36,415	33%	
Contributions And Donations From Private	-	-	-	-	-	-			-			-	-		
Sale Of Surplus	1,246	411	-	-	900	-			2,557			-	(2,557)		
Misc Revenue - Incident Cost Recovery	-	747	-	118	-	1,218			2,082	8,000		8,000	5,918	26%	
Misc Revenue - Prior Year	-	-	1,992	138	663	265			3,059			-	(3,059)		
Misc Revenue - Fuel Tax Refunds	-	187	-	-	131	-			317			-	(317)		
Misc Revenue - Other	-	112	50	141	48	-			351			-	(351)		
Other-Sales Tax	(1,017)	1,004	51	(154)	51	77			13			-	(13)		
Suspense (cancelled warrants, pending dep	-	-	-	-	-	-			-			-	-		
Long Term Debt Issuance	-	-	282,629	-	-	-			282,629	-	(282,629)	(282,629)	(565,258)		
Premiums on Bonds	-	-	30,663	-	-	-			30,663		(30,663)	(30,663)	(61,326)		
Sale Of Assets	-	-	-	-	27,400	-			27,400			-	(27,400)		
Insurance Recovery	-	-	-	-	-	-			-			-	-		
Transfers In	-	-	-	-	-	-			-			-	-		
TOTAL REVENUE	189,347	365,027	703,230	2,418,346	676,459	457,207	-		4,809,617	7,159,637	(313,292)	6,846,345	2,036,728	70%	
TOTAL FUNDS AVAILABLE										13,306,133	(465,049)	12,841,084	8,031,467		

Title	January	February	March	April	May	June	July	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	GEMT to- date
Admin-Salaries-Commissioner	936	1,301	3,349	1,941	2,197	1,664	2,473	-	13,860	27,648		27,648	13,788	50%	
Admin-Salaries-Admin	60,109	59,393	59,553	59,653	59,714	59,653	65,015	-	423,091	852,191		852,191	429,100	50%	
Admin-Salaries-Temporary Adm	3,195	347	313	279	876	343	324	-	5,676	22,199		22,199	16,523	26%	
Admin-Benefits-Commissioner	79	100	256	159	168	127	200	-	1,089	2,306		2,306	1,217	47%	
Admin-Benefits-Admin	19,735	20,287	19,066	27,531	18,641	18,180	31,464	-	154,903	335,167		335,167	180,264	46%	
Admin-Benefits-Temporary Adm	542	43	24	57	67	26	34	-	793	1,830		1,830	1,037	43%	
Admin-Office & Oper Supplies	185	200	43	257	68	-	357	-	1,111	3,000		3,000	1,889	37%	
Admin-Minor Equip (noninv)	459	1,163	440	1,094	511	440	2,240	-	6,346	17,560		17,560	11,214	36%	
Admin-Small & Attractive Assets (inventoriz	-	-	2,355	-	-	-	-	-	2,355	21,000		21,000	18,645	11%	
Admin-Software	18,064	2,693	645	1,709	6,343	1,137	2,969	-	33,559	53,993		53,993	20,434	62%	
Admin-Prof Services	9,656	6,544	11,150	6,125	6,134	6,417	26,544	-	72,570	145,075		145,075	72,505	50%	
Admin-Communication	104	104	104	104	104	20	104	-	642	1,236		1,236	594	52%	
Admin-Advertising	-	-	-	-	-	-	-	-	-	500		500	500	0%	
Admin-Insurance	167	141	141	141	542	719	411	-	2,262	79,805		79,805	77,543	3%	
Admin-Equipment Maint	255	320	385	291	349	271	491	-	2,363	2,660		2,660	297	89%	
Admin-Misc-Commissioner	17	37	35	18	81	60	-	-	248	9,748		9,748	9,500	3%	
Admin-Misc-Admin	334	4,155	471	301	447	1,429	921	-	8,057	6,790		6,790	(1,267)	119%	
Admin-Dues & Membership	4,630	-	-	3,500	240	-	-	-	8,370	13,890		13,890	5,520	60%	
Admin-Elections	-	9,462	-	-	-	-	-	-	9,462	63,560	10,000	73,560	64,098	13%	
Suppr-Salaries-Career FF	260,367	248,454	255,595	240,507	252,885	255,670	246,274	-	1,759,752	3,016,313		3,016,313	1,256,561	58%	
Suppr-Salaries-Vol Pts	4,709	4,405	4,061	4,958	4,078	4,034	4,250	-	30,495	100,000		100,000	69,505	30%	
Suppr-Salaries-Mobe OT	-	-	-	-	-	-	-	-	-	-		-	-	-	
Suppr-Salaries-Training OT	700	-	-	2,648	1,385	987	638	-	6,359	25,680		25,680	19,321	25%	
Suppr-Salaries-COVID 19 OT	2,404	17,384	-	-	-	-	2,357	-	22,145	-		-	(22,145)	-	
Suppr-Benefits-Career FF	106,711	77,121	76,857	100,680	79,636	77,596	98,007	-	616,608	1,260,418		1,260,418	643,810	49%	
Suppr-Benefits-Volunteer	489	387	377	446	378	375	841	-	3,292	13,716		13,716	10,424	24%	
Suppr-Benefits-Mobe OT	-	-	-	-	-	-	-	-	-	-		-	-	-	
Suppr-Benefits-Training OT	46	-	-	175	90	64	60	-	435	1,733		1,733	1,298	25%	
Suppr-Benefits-COVID 19 OT	158	1,136	-	93	-	-	154	-	1,540	-		-	(1,540)	-	
Suppr-Bunker Gear/PPE	-	2,603	-	2,525	3,279	1,065	450	9,383	19,305	49,776		49,776	30,471	39%	
Suppr-Uniforms	183	121	1,605	2,536	1,011	(9)	3,235	-	8,682	25,000		25,000	16,318	35%	
Suppr-Rehab Supplies	-	156	221	-	-	-	-	-	377	1,000		1,000	623	38%	
Suppr-COVID 19 PPE Supplies	-	1,559	-	-	-	-	-	-	1,559	-		-	(1,559)	-	
Suppr-Small Tools (hand tools)	40	-	500	40	-	-	42	-	622	5,000		5,000	4,378	12%	
Suppr-Minor Equipment (apparatus)	662	382	-	1,156	-	-	13,386	15,003	30,590	46,000		46,000	15,410	66%	
Suppr-Health & Wellness Equip	-	-	2,268	172	244	28	-	-	2,712	5,000	2,778	7,778	5,066	35%	
Suppr-Small & Attractive Assets (inventoria	116	581	-	-	248	971	1,169	-	3,085	-		-	(3,085)	-	
Suppr-EMS Supplies	-	-	-	-	-	233	-	-	233	2,000		2,000	1,767	12%	
Suppr-Wildland tools/gear	-	-	-	-	421	-	-	-	421	-		-	(421)	-	
Suppr-Comm/Modems	1,162	1,204	1,220	1,158	1,305	78	277	-	6,405	14,400		14,400	7,995	44%	
Suppr-Advertising	-	-	-	-	-	-	-	-	-	500		500	500	0%	
Medical Costs	1,937	1,409	541	1,043	356	-	61	-	5,347	48,500		48,500	43,153	11%	
Medical Costs - COVID-19	-	-	-	-	-	-	-	-	-	-		-	-	-	
Suppr-Miscellaneous	21	2,116	174	237	1,657	2,902	2,367	-	9,474	17,580		17,580	8,106	54%	
Fire Inv-Salaries	1,015	782	473	175	188	85	377	-	3,095	6,000		6,000	2,905	52%	
Fire Inv-Benefits	87	60	36	24	13	6	36	-	263	560		560	297	47%	
Fire Prev-Pub Ed (public)	222	103	420	-	458	-	211	-	1,414	4,600		4,600	3,186	31%	
Fire Inv-Professional Svcs	90	249	20	54	150	-	-	-	563	7,563		7,563	7,000	7%	
Fire Inv-Small & Attractive Assets (inventor	-	-	-	-	-	-	-	-	-	-		-	-	-	
Training-Supplies	-	294	-	169	-	-	-	-	463	8,000		8,000	7,537	6%	

Title	January	February	March	April	May	June	July	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	GEMT to- date
Training-Pub Ed/EMS (dept)	-	-	-	-	125	-	107	-	232	1,500		1,500	1,268	15%	
Training-Travel/Registrations (Fire)	31	2,326	600	350	1,275	3,635	25	-	8,242	46,400		46,400	38,158	18%	
Training Reimb-Residents	-	-	-	-	-	-	-	-	-	25,000		25,000	25,000	0%	
Training-Travel/Registrations (EMS)	-	-	-	-	-	-	-	-	-	4,000		4,000	4,000	0%	
Training-Travel/Registrations (Peer Support)	-	-	-	-	-	-	-	-	-	8,000	1,000	9,000	9,000	0%	
Facilities-Operating Supplies General	148	1,327	675	683	332	1,920	2,470	-	7,555	22,690		22,690	15,135	33%	
Facilities Station 1-1 Kitchen	-	-	-	-	54	-	-	-	54	250		250	196	22%	
Facilities Station 1-2 Kitchen	-	-	-	-	-	-	-	-	-	250		250	250	0%	
Facilities Station 1-3 Kitchen	-	-	9	-	-	-	-	-	9	250		250	241	3%	
Facilities Station 1-4 Kitchen	-	-	-	-	-	-	-	-	-	250		250	250	0%	
Facilities Station 1-6 Kitchen	-	-	-	-	54	-	-	-	54	250		250	196	22%	
Facilities COVID 19	-	-	-	-	-	-	-	-	-	-		-	-		
Facilities-Heating Fuels	11,839	15,257	4,588	6,481	2,523	2,945	-	-	43,633	37,800		37,800	(5,833)	115%	
Facilities-Water	432	503	431	457	352	567	511	-	3,253	6,300		6,300	3,047	52%	
Facilities-Phone/Cable	1,303	1,322	1,487	1,373	1,322	1,371	1,371	-	9,547	16,380		16,380	6,833	58%	
Facilities-Electricity	3,609	3,625	3,655	3,703	3,795	4,771	5,110	-	28,267	50,400		50,400	22,133	56%	
Facilities-Garbage	488	401	435	549	403	542	394	-	3,212	5,040		5,040	1,828	64%	
Facilities-Repairs & Maint	3,236	22,190	5,786	6,172	7,235	8,394	6,161	-	59,173	232,017		232,017	172,844	26%	
Vehicle & Equip-Fuel	3,426	5,584	3,471	5,061	5,119	6,933	5,012	-	34,607	55,550		55,550	20,943	62%	
Vehicle & Equip-Repairs & Maint	6,568	24,204	6,003	7,567	(4,857)	29,677	8,850	-	78,013	232,260		232,260	154,247	34%	
Refunds/Fund Bal Adjusts	-	-	-	-	-	-	-	-	-	-		-	-		
Payroll Clearing	(3,681)	(3,647)	(3,334)	7,393	(3,297)	(3,413)	6,741	-	(3,239)	-		-	3,239		
Payroll Draw Clearing	-	-	-	-	-	-	-	-	-	-		-	-		
Debt Related Costs	-	-	1,661	-	-	-	-	-	1,661	-	1,661	1,661	0		
Capital Expenditures (incl. financed equipment)	-	7,440	313,657	14,500	209,038	5,100	16,081	25,268	591,084	327,000	449,610	776,610	185,526	76%	
Transfers-Out - Other Costs Allocations	-	-	-	-	-	86,921	-	-	86,921	237,392		237,392	150,471	37%	
TOTAL GF EXPENDITURES/OTHER	526,984	547,327	781,819	516,244	667,734	583,936	560,572	49,654	4,234,270	7,628,476	465,049	8,093,525	3,859,255	52%	
GENERAL FUND ENDING BALANCE	5,808,859	5,626,559	5,547,970	7,450,072	7,458,797	7,332,068	6,771,496				-				
EMERGENCY RESERVE FUND															
Beg Bal-Emerg Res 67A4										754,464		754,464	754,464		
Other Interest-Emergency Res	492	257	199	248	488	673			2,358	10,000		10,000	7,642		
Transfers In-Emergncy Rsrv									-			-	-		
Property Tax-M&O									-			-	-		
EMERGENCY RESERVE ENDING BALANCE	754,956	755,214	755,413	755,661	756,149	756,822	756,822		2,358	764,464	-	10,000			
BOND DEBT FUND															
Beg Bal-Reserved Debt Srv										490,657		490,657	490,657		
Property Tax-Bond Debt	2,067	9,361	10,723	126,337	28,347	(457)			176,377	327,727		327,727	151,350		
Property Tax-Bond Debt - IAGs	3,690		3,690						7,380			-	(7,380)		
Sale of Tax Title Property Debt Svc									-			-	-		
Interlocal Grants (includes DNR Timber Trust)		3,015	1	58	1,321	0			4,395			-	(4,395)		
Other Interest-Debt Srv	388	191	143	178	369	530			1,800	5,000		5,000	3,200		
Transfers In-Debt Svc						86,921			86,921	237,392		237,392	150,470		
Debt Svcs-Principal Debt Srv Fund						62,729			62,729	485,491		485,491	422,762		
Debt Svc-Interest And Other Debt Srv Fund						47,342			47,342	93,201		93,201	45,859		
Transfers Out-Debt Svc									-			-	-		
BOND DEBT ENDING BALANCE	496,802	509,370	523,926	650,500	680,536	657,459	657,459	-	166,802	482,085	-	482,085			

WASHINGTON FIRE COMMISSIONERS ASSOCIATION



2022 WAGE & BENEFIT SURVEY

All fire districts/RFAs complete:

PART I - GENERAL INFORMATION

Today's Date: 5-12-2022

Fire District/RFA: WTRFA

Mailing Address: 10628 Littlecrack Rd Olympia WA 98512

Survey Contact Person: Linda Phone: (360) 273-5582

Email Address: Linda.Patraca@wtrfa.org

1. Service area population—include contract area(s): 23,360
2. Square miles served by fire district/RFA—include contract area(s): 156.40
3. Insurance rating for fire protection:

<u>4</u>	Within district/RFA boundary
<u>4</u>	Within contract area
4. Area classification: ☐ Urban ☐ Suburban ☒ Rural ☐ Agricultural
5. Total number of stations: 5
6. Total number of calls last year: 3,428
Of the total number listed above, how many were:
 - a. Fire calls 136
 - b. EMS/rescue 2,536
 - c. Hazardous materials 86
 - d. Other calls (clean-up, wash down, etc.) 1670
7. Does your fire district/RFA generally transport BLS? ☒ Yes ☐ No
8. Does your fire district/RFA generally transport ALS? ☐ Yes ☒ No
9. Total number of paid employees:

Full Time	<u>39</u>
Part Time	<u>5</u>
10. Total number of volunteers: 28
11. Total number of resident firefighters: 1
12. Total number of sleepers: 45

Fire District/RFA: WTRFA

Budget

13. Total assessed value (current year): \$ 2,937,063,109
14. Tax revenue (current year):
- a. Regular property tax \$ 3,372,745
 - b. Special excess levy \$ 2,436,014
 - c. G. O. bond \$ 327,727
 - d. EMS levy \$ 0
 - e. Other tax revenue (timber, etc.) \$ 20,000
15. Other revenue (current year):
- a. Benefit assessment \$ 0
 - b. Interest bearing warrants \$ 0
 - c. Fire protection contract(s) \$ 151,693
 - d. Other contract agreement(s) \$ 1,162,524
 - e. Grants \$ 1,200
 - f. Miscellaneous revenue \$ 25,000
16. Expenditures (current year):
- a. Salaries \$ 4,050,031
 - b. Personnel benefits \$ 1,615,730
 - c. Supplies \$ 175,879
 - d. Other services \$ 1,237,883
 - e. Intergovernmental services and taxes \$ 0
 - f. Capital outlay \$ 464,979
 - g. Debt service \$ 578,692

Revenue Ballot Measure

17. Did your district/RFA pass a ballot measure within the last 12 months?

☐ Yes ☒ No

If yes, what type?

☐ Lid Lift Duration: _____

☐ EMS Duration: _____

☐ Excess Levy Duration: _____

☐ Benefit Charge Duration: _____

Fire District/RFA: _____

Districts/RFAs with **volunteer personnel** please complete:

PART II - VOLUNTEER INFORMATION

1. Are volunteers compensated? ☐ Wages ☒ Reimbursement ☐ None
2. Does your district/RFA have a resident firefighter program? ☒ Yes ☐ No
3. Does your district/RFA use a point system? ☐ Yes ☒ No
If yes, explain point value (dollars or other):
4. Wage/reimbursement schedule for the volunteers:

<u>JOB TITLE</u>	<u>WAGES</u> (\$ PER HOUR)		<u>REIMBURSEMENT</u> (\$ PER INCIDENT)	
	<u>DRILL</u>	<u>TURNOUT</u>	<u>DRILL</u>	<u>TURNOUT</u>
a. Fire Chief				
b. Deputy Chief				
c. Asst. Chief				
d. Batt. Chief				
e. Captain				
f. Secretary				
g. Lieutenant				
h. Firefighter				\$37. per 24-hr shift
i. Firefighter/EMT				\$74. per 24hr shift
j. Firefighter/Para				
k. EMT only				\$55.50 per 24hr. Shift

Uniforms

5. Is there a uniform allotment for the volunteers? ☐ Yes ☒ No
If yes, individual annual cash allotment: \$_____
6. Are uniforms furnished by your district/RFA? ☒ Yes ☐ No
7. Who is responsible for uniform maintenance (laundry/cleaning/repair)?
☐ District/RFA ☐ Volunteer—at own expense ☐ Volunteer—part of uniform cash allotment
8. Is there a safety work shoe allotment? ☐ Yes ☒ No
If yes, individual annual cash allotment: \$_____
9. Are safety work shoes furnished by your district/RFA? ☒ Yes ☐ No
10. Is turnout/bunker gear furnished by your district/RFA? ☒ Yes ☐ No

Medical/Physical Examination

11. Does your district/RFA require a medical exam prior to enrollment as a volunteer? ☒ Yes ☐ No
12. Does your district/RFA require periodic medical exams of volunteers? ☒ Yes ☐ No
13. Is release of the medical report to your district/RFA mandatory? ☒ Yes ☐ No

Fire District/RFA: WTRFA

14. Does your district/RFA assign a physician? ☐ Yes ☒ No
15. Does your district/RFA pay examination cost? ☒ Yes ☐ No
16. Is examination considered compensated time? ☐ Yes ☒ No
17. Is there a counseling process on examination results? ☒ Yes ☐ No
18. Is medical coverage available other than the Volunteer Relief and Pension System? ☒ Yes ☐ No
19. Is disability insurance provided other than the Volunteer Relief and Pension System? ☒ Yes ☐ No
20. Is vision care provided for volunteers? ☐ Yes ☒ No
21. Is life insurance provided for volunteers? ☒ Yes ☐ No
22. Are dependents of volunteers covered under medical and/or dental? ☐ Yes ☒ No

Fire District/RFA: WTRFA

Districts/RFAs with **full-time paid** personnel please complete:

PART III - ANNUAL SALARIES

1. **ANNUAL** base pay schedule for **full-time paid** personnel:

	<u>Minimum per year</u>	<u>Maximum per year</u>
a. Accounting Assistant		
b. Administrative Assistant	<u>62,460</u>	<u>62,460</u>
c. Administrative Specialist		
d. Admin/Dist/RFA Secretary		
e. Administrative/Executive Director	<u>101,988</u>	<u>101,988</u>
f. Assistant Chief	<u>132,744</u>	<u>132,744</u>
g. Assistant EMS Chief		
h. Battalion Chief	<u>106,248</u>	<u>106,248</u>
i. Captain	<u>95,616</u>	<u>98,064</u>
j. Chief Administrative Officer		
k. Community Coordinator		
l. Data Entry		
m. Department Secretary		
n. Deputy Chief		
o. Dispatcher		
p. Division Chief		
q. Driver		
r. Emergency Prep		
s. EMT		
t. Engineer		
u. Training Officer	<u>95,616</u>	<u>98,064</u>
v. Executive Assistant		
w. Facilities Maintenance Manager		
x. Facilities Maintenance		
y. Firefighter		
z. Firefighter Mechanic		
aa. Firefighter/EMT	<u>73,548</u>	<u>81,720</u>
bb. Firefighter/EMT/AEMT		
cc. Firefighter/Paramedic		
dd. Finance Manager		
ee. Fire Chief	<u>139,500</u>	<u>139,500</u>
ff. Fire Marshal		
gg. Fleet Maintenance Manager		
hh. Fleet Maintenance		
ii. GIS Analyst		
jj. H & S Officer		
kk. HR Analyst		
ll. HR Coordinator		
mm. HR Manager		
nn. Inspector		
oo. Internal/Temp Firefighter	<u>not less than minimum wage</u>	
pp. IT Manager		
qq. IT Tech		
rr. Lieutenant	<u>87,432</u>	<u>89,892</u>
ss. Logistics Position		
tt. Maintenance Specialist	<u>42,360</u>	<u>42,360</u>
uu. Mechanics Supervisor		
vv. Mechanic		
ww. Network Systems Manager		
xx. Office Manager		
yy. Office Receptionist/Assistant		
zz. Paramedic		
aaa. Payroll Analyst		

bbb.	Public Education Specialist	_____	_____
ccc.	Public Information Officer	_____	_____
ddd.	Purchasing Officer	_____	_____
eee.	Runner/Purchasing Assistant	_____	_____
fff.	SR Finance Manager	_____	_____
ggg.	Storekeeper	_____	_____
hhh.	Supply Coordinator	_____	_____
iii.	Volunteer Coordinator	_____	_____

EMS
Captain 98,064

98,064

West Thurston Regional Fire Authority

Procedure 2019.101 Light Duty Assignments/Return-to-Work Program

6/1/2022

1. Employee immediately alerts shift officer to injury/illness.
2. Shift officer provides Employee with appropriate Return to Work packet (on-the-job or off-the-job packet), available at webpage/Member's Page/Forms.
3. Employee seeks appropriate medical attention.
4. Shift officer also assists Employee with completion of the following forms, if applicable for a job-related injury/illness:
 - a. Personal Injury/Exposure report – send to Safety Officer
 - b. Equipment Damage Form (if applicable) – send to Operations Chief
 - c. Vehicle Collision Report (if applicable) – send to Operations Chief
 - d. Drug and Alcohol Testing consent form (if applicable) – send to Admin Svcs Director for personnel file

NOTE: For Death or In-Patient Hospitalization, call 1-800-423-7233 within 8 hours. For non-hospitalized amputation or loss of eye, call 1-800-423-7233 within 24 hours.

5. Shift Officer sends copy of injury report to Admin Services Director who completes the LNI Employer Report of Accident (if job-related).
6. If employee is released for modified duty and light-duty is available, Admin Services Director will draft a Light Duty Assignment agreement for approval by the Fire Chief, to be offered to the employee.
7. Employee's assigned supervisor/shift officer will check in with employee weekly and provide updates to Admin Services Director.
8. Re-assessment by Medical Provider must occur every 30 days at a minimum.
 - a. If there is not a return to Full Duty after 180 days, the case will be forwarded to the Fire Chief for employment review under Policy #2023.
9. If cleared to return to work within the 180 days, the employee is released and may return to full duty and rank after successful completion of required re-entry program completion under Policy #2021.
10. If light duty work becomes unavailable or worker is unable to continue in light duty status, worker will be placed on disability leave in accordance with Policy #2023.
11. Admin Services Director will request reimbursement for light duty wages from LNI under the [Stay at Work program](#) (which provides for 50% of the worker's base wages up to \$10,000 maximum).

Following are samples of the cover sheet for the employee packets



West Thurston Regional Fire Authority

Return To Work Program (for on-the-job injuries)

Employee – First Five Steps to Your Return to Work

1. Report your injury/illness to your shift officer/supervisor right away.
 - Question: Can you remain at work?
 - ✓ If not, seek medical attention immediately and complete all remaining steps.
 - ✓ If yes, complete Step #2 and return to work.
2. Complete the Personal Injury/Exposure report and give to shift officer/supervisor.
3. File a claim with L&I (www.lni.wa.gov/FileFast).
4. Communicate with your medical provider.
 - Give your attending medical provider your LNI claim number if you have one.
 - ✓ If you don't have a claim number, your attending medical provider can file for you.
 - Provide attending medical provider with Medical Provider cover letter along with the following forms:
 - ✓ Member Medical Release & Return to Work form to review for job-of-injury Full Duty functions & expectations.
 - If provider releases you to **Full Duty without restrictions**, this is the only form the provider needs to sign.
 - If provider releases you to **Modified Duty with restrictions**, have provider review and complete the following forms:
 - ❖ Employer's Job Description form, which defines the light-duty position you may be assigned, if allowed by the provider and light-duty tasks are available.
 - ❖ Activity Prescription Form (APF), which is required by L&I to document the medical diagnosis, job restrictions, and treatment plan.
 - Return all signed forms to the Admin Services Director as soon as possible.
5. **Communicate regularly with your shift officer/supervisor!**



West Thurston Regional Fire Authority Return To Work Program (for off-the-job injuries)

Employee – Three Easy Steps to Your Return to Work

1. Report your injury/illness to your shift officer/supervisor right away.
 - Question: Can you report to work?
 - ✓ If not, seek medical attention immediately and complete all remaining steps.
 - ✓ If yes, there is no further action required.
2. Communicate with your medical provider.
 - Provide attending medical provider with Medical Provider cover letter along with the following forms:
 - ✓ Member Medical Release & Return to Work form to review for job-of-injury Full Duty functions & expectations.
 - If provider releases you to **Full Duty without restrictions**, this is the only form the provider needs to sign.
 - If provider releases you to **Modified Duty with restrictions**, have provider review and complete the following additional form:
 - ❖ Employer's Job Description form, which defines the light-duty position you may be assigned, if allowed by the provider and light-duty tasks are available.
 - Return all signed forms to the Admin Services Director as soon as possible.
3. **Communicate regularly with your shift officer/supervisor!**



WEST THURSTON REGIONAL FIRE AUTHORITY

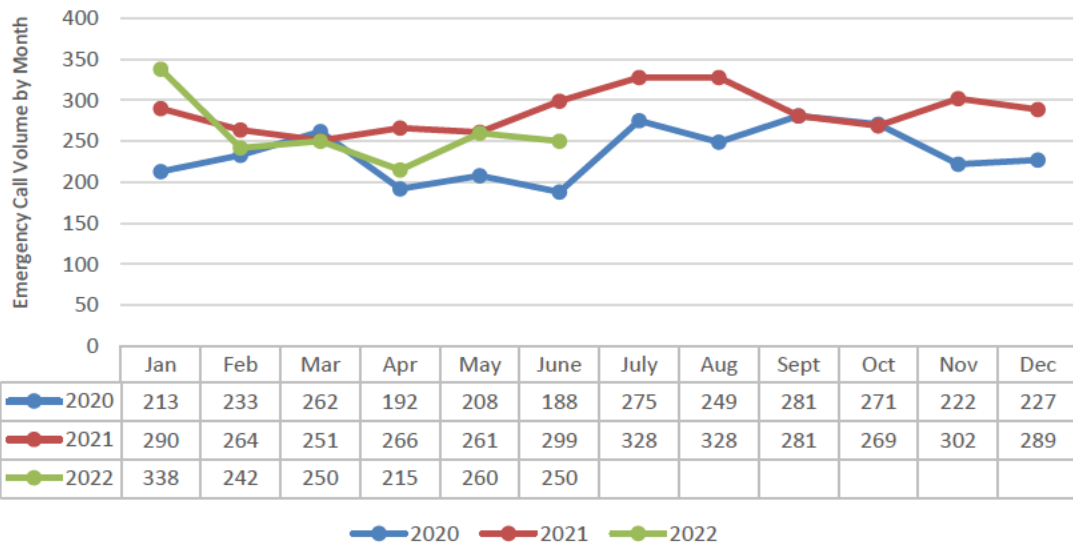
CHIEF REPORT- JUNE 2022

Interim Chief R. Smith

INCIDENT VOLUME BY TYPE – MONTH / YTD / YRLY COMPARISON

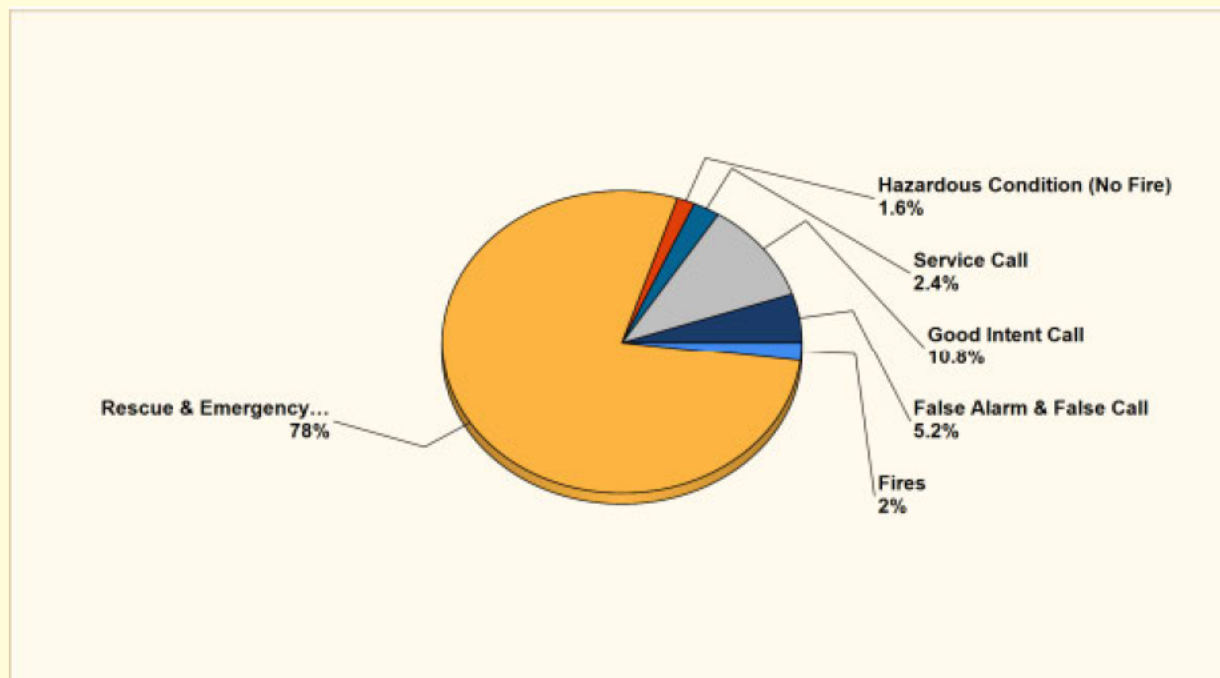
	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
MONTH	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	338	265	08	65	338	21	84	113
FEB	242	184	10	48	580	16	65	83
MAR	250	198	06	46	830	17	68	86
APR	215	175	04	36	1045	07	59	83
MAY	260	210	05	45	1305	11	80	107
JUN	250	195	05	50	1555	07	60	79
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	1555	1227	38	290	1555	79	416	551

3-Year Incident Volume Comparison by Month
2020-2022





ALL INCIDENTS BY TYPE – MONTH

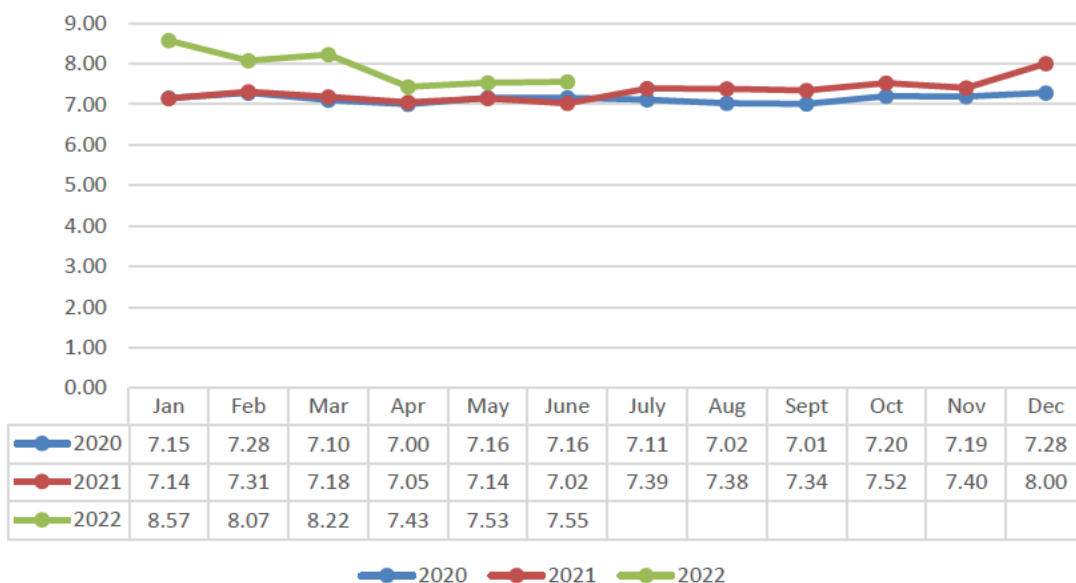


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.0%
Overpressure rupture, explosion, overheating - no fire	0	0.0%
Rescue & Emergency Medical Service	195	78.0%
Hazardous Condition (No Fire)	4	1.6%
Service Call	6	2.4%
Good Intent Call	27	10.8%
False Alarm & False Call	13	5.2%
Special Incident Type	0	0.0%
TOTAL	250	100%



WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH

2020-2022 Average Response Time by Month



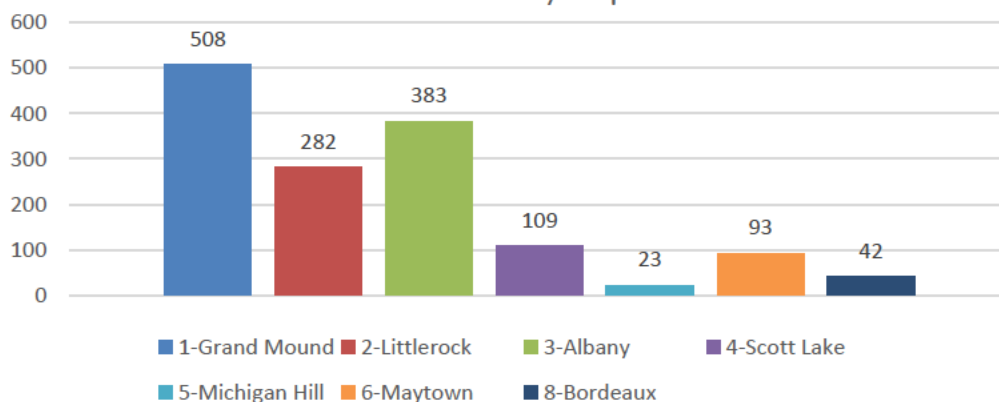
Average Response Time (Month): 7:55 Minutes

Initial unit arrival-priority incidents-primary zones

Monthly Call Volume and Response Time Comments*reviewed incident counts

- 1614 Incidents YTD (Jan-June 2022 compared to Jan-June 2021)
- 1684 Incidents Prior YTD
- -70 over PYTD
- - 4% over PYTD
- Overlapping calls occurred 31.2% of the time during June (78 calls)

YTD Incident Count by Response Zone





WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH DETAIL

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	195	1227
FIRE/EXPLOSION	05	38
OTHER	50	290
TOTAL	250	1555
WEST THURSTON PATIENT TRANSPORTS	60	416

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	04	23
Eagles Landing (12840)	00	14
Great Wolf Lodge (20500)	07	38
Fairfield Inn (6223)	00	00
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	00	02
End of Trail (19615) Elderberry	02	06
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	00	00
Total Tribal Property Call Volume	13	83
% of Total WTRFA	5%	5.3%
% of Total GM/Rochester	9.2%	9.3%

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	28	155
Aid 1-2 – App 06	18	139
Aid 1-3 – App 03	13	110
Aid 1-6 – App 55	00	05
Aid 1-4	00	00
TOTAL WTRFA	59	409
Transported ALS	19	122
Airlift	00	01
Private Ambulance	00	08
Other FD	01	12
TOTAL PT's TRANSPORTED	79	552

TRANSPORT DESTINATION	MONTH	YTD
SPH	40	268
PHC	35	226
CMC	4	38
MAMC	0	0
Harborview	0	1
Mary Bridge	0	1
Other	0	0
TOTAL	79	494

Average response time for first arriving unit-priority-primary zones-all response modes; (ER report #1605)

ZONE-STATION	MONTH	RESPONSE TIME-MONTH	*YTD	% YTD
1 – Grand Mound	88	7:19	508	31.48%
2 – Littlerock	45	7:52	282	17.48%
3 – Albany	53	6:59	383	23.73%
4 – Scott Lake- Sta. 1-2	14	10:36	109	6.75%
5 – Michigan Hill- Sta.1-3	4	11:50	23	1.43%
6 – Maytown – Sta. 1-2	12	8:21	93	5.76%
8 – Bordeaux-Sta.1-2	9	9:37	42	2.60%
I-5 1-1	2	9:36	35	2.17%
I-5 1-2	2	8:18	6	0.37%
I-5 1-6	4	7:22	33	2.04%
Capitol Forest	1	20:53	14	0.87%
Mutual Aid	07	6:21	79	4.89%
Other	0	N/A	7*	0.43%



TOTAL	250	7:49	1614	100%
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WEST THURSTON STATION UPTIME- MONTH

STATION UPTIME REPORT	JUNE 2022
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	0 resident(s)
Station 6	Staffing of 2 = 10%
Career Battalion (Station 6)	100%

Certified Responders- Personnel Count	Man-Hours Worked JUNE 2022
(31) Career-Union	Regular Hours 4921; Overtime Hours: 503; Sick Leave Hours; 498 (includes paternity and FMLA); Kelly Day Hours: 1008; Vacation Hours 600; Personal Leave: 120; Training OT: 0; Other OT: 0 Bereavement 0; Mob; 0, Mob Backfill; 0
(26) Volunteer Responders	620 Regular Hours
(13) PACT	
(06) Residents/Temp/ PT	34 Regular Hours
(01) Maintenance/Logistics FT	177 Regular Hours

WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES

Agreements, Resolutions, Contracts & Leases:

- Chehalis Tribe ESA – Negotiations – no update
- Weyerhaeuser Land Donation Agreement – boundary line adjustment to 1 acre parcel was successful. Chief R. Smith needs to follow-up
- JBLM Mutual Aid Agreement – awaiting final signature collection from JBLM
- Intergovernmental EMS Contract (Medic One) – additional funding - signed

Budget & Finance/Planning/Levy:

- SAFER Grant for nine (9) Firefighters submitted February 3, 2022 - to fully fund \$3,499,911.00 for three years (36 month performance period) by Chief Smith -(award notifications 5/30/22 – no notification to-date).
- AFG for Training \$21,500.00 (FEMA Grant) submitted January 21, 2022, by Chief Smith (award notifications 4/30/22 – no notification to-date)
- FIIRE (L&I) Grant submitted March 1, 2022, for \$8335.32 (2:1 \$5584.66 paid by L&I with match -dept to cover 33% of cost or \$2750.65) for extractor by Linda Shea (**awarded 3/24/22**)
- 1168 PPE Grant (up to \$20,000) application prepared by Lt. Lyon (*denied*)
- 1168 Operations Grant (up to \$100,000) application by Chief Scott and Lt. Lyon – communication equipment, etc. submitted March 29, 2022 (*denied*)



- M & O Levy August 2, 2022 - Explanatory Statement(s), and Resolution, For/Against Committee Appointments/For Committee Statements/Rebuttals completed May 27, 2022. Opposition rebuttal statement not filed.
Key Dates: 7/7/22 – Voting Pamphlets mailed
7/13/22 – Ballots mailed
7/15/22- Voting Opens
8/2/22 – Election Day
8/16/22 – County Certification
8/19/22 – Secretary of State Certification
- M & O Levy presentation to Gate City on Sunday, June 12, 2022 at 6:00pm.

Expenditure Planning:

- No update

Development Services (New Construction) Tracking:

- 2021106841 Gonsalves and Santucci Warehouse - 196,750 sq ft, with 163 parking spaces. 193rd Ave SW south of 192nd Lane SW and along Elderberry St SW.
- 2021105759 Jackson Fruit Tracks - 281,833 sq ft Construction of a new mini-storage warehouse facility with eight (8) 1-story buildings with a leasing office, a security gate, and a perimeter fence enclosing a secured drive aisle. Between 196th Ave SW and 193rd Ave SW along the westside of I-5.
- 2022100068 (Kaufman Holdings) Distribution Facility - 357,000 sf on 196th Ave SW between Sargent Rd SW and Elderberry Ave SW.

Fire Investigation and Fire Loss Reports:

- June 7, 2022 Residential Structure Fire – Oakville (mutual aid assistance provided)
- June 8, 2022 – Residential Structure Fire – 114th Ave SW (report complete)
- Current Fire Investigation team build out in process. 1 additional member in process; 1 of interest

Health & Safety Activities (see Safety Officer Report)

- FIIRE Program –Quarterly Reports completed
- WTRFA is continuing to fine-tune with TFP the “Fire Department Physician” designation. WTRFA NFPA 1582 exams for 2022 – no numbers to report yet/tracking on back end.

Accidents, Incidents, and Injury

- No injuries reported

Labor Management Report

- No updates

Human Resources/ Personnel/ Man hours served & Internal Affairs/Employee Engagement:

- Celebrated Chief Kaleiwahea’s retirement on June 28, 2022 at Station 1-2. 60 in attendance.



- Planning in process for FF/EMT interviews to establish hire list for replacing one (1) position and hire list of 6— target is mid-last of July to begin interviews to coincide with M&O Levy Results August 2, 2022.
- Volume 1, Addition 8 internal July “Flashover News!” published

Legal Issues:

- No update

Policy/ Procedures & Guidelines:

- Policy #3020 – Injury and illness reports of firefighters – update pending

Action/ Review/ Discussion Items:

- No update

Risk Management:

- COVID-19/Proclamation 21-14 – No changes. CDC -Thurston County increased to “High” transmission rate category – indoors masking required at this time to reflect the change.
- Staffing pressures increased slightly, OT upward in June. Expect an uptick over the next couple months due to multiple maternity leaves, employee resignation, anticipated state mobilizations and lack of available temporary qualified FF/EMT’s.

Public Education/ Public Relations Activities (see PIO Report):

- Captain Dyer published the Spring 2022 Newsletter
- M & O Levy information provided at Scott Lake Community on Saturday, June 25, 2022
- “Coffee with Chiefs” planned for early July at local area restaurants

Training (see Training Officer Report):

- See Training Officer Report attached

Emergency Weather or Natural Disaster Events/Incidents:

- No incidents

Recruitment and Retention:

- 1 Firefighter / 1 EMT graduated June 20, 2022 at SPSCC
- Volunteer Recruitment Interviews took place June 21st – 8 candidates. 2 viable candidates for 2022-2 Recruit Academy; 1 lateral FF/EMT, and 2 entry level; 1 Wildland and 1 support personnel. 2 Candidates were withdrawn by VAB recommendation.
- Consideration being given to reducing new member financial obligation to \$600.

Wildland Program:

- No Mobilizations



County Projects & Legislative Impacts:

- Thurston County Recruit Academy Oversight Committee - multi-agency meeting at SPSCC - Lacey June 13, 2022. Chief R. Smith led/facilitated discussion.
- County Hazard Mitigation Workgroup – Canceled for June
- Attended Thurston County Emergency Management Executive Seminar – EOC exercise June 5, 2022

FLEET, FACILITIES, LOGISTICS & PROJECT STATUS REPORT:

Chief R. Scott

New Tender Spec Build – Fouts Brothers – Still no updated timeline when it's to be completed - Pending

New Brush Truck Build Status – Apparatus in process of being placed in service – **In Process**

New Command Truck – Chassis build in process– **In Progress**

Thurston County Radio System Upgrades –We have been able to communicate with the County to allow our ECC radios to be purchased under the County radio exchange – **In Progress**

Station 1 Bay Floor RFQ – RFQ will be out mid-July for floor re-do – **In Development.**

Thurston County Hazard Mitigation – Continuing to work on upgrading plan – **In Progress.**

Hazard Mitigation Grant Applications – Submitted three funding grant requests as part of the upcoming hazard mitigation request. A copy of these submissions has been provided in the Board packet for information – **In Process**

Pump Testing – All pumping apparatus passed annual pump testing

Telesquirt 3rd UL Test – Apparatus passed Underwriters Lab testing and is certified for 3 more years - **Complete**

June 2022

Monthly Training Report

	June 2022	2022 Total
Total Training Hours	464 hours	2596 hours

Training Events in June 2022

- June Safety Meeting – General Station Safety
- Blue Card Refresher ICS with Sims
- EVIP Tender Road Test for Refresher
- 2nd Quarter OTEP-Medical and Cardiac Arrest Review
- Volunteer Interview – Interviewed 8 Applicants
- New Volunteer Orientation – 5 New Members
- Lucky Eagle Casino Review PowerPoint – walk-through make-up
- SORT Training – Tree Rescue Drill – Cooke, Drake

Upcoming training Events

- July Safety Meeting – Rehab Use
- Roll-out 3rd Quarter Training
- Hose Drill: Nurse Tender Operations
- Water Rescue Awareness
- Vehicle Lifting and Stabilization – Refresher on tool use

Planned and Ongoing Training Projects

- Produce Hose Drill / training videos
- Possible Practice Burn Houses – Waiting on Owner Permitting
- Task Book in Target Solutions for easy tracking progress
- Training Plan for non-response personnel (Support and Admin and Investigators)
- New SORT Member training with FF Aaron Hall



P.O. Box 879
Rochester WA 98579
360.273.5582

THURSTON COUNTY FIRE PROTECTION DISTRICT'S 1 & 11
WEST THURSTON FIRE RESCUE
"Serving Better Together"



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

To: BC R. Smith
From: Lt. Joel Swecker- Safety Officer
Subject: June 2022 Safety Report
Date: 6/30/2022
CC: Chief R. Kaleiwahea

Chief(s),

The following report is a recap of June's safety topics, concerns, reported accident/injuries/ near misses, and completed tasks/assignments.

Accident/Injury Reports-

******No Injury Reports or Accident Reports******

Monthly Safety Topic-

1. Lundeen Structure Fire event- Blue Card and construction dynamics (June).
2. Policy 3019- Incident Stabilization & Rehab (July)- Heat Related Considerations.

Safety Committee

- Next Safety Committee meeting TBD, at Station 1-2 @1800. **Ongoing**

FIIRE Safety (L&I) Program

- Meetings (ZOOM) upcoming, attending has been by Linda Shea primarily secondary to myself not being able to attend (days off).

Upcoming-

1. New career member (Colin Matson) safety debrief and book sign-offs.
2. Ongoing focus for injury free workplace.
3. Quarterly Reports

Respectfully Submitted,

Lt. J. Swecker – HSO
West Thurston Regional Fire Authority

captain lanette dyer

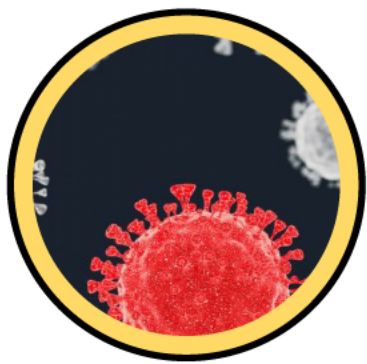
West Thurston Fire

ems.pia public education report



June 2022





Thurston County Covid Count

April

New Confirmed Cases 119	Total Confirmed Cases 47069	Ever Hospitalized 2288	Total Deaths 369	Recovered / Recovering Cases 46037	% of COVID-19 Positive Tests over one week 8.3	Total Tests Over One Week 4,238
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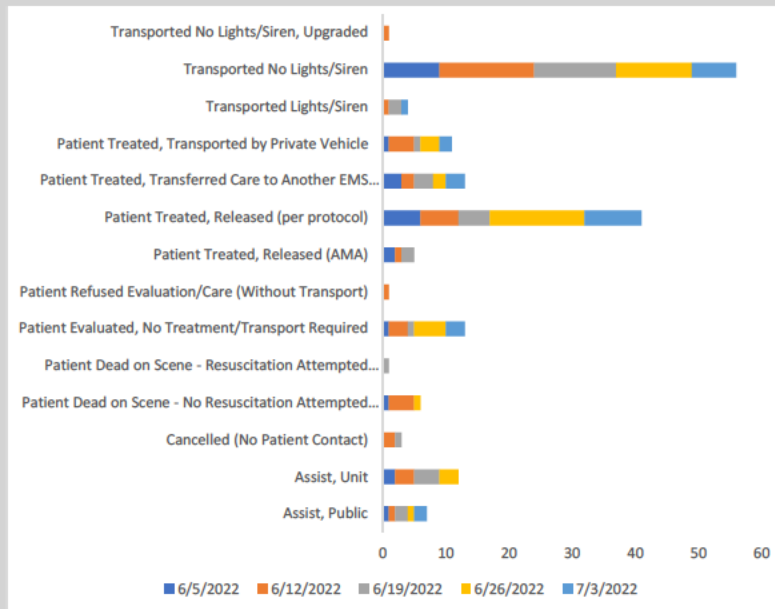
May

New Confirmed Cases 146	Total Confirmed Cases 50427	Ever Hospitalized 2386	Total Deaths 380	Recovered / Recovering Cases 48911	% of COVID-19 Positive Tests over one week 12.4	Total Tests Over One Week 5127
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June

Total Cases Over One Week 670	Total Confirmed Cases 52955	Ever Hospitalized 2512	Total Deaths 409	Recovered / Recovering Cases 51695	% of COVID-19 Positive Tests over one week 16.5	Total Tests Over One Week 4152
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Total Record Volume By Disposition by week in June 2022 Month of June 2024



41%

TRANSPORTS
Percentage of Patient Encounters

33%

NON TRANSPORTS
Percentage of Patient Encounters

26%

OTHER DISPOSITIONS
Percentage of Patient Encounters

195

RECORDS
In Selected Time Slice

35%

TRANSPORTS
Percentage of Patient Encounters

41%

NON TRANSPORTS
Percentage of Patient Encounters

24%

OTHER DISPOSITIONS
Percentage of Patient Encounters

174

RECORDS
In Selected Time Slice

May 2022

June 2022

Medic One Hospital Turnaround Dashboard

Medic One continues to assist transporting agencies in anticipating turn around times at the hospitals. How it works:

This web based dashboard is a live representation of CAD data aiming to assist transporting units, Medic One administrators, and hospitals in monitoring their patient turnaround time.

- Displays a three hour running average for turnaround times for each hospital.
- Shows units currently enroute to a hospital.
- (TCOMM marks unit as TRANSP)
- Once a unit arrives at the hospital it displays their arrival time and has a duration timer.
- (TCOMM marks unit as CMPLT)
- Once a unit leaves the hospital they are removed from the dashboard and their total duration time is used in the three hour running average calculation.
- (TCOMM marks unit as CLEAR or RETURN)

Displays other location transports. (Ex. St. Joseph, Harborview, Mary Bridge)

Providence - St Peter Hospital

ALS: Open ELS: Open

Average Turnaround: 00:34:12

Unit(s)	Incident Number	Call Info	Arrival Time	Duration
OLY7	221870275	O.D./Poisoning	Inbound	-
OLY8	221870245	ASSIST/MENTAL	11:19:23	00:19:22

MultiCare - Capital Medical Center Hospital

ALS: Open ELS: Open

Average Turnaround: 00:29:13

Unit(s)	Incident Number	Call Info	Arrival Time	Duration

Providence - Centralia Hospital

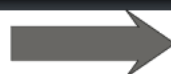
ALS: Open ELS: Open

Unit(s)	Incident Number	Call Info	Arrival Time	Duration

Other Location Transports

Unit(s)	Location	Incident Number	Call Info	Arrival Time	Duration

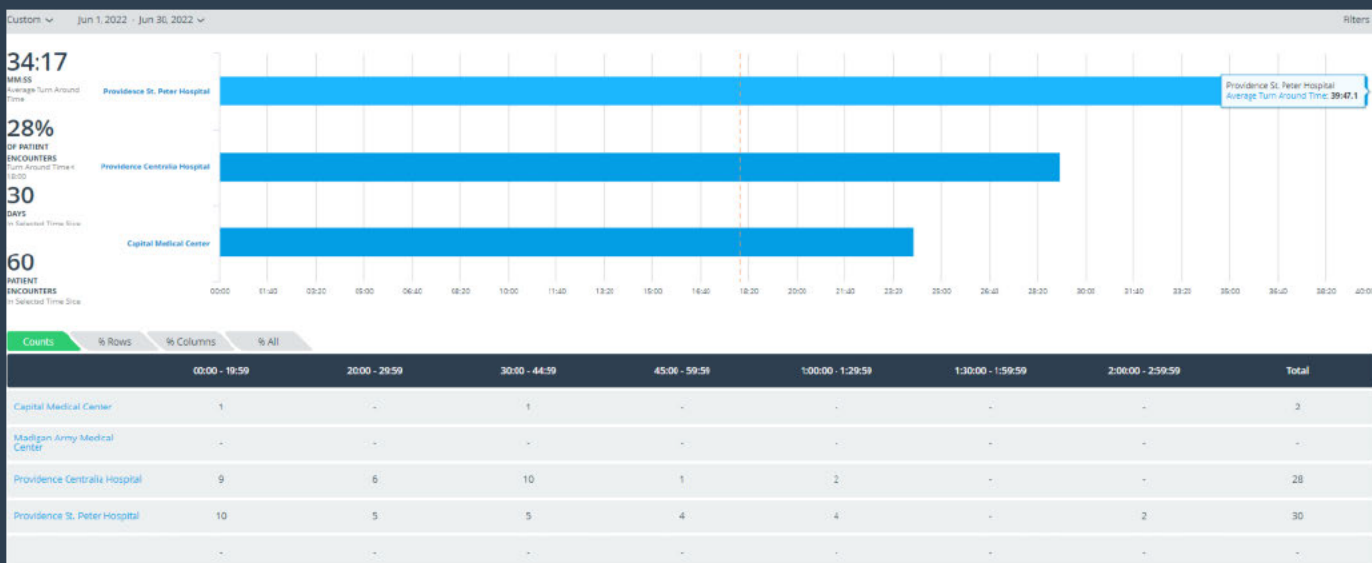
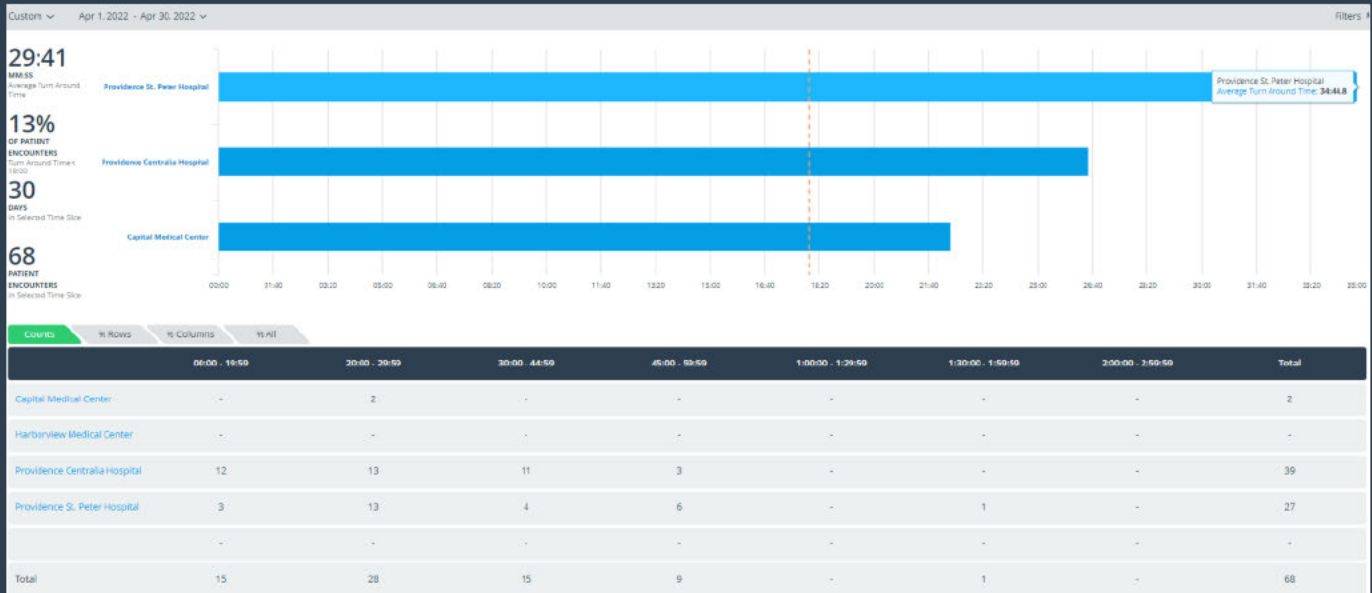
Try the Link



<http://dashboard.medic.one/>



LOCAL HOSPITAL TURN-A-ROUND APRIL MAY & JUNE 2022



April

May

June

Newest Volunteer EMT

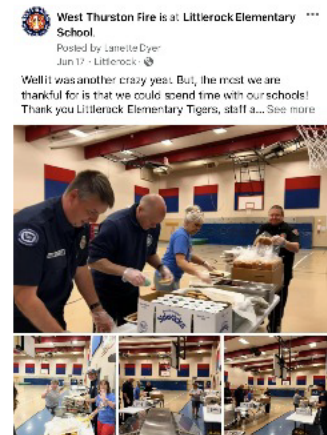
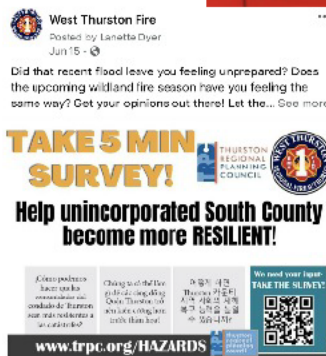
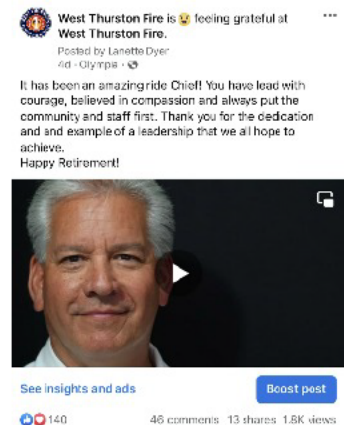
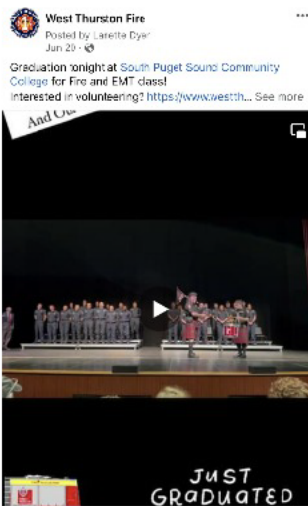


Meet Jon Cookston
Graduated June 20th
Finished #1 in the Class
Was named class speaker.

What's Up?

Gate School Community Meeting 6/12/22
Serve BBQ at LRE 6/17/22
Swede Day 6/18/22
EMT/Fire Graduation 6/20/22
Volunteer Interviews 6/21/22
Scott Lake Community Day 6/25/22

Social Media



Upcoming Events:

- *Coffee w/the Chiefs (Richie's) 7/12 @ 10am
- *Coffee w/the Chiefs (Farm Boy) 7/14 @10am
- Scott Lake Ball Field Unveiling 8/20
- Boys & Girls Club Snow Cone Day! 8/26

*Pending Confirmation