



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, March 10, 2025, at 1730 hr.

In-Person: 18720 Sargent Rd SW, Rochester, WA St. 1-1

Zoom virtual meeting link:

<https://us02web.zoom.us/j/81557573777?pwd=3aGrolaqQYzwwaaXCB79Xb030AR3Ua.1>

Meeting ID: 815 5757 3777

Passcode: 242611

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts. Payable \$115,108.85 Payroll \$430,236.63 TOTAL: \$545,345.48 Warrants \$191,065.86 EFTs \$354,279.62	1-10	Shannon	Accept/Reject
2) Meeting Minutes a) February 10, 2025, General Meeting	11-13	Shannon	Accept/Reject
3) Policy Revision – First Review 1003 Credit Card Authorizations 1003-101 Credit Card Use 1012 Volunteer Reimbursement 1026 Fire Commissioner & Fire Chief Relations (new policy) 2003 Volunteer Membership	14-44	Chief Drake	1 st Review

VIII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

IX. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

X. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Maytown Station – Update		Shannon	Informational.
2) FF/EMT Position Filled		Chief Drake	Informational.

XI. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports/Shift	45-56	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	57	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

XII. GOOD OF THE ORDER:

XIII. ADJOURNMENT:

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
250301001 Across The Street Productions Inc.	434	03/10/2025	Claims	6700	4,500.00	27388
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	27388	03/05/2025	03/10/2025	Blue Card Instructor-Train the Trainer (Morales)	4,500.00	
250301002 Bigfoot Pest Management LLC	435	03/10/2025	Claims	6700	514.45	17576, 17578, 17579, 17581, 17587
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	17576	03/06/2025	03/10/2025	1-4 Scott Lake Pest Control	102.89	
	17578	03/06/2025	03/10/2025	1-2 Littlerock Pest Control	102.89	
	17579	03/06/2025	03/10/2025	1-3 Rochester Pest Control	102.89	
	17581	03/06/2025	03/10/2025	1-1 Grand Mound Pest Control	102.89	
	17587	03/06/2025	03/10/2025	1-6 Maytown Pest Control	102.89	
250301003 Brookfield Group, The	436	03/10/2025	Claims	6700	697.72	74555
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	74555	02/27/2025	03/10/2025	Voice Over SIP Hosted Srvc Mar 2025	697.72	
250301004 CDW-G Government	437	03/10/2025	Claims	6700	2,315.63	AC7PL2V
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AC7PL2V	02/20/2025	03/10/2025	2025 Adobe License Renewals (x2)	2,315.63	
250301005 Capital Business Machines Inc	438	03/10/2025	Claims	6700	264.76	250705, 250706, 250704
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	250705	02/13/2025	03/10/2025	1-1 Grand Mound Copies (Jan 2025)	122.38	
	250706	02/13/2025	03/10/2025	1-2 Littlerock Copies (Jan 2025)	118.55	
	250704	02/13/2025	03/10/2025	1-6 Maytown Copies (Jan 2025)	23.83	
250301006 Carefirst Bluecross Blueshield Payment Administrator	439	03/10/2025	Claims	6700	286.00	250371007129
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	250371007129	02/20/2025	03/10/2025	Harris Medical Premium (Mar 2025)	286.00	
250301007 Cedar Creek Correction Center	440	03/10/2025	Claims	6700	383.53	2501.1837
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2501.1837	02/13/2025	03/10/2025	Jan 2025 Work Crews	383.53	
250301008 Centralia OK Tire Inc Point S Tires	441	03/10/2025	Claims	6700	1,757.91	1142036
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1142036	02/13/2025	03/10/2025	A22 E1-3 New Tires (x2)	1,757.91	
250301009 Citi Cards	442	03/10/2025	Claims	6700	5,372.06	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AMAZON	02/27/2025	03/10/2025	Surface Pro Cases	365.30	
	AMAZON	02/27/2025	03/10/2025	Facility Supplies (pumus stone)	14.61	
	AMAZON	02/27/2025	03/10/2025	Equipment Supplies (4-Cycle Oil)	90.72	
	AMAZON	02/27/2025	03/10/2025	Equipment Supplies (2-Cycle Oil)	125.60	
	AMAZON	02/27/2025	03/10/2025	1-6 Maytown Facility Supply (light bulbs)	30.94	
	AMAZON	02/27/2025	03/10/2025	Office Supply (label maker tape)	20.45	
	AMAZON	02/27/2025	03/10/2025	1-2 Littlerock Facility Supplies (mop/heads)	94.11	
	CANVA	02/27/2025	03/10/2025	2025 Annual Renewal - graphic design program	119.99	
	COSTCO	02/27/2025	03/10/2025	1-6 Maytown Facility Supplies (wipes, creamer)	164.05	
	FITNESS MACHINE	02/27/2025	03/10/2025	1-2 Littlerock Treadmill Repair	537.04	
	ITS	02/27/2025	03/10/2025	New Laptop (Morales)	1,730.22	
	SEAWESTERN	02/27/2025	03/10/2025	Duty Boots (Ruiz)	425.84	
	MECONIS	02/27/2025	03/10/2025	FF/EMT Interview Panel Meal	77.87	
	BREWERY CITY PIZZA	02/27/2025	03/10/2025	FF/EMT Interview Panel Meal	106.34	
	USPS	02/27/2025	03/10/2025	Certified Mail	9.68	
	WPSG/FIRE STORE	02/27/2025	03/10/2025	Streamlight Flood Lights	967.65	
	WIX.COM	02/27/2025	03/10/2025	2025 Annual Renewal - WTRFA Website	474.33	
	ZOOM	02/27/2025	03/10/2025	Mnthly communications Service	17.32	

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Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
250301010 City Of Olympia	443	03/10/2025	Claims	6700	25,965.15	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	34853	02/20/2025	03/10/2025	A14 Utility Replace Brakes, Shocks, Struts & Misc Items	6,152.58	
	34851	02/20/2025	03/10/2025	A14 Utility Quarterly Service	736.02	
	34831	02/20/2025	03/10/2025	A19 A1-3 Quarterly Srvc	1,725.49	
	34598	02/20/2025	03/10/2025	A20 A1-6 Repair Turbo Actuator and Repair Suction	1,648.24	
	34597	02/20/2025	03/10/2025	A20 Quaterly Srvc	1,683.80	
	34969	02/20/2025	03/10/2025	A22 E1-3 Misc Repairs (dome light, lube, wheel seal,	1,957.80	
	34943	02/20/2025	03/10/2025	A22 E1-3 Quarterly Srvc	2,980.52	
	33741	02/20/2025	03/10/2025	A22 E1-3 Annual Srvc	6,619.20	
	34019	02/20/2025	03/10/2025	A24 BN1 Check Engine Light On	387.82	
	34698	02/20/2025	03/10/2025	A75 A1-1 Quarterly Srvc	1,556.77	
	34405	02/20/2025	03/10/2025	A76 A1-2 Check Coolant Leak	516.91	
250301011 City Sanitary Inc	444	03/10/2025	Claims	6700	230.13	19395446S188, 19395629S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	19395446S188	03/05/2025	03/10/2025	1-3 Rochester Recycle	31.98	
	19395629S188	03/05/2025	03/10/2025	1-1 Grand Mound Recycle	198.15	
250301012 Clearfly	445	03/10/2025	Claims	6700	233.00	691827
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	691827	03/05/2025	03/10/2025	Mar 2025 SIP Trunk Srvc	233.00	
250301013 Comcast	446	03/10/2025	Claims	6700	1,337.07	1030
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1030	02/20/2025	03/10/2025	1-2 Littlerock Phone/Cable	256.60	
	1030	02/20/2025	03/10/2025	1-6 Maytown Phone/Cable	256.60	
	1030	02/20/2025	03/10/2025	1-1 Grand Mound Phone/Cable	428.99	
	1030	02/20/2025	03/10/2025	1-4 Scott Lake Phone	184.42	
	1030	02/20/2025	03/10/2025	1-3 Rochester Phone/Cable	210.46	
250301014 Complete Hearing & Balance	447	03/10/2025	Claims	6700	314.65	156816; 163755
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	156816	02/25/2025	03/10/2025	CPT Code 92557 (B. Cooper)	114.65	
	163755	03/06/2025	03/10/2025	CPT Codes: 92557, 92567, 99203 (Vavrinec)	200.00	
250301015 Complete Repair Services LLC	448	03/10/2025	Claims	6700	234.43	024350
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	024350	02/13/2025	03/10/2025	Honda Vent Fan Repairs	234.43	
250301016 Crystal Springs	449	03/10/2025	Claims	6700	370.12	24729765022625, 24732674022625, 24708222022625
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	24729765022625	02/28/2025	03/10/2025	1-1 Grand Mound Water	160.33	
	24732674022625	02/28/2025	03/10/2025	1-3 Rochester Water	76.63	
	24708222022625	02/28/2025	03/10/2025	1-2 Littlerock Water	99.06	
	24708222022625	02/28/2025	03/10/2025	1-6 Maytown Water	34.10	
250301017 DE Lage Landen	450	03/10/2025	Claims	6700	280.50	589479607
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	589479607	03/06/2025	03/10/2025	1-2 Littlerock Copier Lease (3/15/25-4/14/25)	280.50	
250301018 DH Pace Company Inc.	451	03/10/2025	Claims	6700	3,505.13	145254C
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	145254C	02/13/2025	03/10/2025	Semi-Annual Bay Door Maintenance - All Stations	3,505.13	
250301019 Day Management Corp	452	03/10/2025	Claims	6700	1,472.88	864755
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	864755	03/05/2025	03/10/2025	Station Radio / Antenna Sweeps	1,472.88	
250301020 Eric T. Quinn, P.S.	453	03/10/2025	Claims	6700	600.00	1981

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1981	03/05/2025	03/10/2025	Feb 2025 Leqal Srvc	600.00	
250301021 First Choice Health Network	454	03/10/2025	Claims	6700	141.12	0124884
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	0124884	03/05/2025	03/10/2025	Feb 2025 EAP Srvc	141.12	
250301022 Fitness Machine Technicians	455	03/10/2025	Claims	6700	173.28	136811595
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	136811595	02/20/2025	03/10/2025	1-2 Littlerock Treadmill Diaqnostic	173.28	
250301023 Harris, Mike	456	03/10/2025	Claims	6700	2,246.04	Reimbursements
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	REIMBURSEMENT	02/13/2025	03/10/2025	RX: 7313582, 7410092, 7410093, 7410091 - Fred Meyer	67.25	
	REIMBURSEMENT	02/13/2025	03/10/2025	Medicare Part B & D	2,158.80	
	REIMBURSEMENT	02/13/2025	03/10/2025	RX: 7420900, 7419597 - Fred Meyer	19.99	
250301024 Home Depot Credit Services	457	03/10/2025	Claims	6700	352.69	1623576, 6510825, 6524075
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1623576	02/27/2025	03/10/2025	Facility Maintenance Supplies (hex nuts/bolts, mosiquto	171.42	
	6524075	02/27/2025	03/10/2025	Facility Maintenance Supplies (lawn seed, ice melt,	103.05	
	6510825	02/27/2025	03/10/2025	Facility Maintenance Supplies (weed block, weed	99.21	
	REFUND	02/27/2025	03/10/2025	Refund Finance Charqes	-20.99	
250301025 Intelligent Technical Solutions, LLC	458	03/10/2025	Claims	6700	4,339.02	172009
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	172009	02/13/2025	03/10/2025	Mnthly Srvc Feb 2025	4,339.02	
250301026 Joes Refuse Inc	459	03/10/2025	Claims	6700	180.24	19391785S188, 19391920S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	19391785S188	03/05/2025	03/10/2025	1-3 Rochester Refuse	39.93	
	19391920S188	03/05/2025	03/10/2025	1-1 Grand Mound Refuse	140.31	
250301027 LN Curtis & Sons Inc	460	03/10/2025	Claims	6700	870.94	915127, 918781, 922181, 922234, 921417
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	915127	02/13/2025	03/10/2025	Fire & Emerqncy Srvc Officer & Instructor Books (x2,	160.66	
	918781	02/13/2025	03/10/2025	Fire & Emerqncy Srvc Instructor Book (Crabb) &	179.34	
	921417	02/13/2025	03/10/2025	FF Pant (Kautz) & Name Taqs (x6 Volunteers)	239.77	
	922181	02/13/2025	03/10/2025	Station Boots (Palmerson)	206.48	
	922234	02/13/2025	03/10/2025	Fire & Emerqncy Srvc Officer & Instructor Book	84.69	
250301028 Lincoln Creek Lumber	461	03/10/2025	Claims	6700	180.82	449088, 449220, 449490, 449659
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	449088	02/13/2025	03/10/2025	Facility Maintenance Items (tire shine, cloths)	27.39	
	449220	02/13/2025	03/10/2025	Facility Maintenance Items (landscape fabric)	42.08	
	449490	02/13/2025	03/10/2025	Facility Maintenance Items (hose mender, coupling)	20.38	
	449659	02/13/2025	03/10/2025	Equipment Maintenance Items (4 cycle fuel)	90.97	
250301029 Little Rock Autobody	462	03/10/2025	Claims	6700	1,989.60	880971
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	880971	02/27/2025	03/10/2025	A77 BN1-6 Brush Guard Repair	1,989.60	
250301030 McLane Black Lake Fire Dept	463	03/10/2025	Claims	6700	4,000.00	1143
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1143	02/27/2025	03/10/2025	2025 SORT Dues	4,000.00	
250301031 Northwest Water Systems	464	03/10/2025	Claims	6700	766.60	11516, 10955, 11581,
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	11516	02/20/2025	03/10/2025	1-1 Grand Mound Water Srvc	206.15	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 4

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	10955	02/20/2025	03/10/2025	1-2 Littlerock Water Srvc	206.15	
	11581	02/20/2025	03/10/2025	1-6 Maytown Water Srvc & Salt (x8)	354.30	
250301032 Olympia Sheet Metal Inc	465	03/10/2025	Claims	6700	2,891.62	70027, 70086, 70107
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	70027	02/13/2025	03/10/2025	1-1 Grand Mound Annual Boiler Maintenance	270.75	
	70086	02/13/2025	03/10/2025	1-1 Grand Mound Semi-Annual HVAC Maintenance	644.39	
	70086	02/13/2025	03/10/2025	1-2 Littlerock Semi-Annual HVAC Maintenance	373.64	
	70086	02/13/2025	03/10/2025	1-3 Rochester Semi-Annual HVAC Maintenance	351.98	
	70086	02/13/2025	03/10/2025	1-4 Scott Lake Semi-Annual HVAC Maintenance	319.49	
	70086	02/13/2025	03/10/2025	1-6 Maytown Semi-Annual HVAC Maintenance	416.94	
	70107	02/13/2025	03/10/2025	1-2 Littlerock Inspection of Odor from Furnace	514.43	
250301033 On-Hold Concepts Inc	466	03/10/2025	Claims	6700	19.95	662836
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	662836	02/27/2025	03/10/2025	Mnthly On Hold Srvc	19.95	
250301034 Pacific Northwest Fire Training	467	03/10/2025	Claims	6700	1,800.00	382
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	382	02/16/2025	03/10/2025	Fire Officer 1 Training (Fox, Hull, Lohse, Kaleiwahea)	1,800.00	
250301035 Paladin Background Screening LLC	468	03/10/2025	Claims	6700	51.00	6433
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	6433	03/05/2025	03/10/2025	Background Check (Vavrinec)	51.00	
250301036 Parr Lumber Company	469	03/10/2025	Claims	6700	20.88	234302, 237829, 17399, 247390, 251744, 237830, 268543
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	234302	02/20/2025	03/10/2025	Facilty Maintenace (hooks)	2.78	
	237829	02/20/2025	03/10/2025	Facility Maintenance (O-Ring)	3.08	
	17399	02/20/2025	03/10/2025	Return Facility Maintenance (bulk fasteners)	-2.44	
	247390	02/20/2025	03/10/2025	Facility Maintenance (bulk fasteners)	2.44	
	251744	02/20/2025	03/10/2025	Facility Maintenance (hose mender)	7.99	
	237830	02/20/2025	03/10/2025	Facility Maintenance (Faucet O-Rings)	1.74	
	268543	02/20/2025	03/10/2025	Facility Maintenance (Grease)	5.29	
250301037 Propane Northwest	470	03/10/2025	Claims	6700	8,452.82	1516474381, 1516400615, 1516499796, 1516513211, 1516767658, 1516767577, 1516696544, 1516807123
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1516474381	02/13/2025	03/10/2025	1-3 Rochester Propane (654.10 qal)	1,537.19	
	1516400615	02/13/2025	03/10/2025	1-6 Maytown Propane (989.30 qal)	2,277.90	
	1516499796	02/13/2025	03/10/2025	1-1 Grand Mound Propane (648.20 qal)	1,470.78	
	1516513211	02/13/2025	03/10/2025	1-7 Old Hwy 99 Propane (351.80 qal)	796.03	
	1516767658	02/13/2025	03/10/2025	1-1 Grand Mound Propane - storage bldg 1 (58.40 qal)	136.47	
	1516767577	02/13/2025	03/10/2025	1-1 Grand Mound Propane - storage bldg 2 (100.10)	233.91	
	1516696544	02/13/2025	03/10/2025	1-2 Littlerock Propane (858.30 qal)	1,999.46	
	1516807123	02/13/2025	03/10/2025	1-7 Old Hwy 99 Tank Rental	1.08	
250301038 Puget Sound Energy	471	03/10/2025	Claims	6700	4,514.00	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	200017639499	02/14/2025	03/10/2025	1-1 Grand Mound Bdqt Plan (Jan 2025)	1,975.00	
	220025935044	02/14/2025	03/10/2025	1-2 Littlerock Bdqt Plan (Feb 2025)	772.00	
	220025935051	02/14/2025	03/10/2025	1-4 Scott Lake Bdqt Plan (Feb 2025)	214.00	
	220025935069	02/14/2025	03/10/2025	1-6 Maytown Bdqt Plan (Jan 2025)	811.00	
	220006625754	02/14/2025	03/10/2025	1-7 Old Hwy 99 Bdqt Plan (Jan 2025)	215.00	
	220033813829	02/14/2025	03/10/2025	1-3 Rochester Bdqt Plan (Feb 2025)	527.00	
250301039 Radia Inc PS	472	03/10/2025	Claims	6700	93.00	ZD27MCS
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	ZD27MCS	02/20/2025	03/10/2025	CPT Code 71046 (K. Bell)	93.00	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 5

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
250301040 Rochester Water Association	473	03/10/2025	Claims	6700	57.30	100100	
Invoice # Rcvd Date Due Date Description Amount							
100100 02/27/2025 03/10/2025 1-3 Rochester Water Srvc					57.30		
250301041 Scott Lake Maintenance Co C/O Northwest Water Syst	474	03/10/2025	Claims	6700	119.20	2276600	
Invoice # Rcvd Date Due Date Description Amount							
2267600 03/05/2025 03/10/2025 1-4 Scott Lake Water Srvc					119.20		
250301042 Snure Seminars	475	03/10/2025	Claims	6700	150.00	030	
Invoice # Rcvd Date Due Date Description Amount							
030 02/20/2025 03/10/2025 Fire Service Employment Relationships/Compensation					150.00		
250301043 Stericycle Inc	476	03/10/2025	Claims	6700	76.11	8010009324	
Invoice # Rcvd Date Due Date Description Amount							
8010009324 02/27/2025 03/10/2025 1-3 Rochester Hazo Waste					76.11		
250301044 Systems Design West LLC	477	03/10/2025	Claims	6700	1,831.87	20250392	
Invoice # Rcvd Date Due Date Description Amount							
20250392 02/20/2025 03/10/2025 Jan 2025 Transports (x67)					1,831.87		
250301045 Thurston Co Treasurer	478	03/10/2025	Claims	6700	4,288.01	2025 Property Taxes	
Invoice # Rcvd Date Due Date Description Amount							
71107700300 02/20/2025 03/10/2025 .42 Acres Rochester					9.60		
71107700100 02/20/2025 03/10/2025 1-3 Rochester 2025 Property Taxes					501.52		
12730320000 02/20/2025 03/10/2025 1-2 Littlerock 2025 Property Taxes					1,999.59		
13518440200 02/20/2025 03/10/2025 1-5 Michiqan Hill 2025 Property Taxes					99.46		
13513220900 02/20/2025 03/10/2025 1-7 Old Hwy 99 2025 Property Taxes					500.96		
12604330200 02/20/2025 03/10/2025 1-6 Maytown 2025 Property Taxes					368.89		
13502230400 02/20/2025 03/10/2025 1-1 Grand Mound 2025 Property Taxes					585.44		
72760501201 02/20/2025 03/10/2025 1-4 Scott Lake 2025 Property Taxes					197.27		
71108900200 02/20/2025 03/10/2025 1.61 Acres 2025 Property Taxes					10.19		
13601320200 02/20/2025 03/10/2025 3.80 Acres 2025 Property Taxes					15.09		
250301046 True North Emergency Equipment, Inc	479	03/10/2025	Claims	6700	19,980.15	005766	
Invoice # Rcvd Date Due Date Description Amount							
005766 02/13/2025 03/10/2025 A22 E1-3 Body Damage Repair					19,980.15		
250301047 Verizon Wireless	480	03/10/2025	Claims	6700	384.84	6105807294, 6106820177	
Invoice # Rcvd Date Due Date Description Amount							
6105807294 02/21/2025 03/10/2025 Apparatus Cells					48.94		
6106820177 02/21/2025 03/10/2025 Chief / R&R Cells					84.99		
6106820177 02/21/2025 03/10/2025 BC/LT Cells					170.89		
6106820177 02/21/2025 03/10/2025 Modems					80.02		
250301048 Walrath Landscape Supply	481	03/10/2025	Claims	6700	170.12	OL1799279, OL1799282, OL1799591, OL1799780	
Invoice # Rcvd Date Due Date Description Amount							
OL1799279 02/20/2025 03/10/2025 1-6 Maytown Drain Rock (1.5 yrd)					52.56		
OL1799282 02/20/2025 03/10/2025 1-6 Maytown Drain Rock (1 yrd)					35.05		
OL1799780 02/20/2025 03/10/2025 1-2 Littlock Drain Rock (.75 yrd)					26.28		
OL1799591 02/20/2025 03/10/2025 1-2 Littlock Drain Rock					56.23		
250301049 Wells Fargo Financial Leasing	482	03/10/2025	Claims	6700	235.28	5033205655	
Invoice # Rcvd Date Due Date Description Amount							
5033205655 02/20/2025 03/10/2025 1-1 Grand Mound Copier Lease					235.28		
250301050 West Thurston Reg Fire PETTY CASH	483	03/10/2025	Claims	6700	13.00		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 12:39:41 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 6

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo																																																							
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250301052 Wilson Parts Corp	485	03/10/2025	Claims	6700	79.50	021171, 021962																																																							
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021962	02/20/2025	03/10/2025	Facility Maintenance Items (Hose fittings)	70.29																																																									
52 Vouchers:					115,108.85																																																								

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

12:38:09 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page:

1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
250301053	Aflac	486	03/10/2025	Payroll	6700	494.13	
250301113	Ainsworth Weston David	370	03/12/2025	Payroll	6700		
250301054	Benefit Solutions Inc-WSCFF	487	03/10/2025	Payroll	6700	2,325.00	
	EFT Bennett Matthew Shaun	356	03/14/2025	Payroll	6700		
	EFT Bennett Matthew Shaun	393	03/31/2025	Payroll	6700		
	EFT Berryman Thomas A	371	03/12/2025	Payroll	6700		
	EFT Betts Brandon John	394	03/31/2025	Payroll	6700		
	EFT Blocher Grace Lynn	372	03/12/2025	Payroll	6700		
250301116	Broumley Gavin Jon	373	03/12/2025	Payroll	6700		
	EFT Brownell Scott Lee	374	03/12/2025	Payroll	6700		
	EFT Calica Reece Lewis	375	03/12/2025	Payroll	6700		
	EFT Christenson Brian David	395	03/31/2025	Payroll	6700		
	EFT Cooke Hans Robert	396	03/31/2025	Payroll	6700		
	EFT Cooper Bailey Andrew	397	03/31/2025	Payroll	6700		
	EFT Crabb William Nicholas	376	03/12/2025	Payroll	6700		
	EFT Culleton Thomas P	377	03/12/2025	Payroll	6700		
	EFT Davis Dustin James	398	03/31/2025	Payroll	6700		
	EFT Dean Sarah Linnea	399	03/31/2025	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	430	03/10/2025	Payroll	6700	36,766.66	
	EFT Department Of Retirement Systems Retirement	431	03/10/2025	Payroll	6700	43,780.34	
	EFT Department Of The Treasury	432	03/10/2025	Payroll	6700	49,315.95	
	EFT Devert Brent Nathaniel	400	03/31/2025	Payroll	6700		
250301055	Dimartino Associates Brown & Brown of WA, Inc	488	03/10/2025	Payroll	6700	2,575.80	
	EFT Drake Nathan Tyler	401	03/31/2025	Payroll	6700		
	EFT Ehlig Daniel Ryan	378	03/12/2025	Payroll	6700		
	EFT Eliason Nate Iver	379	03/12/2025	Payroll	6700		
	EFT Fox Timothy Andrew	357	03/14/2025	Payroll	6700		
	EFT Fox Timothy Andrew	402	03/31/2025	Payroll	6700		
250301056	GET Program	489	03/10/2025	Payroll	6700	287.00	
	EFT Garcia Stephanie Ashlyn	380	03/12/2025	Payroll	6700		
	EFT Garza Isaac Wayne	358	03/14/2025	Payroll	6700		
	EFT Garza Isaac Wayne	403	03/31/2025	Payroll	6700		
250301057	HRA VEBA Trust	490	03/10/2025	Payroll	6700	8,075.00	
	EFT Hall Aaron David	359	03/14/2025	Payroll	6700		
	EFT Hall Aaron David	404	03/31/2025	Payroll	6700		
	EFT Harding Arthur James William	381	03/12/2025	Payroll	6700		
	EFT Heilman Chris Douglas	405	03/31/2025	Payroll	6700		
	EFT Hemminger Shannon Marie	406	03/31/2025	Payroll	6700		
	EFT Hoskison Jordan Tyler	407	03/31/2025	Payroll	6700		
	EFT Hull Nathan Scott	408	03/31/2025	Payroll	6700		
250301058	IAFF Local 3825 Treasurer	491	03/10/2025	Payroll	6700	6,553.41	
	EFT Kaleiwahea Blake William	409	03/31/2025	Payroll	6700		
	EFT Kautz Austin Robert	382	03/12/2025	Payroll	6700		
	EFT Kondrack Andrew Joseph	410	03/31/2025	Payroll	6700		
	EFT Lohse Ryan Jacob	411	03/31/2025	Payroll	6700		
	EFT Loofbourow Josh Kenneth	383	03/12/2025	Payroll	6700		
	EFT Lyon Colby Wayne	360	03/14/2025	Payroll	6700		
	EFT Lyon Colby Wayne	412	03/31/2025	Payroll	6700		
	EFT McGeary Michael C	384	03/12/2025	Payroll	6700		
	EFT Miller Devann Munroe	413	03/31/2025	Payroll	6700		
	EFT Morales Michael Lawrence	414	03/31/2025	Payroll	6700		
	EFT Palmerson Erik Morgan	361	03/14/2025	Payroll	6700		
	EFT Palmerson Erik Morgan	415	03/31/2025	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

12:38:09 Date: 03/12/2025

03/10/2025 To: 03/10/2025

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Parker Gregory Jerel	362	03/14/2025	Payroll	6700		
EFT Parker Gregory Jerel	416	03/31/2025	Payroll	6700		
EFT Patraca Linda Ellen	385	03/12/2025	Payroll	6700		
EFT Patraca Linda Ellen	417	03/31/2025	Payroll	6700		
250301129 Ramos-Vargas Crystal Diane	386	03/12/2025	Payroll	6700		
EFT Reed Michael David	387	03/12/2025	Payroll	6700		
EFT Reynoldson Andrea Gail	418	03/31/2025	Payroll	6700		
250301131 Ricks John Rual	388	03/12/2025	Payroll	6700		
EFT Ruiz Steve Shane	419	03/31/2025	Payroll	6700		
EFT Santee Ricardo Leon	420	03/31/2025	Payroll	6700		
EFT Scott Robert William	389	03/12/2025	Payroll	6700		
EFT Sexton Thomas Edward	421	03/31/2025	Payroll	6700		
EFT Singleton Charles Ed	422	03/31/2025	Payroll	6700		
EFT Smith Eric David	423	03/31/2025	Payroll	6700		
EFT Spiegelberg John Steven	390	03/12/2025	Payroll	6700		
EFT Stone Roger Lee	424	03/31/2025	Payroll	6700		
EFT Swecker Joel Anthony	363	03/14/2025	Payroll	6700		
EFT Swecker Joel Anthony	425	03/31/2025	Payroll	6700		
250301134 Teitzel Steven David	391	03/12/2025	Payroll	6700		
EFT Trautman Alexander Paul	426	03/31/2025	Payroll	6700		
EFT Trott Thomas John	427	03/31/2025	Payroll	6700		
250301059 Trusteed Plans	492	03/10/2025	Payroll	6700	54,409.61	
EFT Vavrinec Christian Kalil	428	03/31/2025	Payroll	6700		
EFT Visser Miranda Louise	392	03/12/2025	Payroll	6700		
EFT Washington State Support Registry	433	03/10/2025	Payroll	6700	768.66	
250301060 West Thurston Fire - House Funds	493	03/10/2025	Payroll	6700	255.00	
				79 Vouchers:	<u>430,236.63</u>	



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

February 10, 2025 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

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

Commissioners: Ricks, Merryman, Reed, Scott (Zoom).

Chief: N. Drake

Battalion Chief: E. Smith.

Captain:

Lieutenants: C. Lyon, J. Swecker

Firefighters: D. Davis, R. Santee, M. Bennett, T. Fox.

Volunteer: M. Visser, R. Calica, B. Crabb, N. Eliason.

Admin: Admin Svcs Director/Secretary S. Hemminger, Admin Asst. L. Patraca, Recruit & Retention Coord. A. Reynoldson,

Union Representative: A. Trautman

Guests: Chris White, Tyler Mason, Kathy Hangartner, Ben Elkins, Tim Benner, Steve & Beckey Eliasson, Liz Schwartzkopf, Russ & Michelle Kaleiwahea, Angeline Kaleiwahea.

Additions/Deletions to the Agenda: Ratings Bureau – Chief Drake

Public Comments/Presentations: None

Labor Management: A. Trautman, on behalf of the Union body, addressed concern to Commissioner Merryman regarding his comments on social media regarding staff taking an apparatus to the California Wildfires without knowledge of the main components that allow a fire engine to operate safely on the road. Trautman further explained the lengthy process each firefighter goes through regarding the operation and safe handling of the apparatuses and the equipment on board. A. Trautman congratulated the four firefighters on graduating from the Fire Academy.

New Business:

1. Old Hwy 99 Fire Station – Commercial Realtor Pat McClain with Remax Parkside provided handouts explaining two different ways to list the property, with and without the cell tower. McClain also provided a purchase and sales analysis for review.
2. Dist. 1 Position 2 Vacant Commissioner position – Questions were proposed to each candidate and their answers were provided to each Commissioner for review. Final decision to be made during the Dist. 1 meeting.
3. Fire Academy Graduates Recognition presented by Chief Drake.
4. Lieutenant Promotion and Badge pinning presented by Chief Drake to Blake Kaleiwahea.
5. Expenditure Approval – Commissioner Ricks moved to approve the total expenditure amount of \$555,688.89. Commissioner Reed seconded the motion. Motion carried 5-0.
6. Meeting Minutes – Commissioner Merryman moved to approve the January 13, 2025, meeting minutes. Commissioner Ricks seconded the motion. Motion carried 5-0.

Unfinished Business (action items): Beaver Creek Property – Legal Counsel has advised this property should be sold through a licensed realty to ensure all appropriate processes are followed. Commissioner Scott moved to effectuate a realtor for the sale of the property. Commissioner Reed seconded the motion. Motion carried 5-0.

Facility Maintenance Vehicle Repair – Chief Drake shared two quotes for installing a rear lift gate, one totaling \$6100 and a second totaling \$7300 and he is waiting on a third quote.

Unfinished Business (non-action items): Washington State Rating Bureau Update – Chief Drake gave an update on the district’s position for the reevaluation, currently the RFA has five volunteers residing within five miles of the Scott Lake Station and the possibility of a residency program to meet further needs.

Medic One Contract – Chief Drake reported the revised Medic One BLS contract has been agreed upon and finalized.

Station Radio Install – Chief Drake reported that he is scheduling with Day Wireless to come onsite and test all the cables to ensure they are sufficient, and a new revised install quote will be provided.

Board Secretary Oath – Chief Drake reported that the Board Secretary did take an Oath of Office upon hire in October 2022, however it wasn’t filed with Thurston County. It has since been filed and recorded with Thurston County.

Communications: Maytown Station Occupancy Update – Chief Drake reported after reaching out to the Thurston County Building Department, it was discovered that a temporary occupancy permit was issued after construction, however three items needed to be fixed before final inspection (anti-tip device for the stove, address posted and backflow preventer for the drinking water). Two of the three were completed, however the backflow prevention device was not installed. Estimates are being obtained for the installation of the backflow prevention device.

Firefighter Interviews – Chief Drake reported on the Firefighter/EMT interviews that were conducted on February 4th and 5th. There were twenty applicants that were interviewed, and the Chief interviews are scheduled for February 11th with a formal offer being made on February 12th, 2025.

California Wildfire MOBE – The crew was gone for seventeen days and the engine is back in service post MOBE servicing.

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

Recruit & Retention Coordinator Update: Refer to printed report.

Commissioner Reports: Commissioner Ricks discussed ambulance rates varying from \$1200 to \$4000.

EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (G) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE

SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 30 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

Time In: 1905

Time Out: 1930 No actions or decisions were made.

Good of the Order: N/A

Adjournment: The board adjourned the meeting at 1934 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Tom Culleton, Board Member

Robert Scott, Board Member

John Ricks, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

Board Member



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Credit and Fuel Card AuthorizationsUse

Policy: 1.1003 Version: 34

Effect Date: 1/1/10, 2/8/2011, 5/1/2025

Rev. Date: 12/1/2020, 3/6/2025

Applies to: All department members

Policy Administrator: Administrative Services Director

1.0 PURPOSE:

1.1 To establish policies and procedures for use of credit and fuel cards utilized by West Thurston Regional Fire Authority (WTRFA.)

1.2 To manage and control the use of credit cards for official fire district purchases and acquisitions as outlined in RCW 43.09.2855.

1.3 To ensure security of WTRFA vehicles, equipment and the disbursement of fuel for authorized apparatus and equipment only.

1.4 To ensure accurate recording of fuel issues for payment of accounts and for fleet management information.

1.5 To ensure long term cost efficiency for the fueling systems used by WTRFA.

1.0- POLICY – CREDIT CARDS:

~~12.1~~ The Governing Board has authorized credit card use to include the Chief Officers, Commissioners, Career Duty Officers, Administrative Assistant, Administrative Services Director, Volunteer Recruit and Retention Coordinator and members of the Rehab team. Additional cards will be kept at the Administrative Station for sign-out by the other staff as authorized.

~~12.2~~ The Fire Chief and Governing Board have ~~unlimited~~ authority to revoke use of any charge or fuel card issued under RCW Chapters 42 and 43.

~~12.3~~ Cash advances and all forms of non-departmental business on Department credit cards are prohibited.

~~12.4~~ -Authorized charges include:

- a. Fuel for department vehicles (when fueling at stations or department-approved fuel suppliers is not an option.)
- b. Meals for crew recognition (within state per-diem limits.)
- c. High nutritional food and beverages, and ice as needed, for rehab purposes on incidents.
- d. Approved education/training courses which require online credit card payments.
- e. Immediate facility or apparatus maintenance needs.
- f. Approved supplies and equipment requests submitted to the Purchasing Officer.
- g. Approved volunteer and retention requests submitted to the Purchasing Officer.
- gh. Other purchases as approved by an officer in accordance with Policy #1.1009, Purchasing and Inventory/Surplus.
- i. Authorized users for station "house funds."

~~12.55~~ The Department reserves the right to deduct the amount of any unauthorized charges, plus any interest or late fees, from the member's payroll or end of year reimbursements.

3.0 POLICY – FUEL CARDS:

3.1 All personnel are responsible for fueling Department vehicles and equipment from automated self-serve sites, shall use their personal and confidential assigned fuel station pin numbers.

3.2 Fuel pin numbers are to remain confidential and not shared with anyone.

3.3 Fuel cards are provided with each vehicle.

3.4 All personnel shall obtain fuel for approved vehicles and equipment at pre-designated sites. During declared emergencies or when a vehicle is out of the service area, an alternative fuel site may be utilized.

3.5 When using the fuel card, members will:

- a. Enter the vehicle number and/or personal pin number.
- b. Enter the odometer reading.
- c. Request a receipt when available.
- d. Sign or initial and notate the apparatus number on the receipt.
- e. Provide receipt to the Administrative Services Director or designee within a timely manner.

3.6 When using on-site fueling tanks, members will record the following information using the designated fuel log:

- a. Member name.
- b. Date.
- c. Apparatus number.
- d. Odometer reading (beginning and ending.)
- e. Gallons.

4.0 CARD SECURITY:

4.1 Cards shall be retained by the “custodian” in a secure location. If a card is lost or damaged, report the loss promptly to the Administrative Services Director or designee. The Administrative Services Director or designee will immediately initiate efforts to locate the affected card. In the event of a damaged card, return card to the Administrative Services Director or designee and a replacement card will be issued.

4.2 The “custodian” must return the card to the Administrative Services Director or designee upon termination, who in turn will cancel the card account with the purchasing card contractor and perform a final audit/reconciliation of the card’s account.

4.3 The “custodian” is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, sales order, etc.) to support all purchases made with the card.

5.0 DEFINITIONS:

5.1 Credit Card: All purchase cards including credit, fuel and prepaid cards used for authorized purchasing.

5.2 WTRFA Vehicle or Equipment: Any vehicle or piece of equipment which is owned, leased or rented by WTRFA.

5.3 PIN: Personal Identification Number issued to each personnel that is authorized to obtain fuel from designated fuel sites.

5.4 Custodian: District members that are responsible for card security, use, submittal of transaction documentation and is personally responsible for all expenditures until payment is authorized.

5.5 Documentation: A merchant produced or non-Fire District document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, sales order, credit receipt, etc.)

26.0 REFERENCE

Procedure 1003.101 Credit Card Use and Reconciliation



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Credit and Fuel Card Use

Policy: 1.1003 Version: 4

Effect Date: 1/1/10, 2/8/2011, 5/1/2025

Rev. Date: 12/1/2020, 3/6/2025

Applies to: All department members

Policy Administrator: Administrative Services Director

1.0 PURPOSE:

- 1.1 To establish policies and procedures for use of credit and fuel cards utilized by West Thurston Regional Fire Authority (WTRFA.)
- 1.2 To manage and control the use of credit cards for official fire district purchases and acquisitions as outlined in RCW 43.09.2855.
- 1.3 To ensure security of WTRFA vehicles, equipment and the disbursement of fuel for authorized apparatus and equipment only.
- 1.4 To ensure accurate recording of fuel issues for payment of accounts and for fleet management information.
- 1.5 To ensure long term cost efficiency for the fueling systems used by WTRFA.

2.0 POLICY – CREDIT CARDS:

2.1 The Governing Board has authorized credit card use to include the Chief Officers, Commissioners, Career Duty Officers, Administrative Assistant, Administrative Services Director, Volunteer Recruit and Retention Coordinator and members of the Rehab team. Additional cards will be kept at the Administrative Station for sign-out by the other staff as authorized.

2.2 The Fire Chief and Governing Board have authority to revoke use of any charge or fuel card issued under RCW Chapters 42 and 43.

2.3 Cash advances and all forms of non-departmental business on Department credit cards are prohibited.

2.4 Authorized charges include:

- a. Fuel for department vehicles (when fueling at stations or department-approved fuel suppliers is not an option.)
- b. Meals for crew recognition (within state per-diem limits.)
- c. High nutritional food and beverages, and ice as needed, for rehab purposes on incidents.
- d. Approved education/training courses which require online credit card payments.
- e. Immediate facility or apparatus maintenance needs.
- f. Approved supplies and equipment requests submitted to the Purchasing Officer.
- g. Approved volunteer and retention requests submitted to the Purchasing Officer.
- h. Other purchases as approved by an officer in accordance with Policy #1.1009, Purchasing and Inventory/Surplus.
- i. Authorized users for station “house funds.”

2.5 The Department reserves the right to deduct the amount of any unauthorized charges, plus any interest or late fees, from the member’s payroll or end of year reimbursements.

3.0 POLICY – FUEL CARDS:

3.1 All personnel are responsible for fueling Department vehicles and equipment from automated self-serve sites, shall use their personal and confidential assigned fuel station pin numbers.

3.2 Fuel pin numbers are to remain confidential and not shared with anyone.

3.3 Fuel cards are provided with each vehicle.

3.4 All personnel shall obtain fuel for approved vehicles and equipment at pre-designated sites. During declared emergencies or when a vehicle is out of the service area, an alternative fuel site may be utilized.

3.5 When using the fuel card, members will:

- a. Enter the vehicle number and/or personal pin number.
- b. Enter the odometer reading.
- c. Request a receipt when available.
- d. Sign or initial and notate the apparatus number on the receipt.
- e. Provide receipt to the Administrative Services Director or designee within a timely manner.

3.6 When using on-site fueling tanks, members will record the following information using the designated fuel log:

- a. Member name.
- b. Date.
- c. Apparatus number.
- d. Odometer reading (beginning and ending.)
- e. Gallons.

4.0 CARD SECURITY:

4.1 Cards shall be retained by the “custodian” in a secure location. If a card is lost or damaged, report the loss promptly to the Administrative Services Director or designee. The Administrative Services Director or designee will immediately initiate efforts to locate the affected card. In the event of a damaged card, return card to the Administrative Services Director or designee and a replacement card will be issued.

4.2 The “custodian” must return the card to the Administrative Services Director or designee upon termination, who in turn will cancel the card account with the purchasing card contractor and perform a final audit/reconciliation of the card’s account.

4.3 The “custodian” is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, sales order, etc.) to support all purchases made with the card.

5.0 DEFINITIONS:

5.1 Credit Card: All purchase cards including credit, fuel and prepaid cards used for authorized purchasing.

5.2 WTRFA Vehicle or Equipment: Any vehicle or piece of equipment which is owned, leased or rented by WTRFA.

5.3 PIN: Personal Identification Number issued to each personnel that is authorized to obtain fuel from designated fuel sites.

5.4 Custodian: District members that are responsible for card security, use, submittal of transaction documentation and is personally responsible for all expenditures until payment is authorized.

5.5 Documentation: A merchant produced or non-Fire District document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, sales order, credit receipt, etc.)

6.0 REFERENCE

Procedure 1003.101 Credit Card Use and Reconciliation



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Credit and Fuel Card Use and Reconciliation

Procedure: 1003.101 Version: 2

Effect Date: 12/1/2020, 5/1/2025

Rev. Date: 5/1/2025

1.0 PURPOSE:

1.1 To establish appropriate compliant procedures for the use and reconciliation of Department credit and fuel cards.

2.0 PROCEDURES – CREDIT CARDS:

2.1 To obtain a credit card, contact the Administrative Services Director or designee for issuance of a permanently-assigned card (as approved by the Fire Chief) OR to check out a card for a one-time purchase.

2.2 In order to be issued a Department card, the authorized personnel must sign the card check out log with the understanding that they agree to the terms of Department credit card usage.

2.3 All receipts must be submitted to the Administrative Assistant in charge of accounts payable within 5 business days. Failure to do so could result in the cardholder being charged for the amount of the purchase plus any late fees or finance charges.

2.4 The Administrative Assistant will reconcile the credit card statement every month and submit to the Fire Chief for review and approval.

2.5 For use of the credit card for travel expenses, refer to *Policy 1.1006, Travel Reimbursement*.

3.0 PROCEDURES – FUEL CARDS

3.1 All apparatus's have a fuel card assigned to them which remains in that apparatus.

3.2 All personnel responsible for fueling approved vehicles and equipment from automated self-serve sites shall utilize their assigned confidential fuel station pin number provided by the Administrative Services Director or designee.

3.2.1 When a personnel pin number is assigned, note it on the designated fuel card list and email the personnel the number.

3.3 If a fuel card is damaged or lost, personnel will notify the Administrative Services Director or designee. The Administrative Services Director or designee will contact the vendor for a replacement card.

3.3.1 If a fuel card is replaced, note the replacement card number on the designated fuel card and apparatus list. Place a label with apparatus number on the card and place in correct apparatus.

3.4 All receipts must be submitted to the Administrative Assistant in charge of accounts payable within 5 business days. Failure to do so could result in the cardholder being charged for the amount of the purchase plus any late fees or finance charges. Receipts need to include the apparatus number.

3.5 The Administrative Assistant will collect the fuel log and reconcile monthly.

3.6 To reconcile, the Administrative Assistant will use the monthly invoice and verify all receipts have been received and match the purchases on the invoice.

3.7 On at least an annual basis the Administrative Services Director or designee will audit the fuel cards assigned to each apparatus to ensure the correct card is assigned to the correct apparatus.

3.0 REFERENCE:

- Policy 1003, Credit and Fuel Card Use



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Volunteer Reimbursement

Policy: 1012 Version: ~~142~~

Effect Date: ~~10/1/2023~~ 04/01/2025

Rev. Date: 09/08/2014, 12/08/2014, 03/09/2015, 11/09/2015, 01/01/2019, 01/01/2020, 04/01/2020, 07/01/2020, 01/01/2022, 10/01/2023, 03/06/2025

Applies to: All Volunteers

Policy Administrator: Admin Services Director

VOLUNTEER REIMBURSEMENT

1.0 PURPOSE:

- 1.1 The Governing Board will establish and modify a schedule of reimbursement for volunteer membership and activities.
- 1.2 This policy defines a volunteer relationship to the department and the limitations of that relationship.

2.0 POLICY:

2.1 The reimbursement for volunteer personnel is intended to be in compliance with applicable laws and does not represent a wage paid for time spent on behalf of the Department; it is intended to reimburse the volunteer for expenses incurred while on shift (under a non-accountable plan.). On an annual basis the Governing Board will review and approve volunteer reimbursement rates and may apply an inflationary factor based upon cost of living and/or adjust shift per-diem rate to the current Washington state meal per-diem rate for Thurston County.

2.2 A volunteer is not eligible for reimbursement credit of any type until they have satisfactorily completed their assigned recruit academy and/or received volunteer probationary status as determined by the Fire Chief or designee.

2.3 Shift attendance reimbursement rates will be at the following rates (budget dependent). Shifts less than four hours will not qualify for reimbursement.

a) Fully credentialed FF/EMT's will be reimbursed for expenses associated with staffing a WTRFA fire station. Reimbursement will be paid at a rate of \$-160.00 for a twenty-four hour shift; \$80.00 for shifts between 12 and 23 hours; \$24.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

b) EMT (only) ~~personnel-volunteers~~ will be reimbursed 75% of the FF-EMT Rate: \$-120.00 for a twenty-four hour shift; \$60.00 for shifts between 12 and 23 hours; \$18.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

c) Firefighter (only) ~~personnel-volunteers~~ will be reimbursed 50% of the FF-EMT: \$-80.00 for a twenty-four hour shift; \$40.00 for shifts between 12 and 23 hours; \$12.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

d) Designated Transport Certified EMT volunteers will be reimbursed \$50.00 for a twenty-four hour shift; \$25.00 for shifts between 12 and 23 hours; \$18.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

e) Certified Redcard volunteers may, at the discretion of the department, be placed in a temporary part-time status for the purpose of responding to mobilization requests from partnering agencies. During this period the volunteer will be compensated at the current wage as a part-time temporary firefighter.

f) Administrative volunteers (~~including Firetones~~) will be reimbursed at ~~15% of a FF/EMT the rate of (or \$24.00)~~ \$5.00 per shift/meeting.) for any non-firefighter/EMS based activities, such as chaplain calls, event planning, filing and record keeping. Administrative shifts less than two hours will not be eligible for reimbursement.

g) Rehab support volunteers will be reimbursed at 25% of a FF/EMT rate (or \$40.00 per 24-hour shift) of standby.- Actual time spent responding to an incident will be reimbursed at the appropriate rates noted above.

h) Volunteers will receive training incentive reimbursements of \$20.00 per training event (drill, safety meeting, in-person or online course) or can apply for training expense reimbursement up to \$250.00 for expenses related to travel to Fire Academy and/or EMT training. The Volunteer must complete probationary requirements before being eligible for training reimbursement.

i) Fully credentialed FF/EMT's ~~Certified~~ volunteers who respond to a station-call back will receive \$20.00 per call-back.

j) Volunteers (~~including Firetones~~) who participate in department-sponsored events (such as the Santa Breakfast, Fishing Derby, or Egg Hunt) will receive reimbursement of \$25.00 per event. Event shifts less than two hours will not be eligible for reimbursement.

ik) Volunteers who participate in special events as identified by the Fire Chief or designee (assisting with CPR classes; helping staff county fair booths) will be reimbursed at a pre-defined rate as set by the Fire Chief or designee.

lj) Certified EMT volunteer personnel will also be eligible for \$30.00 per transport on a non-designated transport team apparatus. Volunteers on a designated transport team apparatus will be eligible for \$50 per transport.

mk) All volunteers will be eligible for annual incentives (paid every December) based on participation levels, dependent on available budget. Annual incentives will be reviewed and approved by the Fire Chief or designee.

2.4 On an annual basis the Governing Board will also review and approve volunteer stipends for Volunteer Chief Officers, Volunteer Company Officers, and other Operations staff. Monthly stipends for volunteer officers are as follows:

- Deputy Chief \$750.00
- Battalion Chief \$250.00
- Captain \$150.00
- Chaplain \$100.00
- Lieutenant \$100.00
- Rehab Coordinator \$100.00
- Juvenile Fire Prevention Specialist \$100.00
- Fire Investigator \$100.00*
- ~~Shift Officer Monthly Standby \$100~~
- Volunteer Recruit and Retention Coordinator \$200.00**

**Fire Investigators receive \$100.00 volunteer stipend for hours spent on standby for fire incidents; actual hours spent performing investigation are paid at temporary employee rates as established by the Chief.*

**Volunteer Recruit and Retention Coordinator is not eligible for a stipend if the department has a full time paid Recruit and Retention Coordinator position.*

2.5 Reimbursement payments will be made to the volunteer members on a monthly basis.

2.6 Firefighter/EMT and Rehab Support volunteers eligible for service credit under the Board for Volunteer Firefighters (BVFF) must log **all** hours using the department's timekeeping system to ensure compliance with department and state policy for meeting minimum compliance standards. Only those

shifts meeting the minimums stated above will qualify for reimbursement; however, all hours will be counted towards BVFF service credit.

2.7 IRS W-2 tax forms will be provided to members receiving reimbursement in accordance with IRS rules and deadlines. All volunteers will be responsible for taxes related to earnings.

2.8 Under no circumstances will the aggregate amount of reimbursements and benefits (including fair market value of lodging for resident volunteers) to a department volunteer in any given year-month exceed 20% of the total compensation that the employer-department would pay to a full-time firefighter for performing comparable services.

2.9 Volunteers who accept a temporary or part-time paid firefighter position will no longer be allowed to volunteer.

3.0 RESPONSIBILITY:

3.1 All Fire Department members are responsible for signing training attendance reports and recording all volunteer shift time and events in the Department timekeeping system.

3.2 Reimbursement will be awarded to only WTRFA current members who are in good standing.

3.3 The Administrative Services Director or designee is responsible for producing all vouchers, required forms and documentation, and maintaining records to lawfully conduct the reimbursement program.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Volunteer Reimbursement

Policy: 1012 Version: 12

Effect Date: 04/01/2025

Rev. Date: 09/08/2014, 12/08/2014, 03/09/2015, 11/09/2015, 01/01/2019, 01/01/2020, 04/01/2020, 07/01/2020, 01/01/2022, 10/01/2023, 03/06/2025

Applies to: All Volunteers

Policy Administrator: Admin Services Director

VOLUNTEER REIMBURSEMENT

1.0 PURPOSE:

- 1.1 The Governing Board will establish and modify a schedule of reimbursement for volunteer membership and activities.
- 1.2 This policy defines a volunteer relationship to the department and the limitations of that relationship.

2.0 POLICY:

2.1 The reimbursement for volunteer personnel is intended to be in compliance with applicable laws and does not represent a wage paid for time spent on behalf of the Department; it is intended to reimburse the volunteer for expenses incurred while on shift (under a non-accountable plan.). On an annual basis the Governing Board will review and approve volunteer reimbursement rates and may apply an inflationary factor based upon cost of living and/or adjust shift per-diem rate to the current Washington state meal per-diem rate for Thurston County.

2.2 A volunteer is not eligible for reimbursement credit of any type until they have satisfactorily completed their assigned recruit academy and/or received volunteer probationary status as determined by the Fire Chief or designee.

2.3 Shift attendance reimbursement rates will be at the following rates (budget dependent). Shifts less than four hours will not qualify for reimbursement.

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- b) EMT (only) volunteers will be reimbursed 75% of the FF-EMT Rate: \$120.00 for a twenty-four hour shift; \$60.00 for shifts between 12 and 23 hours; \$18.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.
- c) Firefighter (only) volunteers will be reimbursed 50% of the FF-EMT: \$80.00 for a twenty-four hour shift; \$40.00 for shifts between 12 and 23 hours; \$12.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.
- d) Designated Transport Certified EMT volunteers will be reimbursed \$50.00 for a twenty-four hour shift; \$25.00 for shifts between 12 and 23 hours; \$18.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.
- e) Certified Redcard volunteers may, at the discretion of the department, be placed in a temporary part-time status for the purpose of responding to mobilization requests from partnering agencies. During this period the volunteer will be compensated at the current wage as a part-time temporary firefighter.
- f) Administrative volunteers will be reimbursed at the rate of \$5.00 per shift/meeting. Administrative shifts less than two hours will not be eligible for reimbursement.
- g) Rehab support volunteers will be reimbursed at 25% of a FF/EMT rate (or \$40.00 per 24-hour shift) of standby. Actual time spent responding to an incident will be reimbursed at the appropriate rates noted above.
- h) Volunteers will receive training incentive reimbursements of \$20.00 per training event (drill, safety meeting, in-person or online course) or can apply for training expense reimbursement up to \$250.00 for expenses related to travel to Fire Academy and/or EMT training. The Volunteer must complete probationary requirements before being eligible for training reimbursement.
- i) Fully credentialed FF/EMT's volunteers who respond to a station-call back will receive \$20.00 per call-back.
- j) Volunteers (including Firetones) who participate in department-sponsored events (such as the Santa Breakfast, Fishing Derby, or Egg Hunt) will receive reimbursement of \$25.00 per event. Event shifts less than two hours will not be eligible for reimbursement.

k) Volunteers who participate in special events as identified by the Fire Chief or designee (assisting with CPR classes; helping staff county fair booths) will be reimbursed at a pre-defined rate as set by the Fire Chief or designee.

l) Certified EMT volunteer personnel will also be eligible for \$30.00 per transport on a non-designated transport team apparatus. Volunteers on a designated transport team apparatus will be eligible for \$50 per transport.

m) All volunteers will be eligible for annual incentives (paid every December) based on participation levels, dependent on available budget. Annual incentives will be reviewed and approved by the Fire Chief or designee.

2.4 On an annual basis the Governing Board will also review and approve volunteer stipends for Volunteer Chief Officers, Volunteer Company Officers, and other Operations staff. Monthly stipends for volunteer officers are as follows:

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- Lieutenant \$100.00
- Rehab Coordinator \$100.00
- Juvenile Fire Prevention Specialist \$100.00
- Fire Investigator \$100.00*
- Volunteer Recruit and Retention Coordinator \$200.00**

**Fire Investigators receive \$100.00 volunteer stipend for hours spent on standby for fire incidents; actual hours spent performing investigation are paid at temporary employee rates as established by the Chief.*

***Volunteer Recruit and Retention Coordinator is not eligible for a stipend if the department has a full time paid Recruit and Retention Coordinator position.*

2.5 Reimbursement payments will be made to the volunteer members on a monthly basis.

2.6 Firefighter/EMT and Rehab Support volunteers eligible for service credit under the Board for Volunteer Firefighters (BVFF) must log **all** hours using the department's timekeeping system to ensure compliance with department and state policy for meeting minimum compliance standards. Only those shifts meeting the minimums stated above will qualify for reimbursement; however, all hours will be counted towards BVFF service credit.

2.7 IRS W-2 tax forms will be provided to members receiving reimbursement in accordance with IRS rules and deadlines. All volunteers will be responsible for taxes related to earnings.

2.8 Under no circumstances will the aggregate amount of reimbursements and benefits (including fair market value of lodging for resident volunteers) to a department volunteer in any given month exceed 20% of the total compensation that the department would pay to a full-time firefighter for performing comparable services.

2.9 Volunteers who accept a temporary or part-time paid firefighter position will no longer be allowed to volunteer.

3.0 RESPONSIBILITY:

3.1 All Fire Department members are responsible for signing training attendance reports and recording all volunteer shift time and events in the Department timekeeping system.

3.2 Reimbursement will be awarded to only WTRFA current members who are in good standing.

3.3 The Administrative Services Director or designee is responsible for producing all vouchers, required forms and documentation, and maintaining records to lawfully conduct the reimbursement program.

DRAFT



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Fire Commissioners and Fire Chief Relations

Policy: 1.1026

Effective Date: TBD

Revised Date:

Board of Fire Commissioners and Fire Chief Relations

1.0 PURPOSE AND SCOPE

The successful operation of the Fire Authority requires a close, effective working relationship between the Board of Fire Commissioners and the Fire Chief. The relationship must be one of trust, good will and candor. The Fire Chief is the Board of Fire Commissioners’ professional manager to whom the Board of Fire Commissioners delegates executive responsibility to implement the policies adopted by the Board of Fire Commissioners.

2.0 POLICY

As the legally designated governing body, the Board of Fire Commissioners retains final authority within the Authority:

The Board of Fire Commissioners shall:

The Fire Chief shall:

<p>Manage the affairs of the Authority within the limits prescribed herein Title 52 RCW.</p>	<p>Serve as chief executive officer of the Authority and the primary spokesperson for the department.</p>
<p>Delegate necessary administrative powers to the Fire Chief, including but not limited to the power to execute contracts.</p>	<p>Recommend policies or policy changes to the Board of Fire Commissioners and develop standard operating procedures which implement policy</p>
<p>Clarify its expectations of the duties and responsibilities of the Fire Chief and perform an annual evaluation of the Fire Chief.</p>	<p>Provide leadership in the development, operation, supervision, and evaluation of all programs</p>
<p>Adopt the annual budget and policies for the operation of the Authority.</p>	<p>Establish guidelines for dealing with emergency services</p>

<p>Adopt strategic plans and capital facilities plans.</p> <p>Review standard operating guidelines, as requested by the Fire Chief.</p> <p>Review the annual report of the Authority.</p> <p>Approve key staff positions and employment contracts (Fire Chief, Authority Secretary).</p> <p>Approve contracts not related to employment valued above \$12,501 (per policy #1009).</p> <p>Approve interlocal agreements.</p> <p>Approve payment of vouchers and payroll.</p> <p>Review fiscal reports.</p> <p>Approve the disposal of surplus supplies and equipment.</p> <p>Assure that criteria and processes are in place for evaluating staff.</p> <p>Serve as final arbitrator within the Authority for grievances and appeals of staff and citizens, with the exception of non-represented personnel</p> <p>Approve insurance program(s) (medical, life, disability, risk)</p>	<p>Prepare the annual budget and an annual report of the Authority; upon approval of the budget by the Board of Fire Commissioners, the Fire Chief shall implement the provisions of said budget, within parameters set forth by the Board of Fire Commissioners</p> <p>Recommend hire/termination of staff positions based on service requirements of the Authority.</p> <p>Execute all contracts related to employment with the exception of collective bargaining agreements and key staff positions (Fire Chief, Authority Secretary)</p> <p>Execute contracts not related to employment or real estate, valued below \$2,000.</p> <p>Sign all necessary contracts when the underlying purpose of the contract(s) has been approved by the Board, <i>regardless of value</i> (eg signing approved ILAs, real estate documents after Board approves purchase and sale agreement, approved collective bargaining agreements, approved purchase of equipment, approved public work)</p> <p>Recommend payment of vouchers and payroll¹</p> <p>Recommend the disposal of surplus equipment and supplies</p> <p>Develop and implement criteria and processes for evaluating staff and training staff.</p> <p>Inform the Board of Fire Commissioners of all grievances and appeals. Implement any Board of Fire Commissioners decisions resulting from such grievances and appeals</p>
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	<p>Recommend insurance policies to cover risks of the Authority</p> <p>Supervise the Administrative Services Director/District Secretary.</p>
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3.0 The Fire Chief shall manage and supervise all personnel. The authority to manage and supervise all personnel shall include the authority to appoint and demote officers, and hire, reprimand, suspend and/or terminate both paid and volunteer personnel. When executing the power to manage and supervise all personnel, the Fire Chief may exercise any and all lawful measures, including but not limited to negotiating and executing any and all lawful contracts within the limitations prescribed herein, and seeking counsel in executing said measures.

4.0 Contacting Leal Counsel. The Board shall be kept informed of all significant personnel matters. The Fire Chief shall confer with the Board regarding sensitive issues needing immediate attention. The Fire Chief is hereby designated with the sole authority to contact legal counsel to the District, except in the event that the particular issue regards the performance of the Fire Chief. Under such circumstances only, the Chair to the Board may contact legal counsel to the District with respect to the issue.

Board Chair

Date



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Personnel – Volunteer Membership

Policy: 2003 Version: 78

Effect Date: ~~1/1/2020~~ 04/01/2025

Rev. Date: ~~Revision~~ 12/10/2012, 06/19/2013, 03/12/2014, 04/13/2015, 01/01/2016, 01/01/2020, 10/01/2023, July 2023, 03/06/2025

Applies to: All Volunteers

Policy Administrator: Volunteer Coordinator

VOLUNTEER MEMBERSHIP and PENSION FUND REQUIREMENTS

1.0 PURPOSE:

1.1 To clarify the definition of volunteer membership and classifications so applicants understand their status. These classifications do not guarantee membership for any specified period of time.

1.2 Accordingly, the right to terminate the membership relationship at will at any time is retained by both the member and the Department.

2.0 POLICY:

2.1 Applicants must successfully complete the following process for consideration by the Pre-Academy Candidate Testing/Training Committee (PACT) or Volunteer Advisory ~~Board~~ Committee (VABC) for approval as a member of the Department.

1. The applicant must be at least 18 years of age.
2. Applicants shall submit a written application and successfully complete the testing and interview process. West Thurston Regional Fire Authority relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the application process in order to determine eligibility. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for membership.

3. The applicant must have a valid driver's license, an acceptable driver's abstract and a clear criminal history check, unless recommended by the (VABC) and waived in writing by the Fire Chief. Employment history and reference checks are conducted to ensure that individuals who join West Thurston Regional Fire Authority are well qualified and have a strong potential to be productive and successful.
4. Applicants who have successfully completed the PACT testing and interview process (Written Test, Oral Interview, and Physical Agility Test) shall then obtain a pre-membership medical physical, respiratory certification and drug test at the Department's expense by a health professional designated by the Department. The potential member may submit a medical physical report, respiratory certification and drug test results from their personal physician. In this case the candidate is responsible for payment to their personal physician for medical fit-for-duty reports. The reports should be received by the department within three months of initial application.
5. Firefighter and EMS applicants must pass a Department administered physical agility test that demonstrates the applicant is physically capable of conducting typical activities during the assignments of duties or have a current CPAT card.
6. Applicants must attend and successfully complete a Department approved Fire Training Recruit Academy and/or Emergency Medical Training course unless recommended by the PACT-VABC and waived in writing by the Fire Chief.
- 6.7. Thirty (30) days prior to the start of Fire Training Recruit Academy, the department will invoice the recruit for a portion of the academy cost (\$600.00.) Upon completion of the academy, recruits in good standing with at least one year of service with the department may be reimbursed the \$600.00.
- 7.8. Generally, the Fire recruit academy will be waived only if the applicant has a Firefighter 1 certification and/or EMT certification and is eligible to take the Thurston County Medic One (TCMO) protocol exam.
9. The successful EMT student must complete the TCMO certification process within the time allowed by Thurston County (60 days). After successful completion of probationary training task books and an evaluation period (typically one year), the applicant may be eligible for appointment as a member by the Fire Chief upon recommendation from the ~~Volunteer Shift Officer (VSO) Recruit and Retention Coordinator~~, VABC, and/or Emergency Medical Services Officer (EMSO) or Training Officer.
- 8.10. Good standing volunteers are those volunteers that are up to date on all required trainings and have achieved the minimum hourly standards as defined by the department.

2.2 VOLUNTEER MEMBERSHIP CLASSIFICATIONS & MINIMUM REQUIREMENTS:

Classification	Training Requirement(s)	Minimum Participation-Attendance
*Administrative/Support Volunteers (Firetones)	Workplace policies & safety orientation	Dependent on position
Rehab-EMT-Fire Prevention (including Fire Investigator)	Initial WTRFA Rehab Training and 20 hours per year thereafter	96 hours per year in a qualifying activity(ies) for standby/rehab response. Fire Investigation is credited at hour-for-hour plus 24 hours standby for each fire investigated.
Volunteer Firefighter (less than 10 volunteer service years)	Thurston County Academy or equivalent and all mandatory annual training requirements. Hours spent as a Temporary Firefighter count towards training.	Average 36 hours per month plus one training cycle per month (a training cycle equals 2 hours of drill time completed one time per month)
Volunteer Firefighter (10 or more volunteer service years)	Thurston County Academy or equivalent and all mandatory annual training requirements. OR WAC 491.03.030 minimums, whichever is less.	Average 36 hours per month OR WAC 491.03.030 minimums, whichever is less.
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Vol. Resident-Intern FF/EMT	Thurston County Academy or equivalent & Thurston County EMT certification and all annual mandatory training requirements	Average 108 hours per month.(9 shifts x 12 hours per shift, or total)

* Position does NOT qualify for Volunteer Firefighters Pension Fund

All eligible positions must meet minimum standards established in WAC 491-03-030 in order to qualify for Board for Volunteer Firefighters (BVFF) pension credit.

3.0 TRAINING & MEMBERSHIP COMPLIANCE:

3.1 This procedure has been adopted by the Department to assure that its members are compliant with the mandatory training required by the Department and the State of Washington. It is imperative from a legal and safety standpoint that all members are current with the required training.

3.2 The following are steps and procedures for notifying Department members who fall behind in training. This procedure has been implemented to assure ~~that~~ all members are compliant with the training mandated by law.

3.3 The procedure is divided into three steps of notification and action over the course of 90 days, starting with the methods for identifying members who are missing the opportunities for training. Training records, poor shift attendance, and missed drills are significant factors that align closely with a member's less than optimal level of training and readiness. These indicators are used to document a low level of participation and training.

3.4 The member's ~~VSO/SO~~ Recruit and Retention Coordinator shall use these indicators and documentation to confirm a low level of participation and document that mandatory training has not been completed. The shift officer reviews the information and contacts the member (Step 1) to discuss the situation. The shift officer identifies non-compliance and reports such findings to the Fire Chief. -

3.5 This informal contact allows the ~~VSO/SO~~ Recruit and Retention Coordinator to discuss the situation with the member and arrange a makeup plan. Dates are agreed upon and the ~~Officer~~ Recruit and Retention Coordinator tracks the member's progress. If the member makes up the training the ~~shift officer~~ Recruit and Retention Coordinator confirms the makeup ~~and then the~~ training records are updated. If the member is unable to make-up the training due to constraints outside of the Department, the member may request a leave of absence.

3.6 If the ~~VSO/SO~~ Recruit and Retention Coordinator is unable to contact the member or the member fails to follow through on the agreed makeup plan, the ~~VSO/SO~~ Recruit and Retention Coordinator shall document non-compliance issues on the Monthly Shift Compliance Report and contact the member reminding them of the importance of attendance and completing the mandatory training. (Step 2) After 60 days behind in the training for the previous calendar quarter. The member's gear is secured and participation in calls is suspended until the member makes up the necessary training.

3.7 (Step 3) After 90 days of non-compliance, the final step is to remove the member from the Department's membership list. A letter is sent to the member requesting the equipment and PPE assigned to them be returned to the department.

4.0 TERMINATION:

4.1 Volunteer Membership with the Department is with mutual consent. Both the volunteer member and the Department have the right to terminate membership at will without cause at any time.

4.2 In each step above the Volunteer Advisory ~~Board-Committee~~ (VABC) will have the responsibility and authority to implement any of the notifications or termination judgments of a volunteer member or applicant based on the VABC vote.

REFERENCE:

WAC 491-03-020

WAC 491-03-030

DRAFT



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Personnel – Volunteer Membership

Policy: 2003 Version: 8

Effect Date: 04/01/2025

Rev. Date: 12/10/2012, 06/19/2013, 03/12/2014, 04/13/2015, 01/01/2016, 01/01/2020, 10/01/2023, 03/06/2025

Applies to: All Volunteers

Policy Administrator: Volunteer Coordinator

VOLUNTEER MEMBERSHIP and PENSION FUND REQUIREMENTS

1.0 PURPOSE:

1.1 To clarify the definition of volunteer membership and classifications so applicants understand their status. These classifications do not guarantee membership for any specified period of time.

1.2 Accordingly, the right to terminate the membership relationship at will at any time is retained by both the member and the Department.

2.0 POLICY:

2.1 Applicants must successfully complete the following process for consideration by the Pre-Academy Candidate Testing/Training Committee (PACT) or Volunteer Advisory Committee (VAC) for approval as a member of the Department.

1. The applicant must be at least 18 years of age.
2. Applicants shall submit a written application and successfully complete the testing and interview process. West Thurston Regional Fire Authority relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the application process in order to determine eligibility. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for membership.

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REFERENCE:

WAC 491-03-020

WAC 491-03-030

DRAFT

A-Shift February 2025 Month End Report

By BC Stone

Greater Alarms

- 1.) Other than adverse weather conditions causing higher call volumes the month went relatively well.

PEER Support

- 1.) The group had their regular scheduled meeting with our Critical Stress Debriefing Team on Feb 11, 2025.

Training

- 1.) OTEP'S have been posted, and 2025 lessons plans are starting to be completed. These include updated & some advanced medical procedures for all EMT's.
- 2.) 1st Quarter computer based training has also been started. Blue card is still a regular ongoing process for all Company Officers. The company operations drills with Captain of training Morales have been successful with a good turnout

Apparatus/Projects

- 1.) Was able to get Engine 1-2 back from True North with all body, compartment, and cosmetic work completed.
- 2.) E1-1 had gone in for the annual servicing. Had to replace the radiator. The shop hasn't been billed yet in order to bill us. The oil pan had also need to be replaced
- 3.) A1-6 partial repair to the turbo. Seems to be holding up fine. This unit was at Sta. 1-2 for a couple of weeks while A1-2 had its regular servicing done. Also will be used regularly as the designated transport unit the volunteers program is starting to run with.
- 4.) Battalion 1-6 body work to the left front quarter panel is completed. This happen during a wires & tree down call where an individual driving around the scene hit the tree causing damage to the vehicle.

Shift concerns

- 1.) Still have one individual completely out on medical leave.
- 2.) Lt Kaleiwahea's vacancy has been successfully filled with the return of Christen Vavrinec being rehired with West Thurston.

B Shift February 2025

BC Brian Christenson

Greater Alarms:

- The evening and night of 2/24/25 we had a moderate wind event that caused several lines down and trees blocking roads. Crews were kept busy all night into the morning.

Training:

- On the 24th and 25th Lieutenant Kaleiwahea and Firefighter Fox attended the Fire Officer 1 class that was hosted at Station 1-2.
- Lieutenants Garza and Kaleiwahea have been busy getting drive time, Transports, and getting task books checked off for our volunteers in part for next months dedicated aid unit staffing.

Personnel and Projects:

- I would like to recognize Chris Heilman for his beautiful landscaping work at station 1-6. He removed the previously planted sticker bushes replacing them with river rock and boulders cleaning up the appearance and making future maintenance easy. He is currently working on another similar project at Station 1-2. Thanks and good job Chris!
- I am currently looking into future replacement of the recliners at station 1-2. The ones at this station have begun to show significant wear. These have lasted over 10 years but are now becoming an eyesore and the public see them when on tours.



WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

March 3, 2025

Chief Nathan Drake,

The following is a brief synopsis C-shift and pre-fire plan activities for January 2025.

Major events-

Several extremely busy shifts. To include a Saturday with 14 calls, with an imminent delivery and four transports after midnight.

Pre-fire plan/preparation-

Lt. Spiegelberg and myself have been in contact with First due Inc. to receive an updated estimate for use of their pre fire program.

Completed the walk through of the former Rochester school house on Grand Mound way. Updates to be released to members soon.

We are still working to contact the owners of the vacant lot at 19415 Ivan St. Attempting to use the help of Thurston County developmental services as a contact point.

Training-

We are working on our first quarter training requirements. Narcan use and company evolutions will be completed this month.

No injury or other events to report.

Thank you and please contact me with any questions.

Battalion Chief Eric Smith



WEST THURSTON REGIONAL FIRE AUTHORITY

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February 2025

Monthly Training Report

	Feb 2025	2025 Total
Total Training Hours	177.25	395 hours

Training Events in February 2025

- February Safety Meeting
- Ongoing annual EVIP Road Test's
- Ongoing PACT Training for new Volunteer Firefighter.
- OTEP calendar out
- Fire Officer One class
- Quarterly drills

Upcoming training Events in April

- March Safety Meeting
- Attend Thurston County Training Officer Meeting
- Blue Card ICS Quarterly CE
- OTEP Narcan
- Instructor Two class
- Finish quarterly training

Other Projects

- Extrication drills
- In district Blue Card sims
- AFA/Elevator training
- Ongoing training/requests



WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | January 2025

Fire Chief N. Drake

CHIEF'S RECAP

Staffing

We still had one firefighter out for long term injury. Also had 2 FF out on Paternity leave for some of the month. Due to that we did see an increase in sick time use to 507 hours (from 469) but we saw our shift OT stay steady 113 (from 109). We continued to have no mandatory OT for the month. We did have 3 temporary FF that continued to work and cover short shifts to keep OT hours low. With new hire in place on A-Shift should see better staffing and decrease use of temps.

New Firefighter Hire

We have Hired FF/EMT Christian Vavrinec who Started on March 1st. FF Vavrinec comes to us with year of experience and was a prior volunteer and career member with West Thurston. FF Vavrinec started as a volunteer with us in 2010 and was hired full time in 2013. In 2023 he left the agency to Kirkland FD. We welcome FF Vavrinec and his wealth of knowledge and experience back to the West Thurston family.

South Thurston County CWPP

I have been having several meetings to discuss and finalize a Community Wildfire Protection Plan (CWPP). There was a community meeting at Station 1-2 on March 5th run by the Thurston County Conservation District. We had a great out of about 50 people and were able to engage with the community members concerns with Wildfire Protection and Prevention. There will be several other meetings over the next few month to finalize the plan.

Volunteer Designated Aid Unit

Starting this month, we will roll out a Volunteer Designated Aid Unit. Volunteers who qualify (EMT, EMS Task book complete, EVIP and Drive Time) will be able to sign-up to staff a designated transport unit for the district. This will give an opportunity for a volunteer to gain experience while providing more coverage to the community. We have also made some draft changes in Policy 1012 to identify an increase in reimbursement for volunteers who staff this unit. This unit will be staffed based on volunteer availability.

ESO Fire Report Change Over

This month we switched all fire reporting into the ESO platform from Emergency Reporting. We now have our EMS report, incident reports (NFIRS), Asset Management and Workorders all in the ESO platform. We will be working to get Rig Checks in the system soon. Some changes will be coming to the month end report as I find different reports in the new program.

Apparatus Maintenance

1. BN1-6 Body work complete.
2. E1-1 annual service complete.
3. U1-2 Lift Gate: Received 3 bids and are comparing product and service capabilities prior to moving on with awarding to vender.

Facility Maintenance

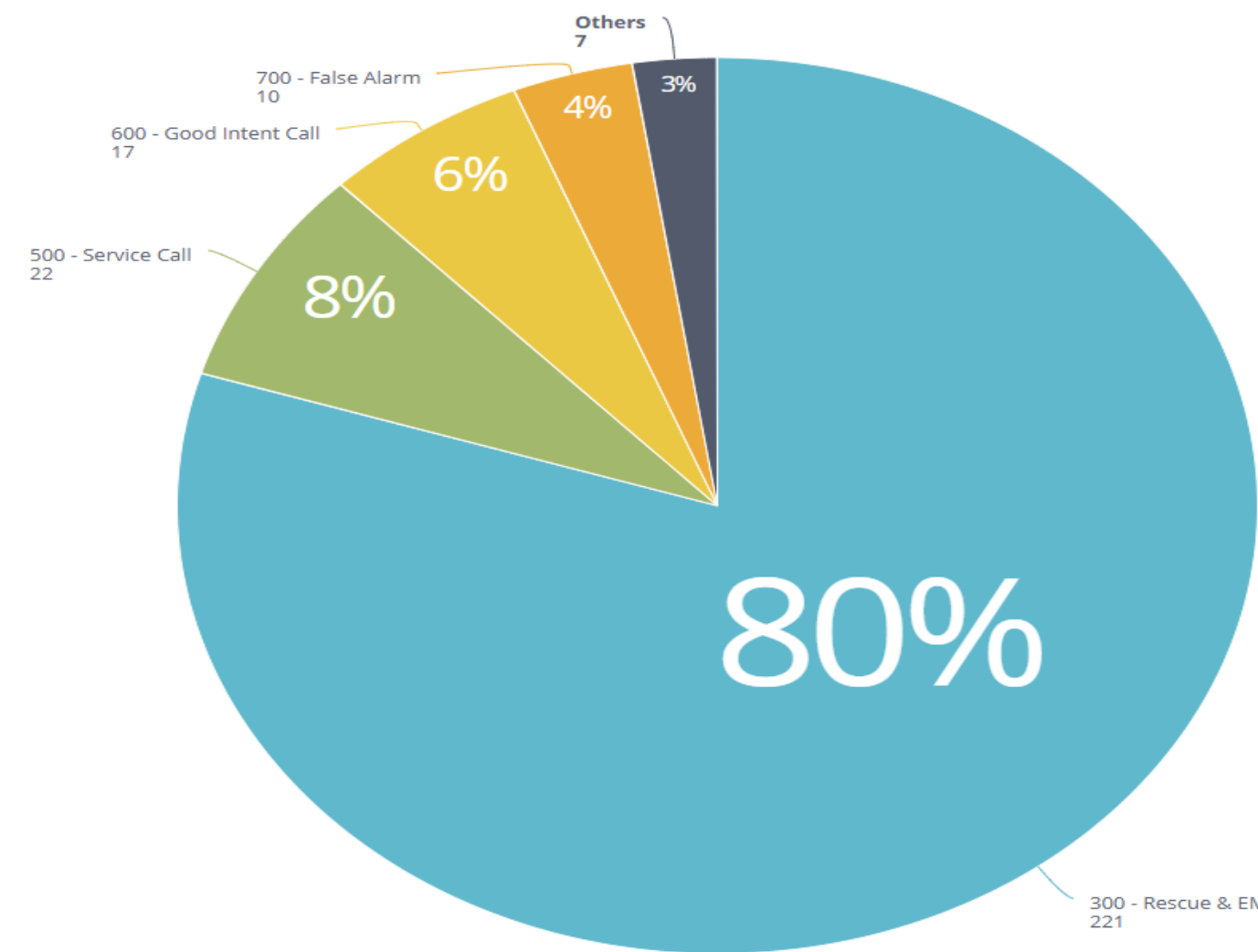
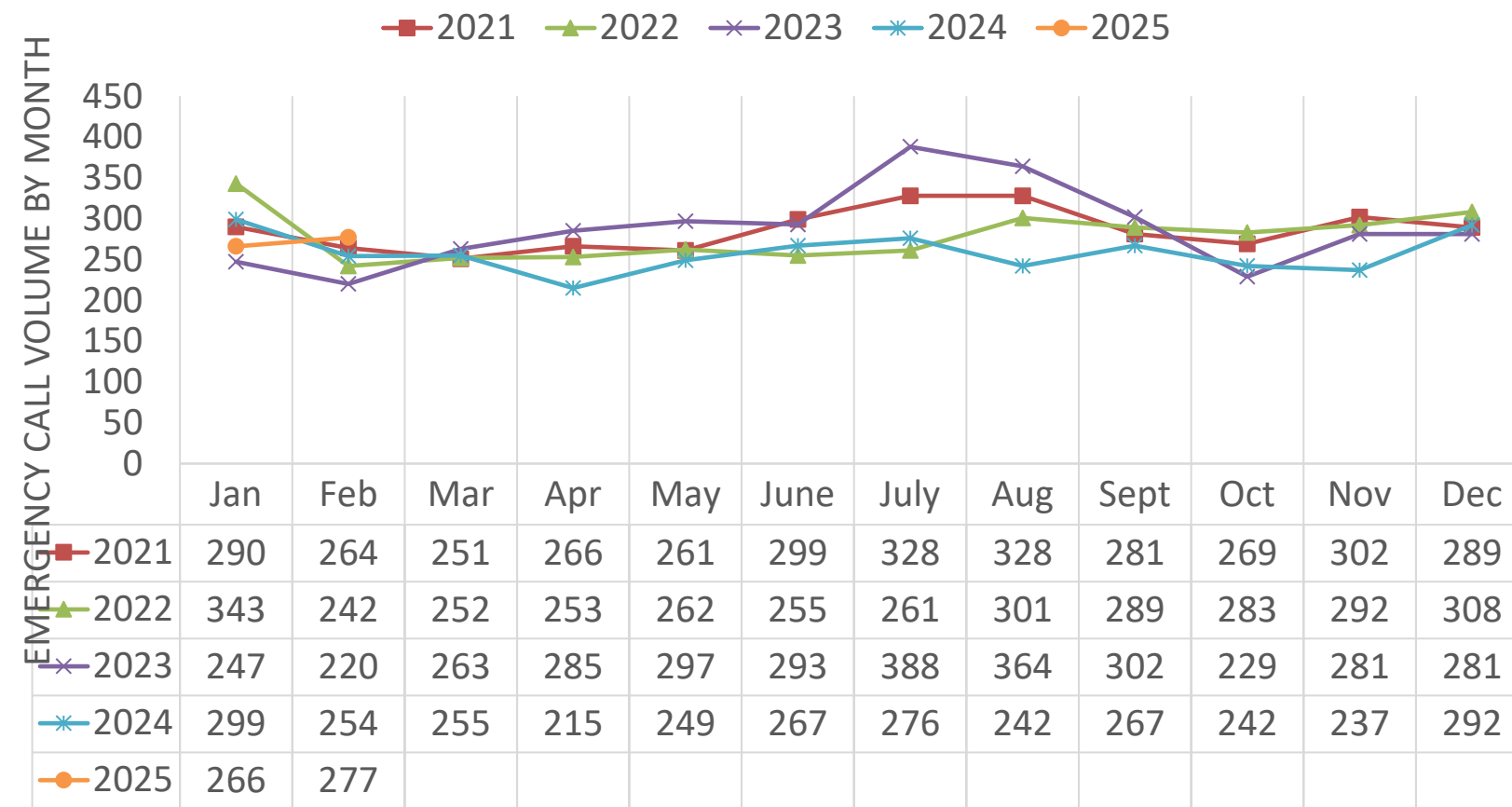
1. Radio Install – Daywireless was out on 2/26 to check coax cable at all stations. All stations did well. This will better identify the installation needs to help reduce costs. Waiting for an updated bid.
2. Dispatch toning issue at 1-1 –TCOM to have a tech out soon to test and address this issue.

WEST THURSTON REGIONAL FIRE AUTHORITY

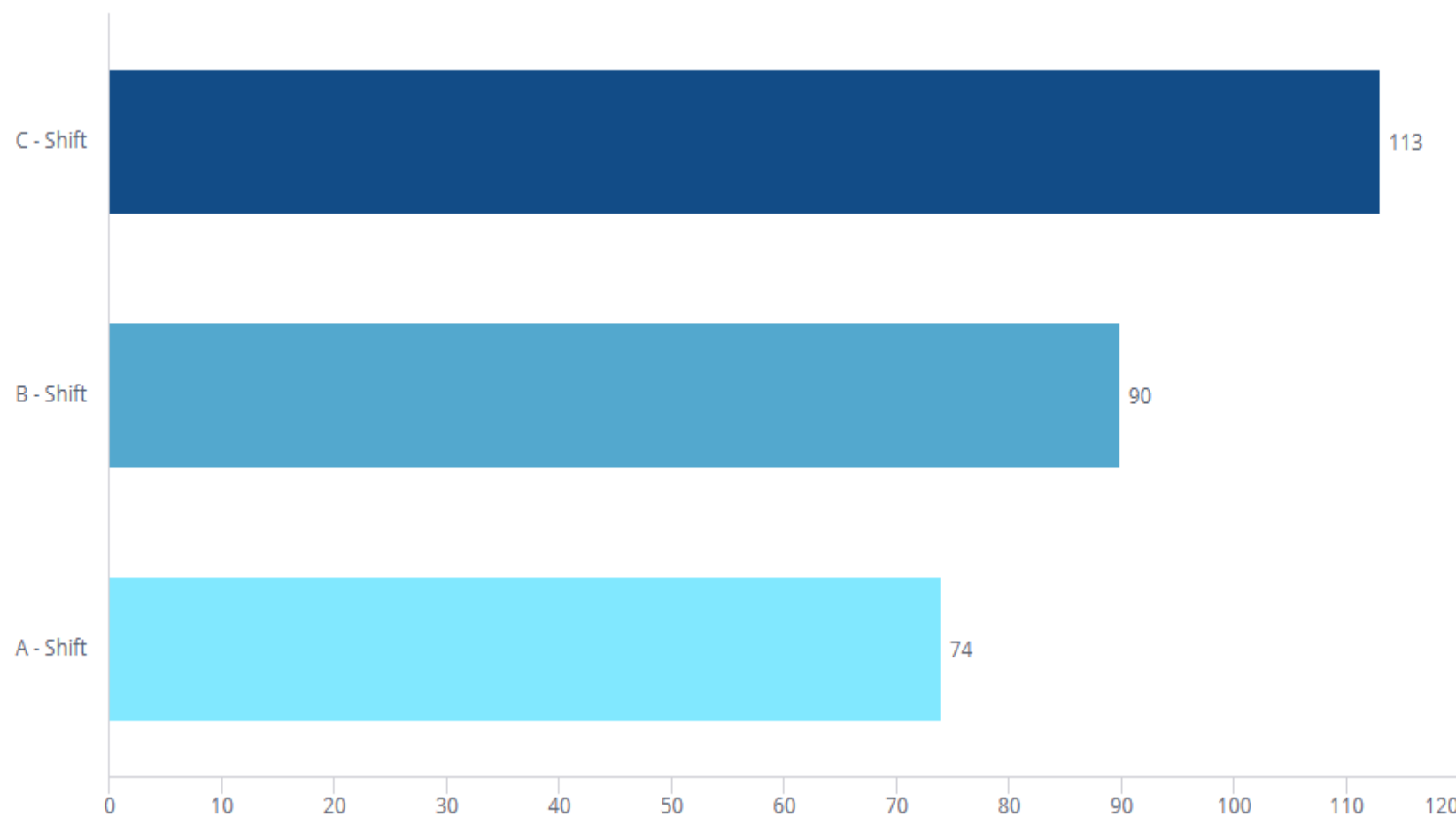
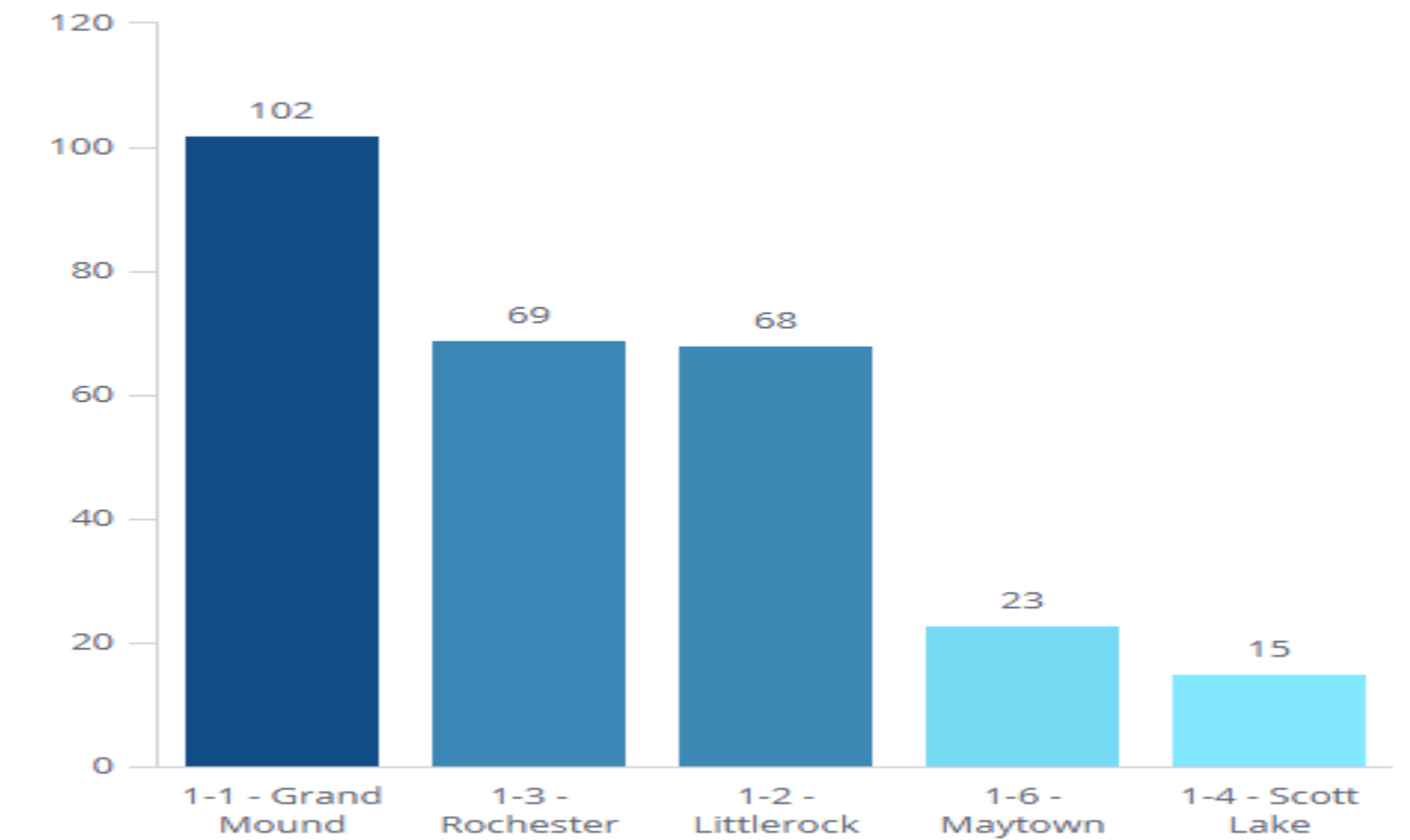


2025 BY THE NUMBERS – Monthly Report February 2025
Chief Nathan Drake

4-YEAR INCIDENT VOLUME COMPARISON BY MONTH
2021-2025



Incident Count by Station



○ **543** **2025 Total**
○ **553** **2024 To Date Total**
○ **-10** **CHANGE PYTD**
○ **-2%** **% PYTD**

📍 **FEBRUARY AVERAGE PRIMARY RESPONSE TIME 8:39**

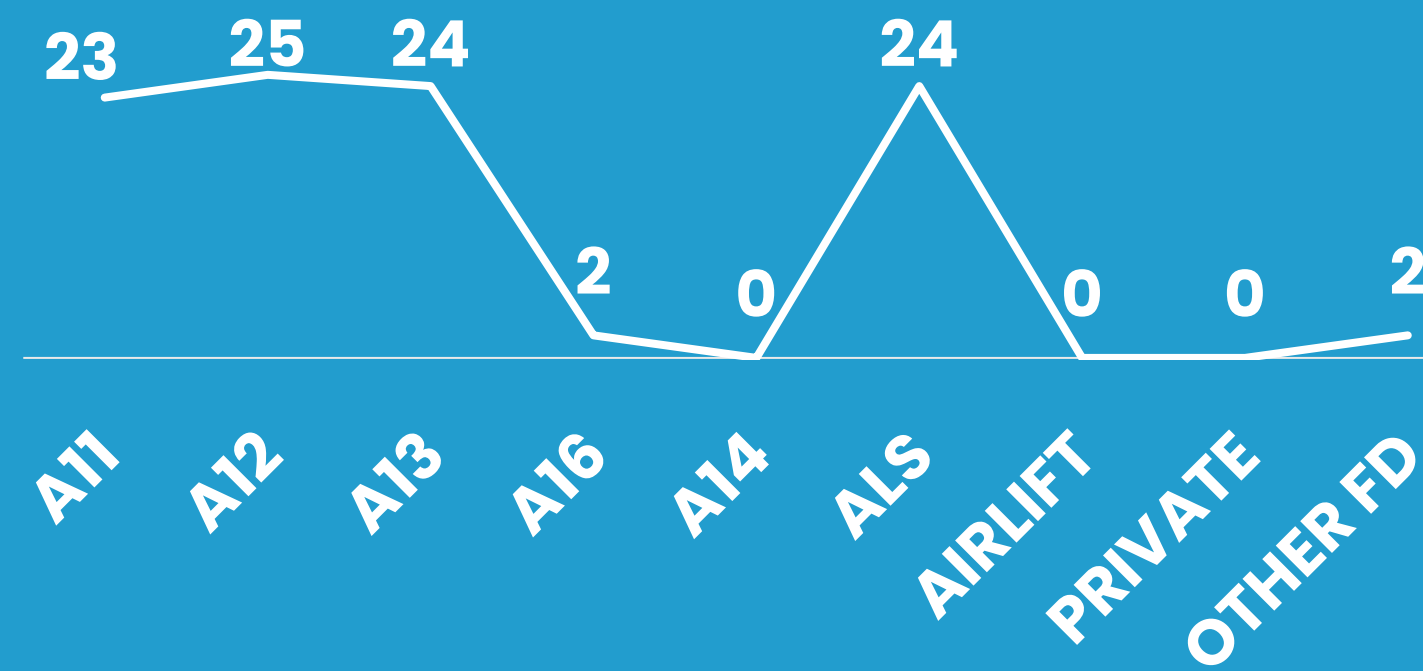
📞 **FEBRUARY CALLS = 266**

📌 **34% OVERLAPPING CALLS (94) IN FEBRUARY**

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – FEBRUARY



YTD WTRFA TRANSPORTS



139

FEBRUARY WTRFA TRANSPORTS



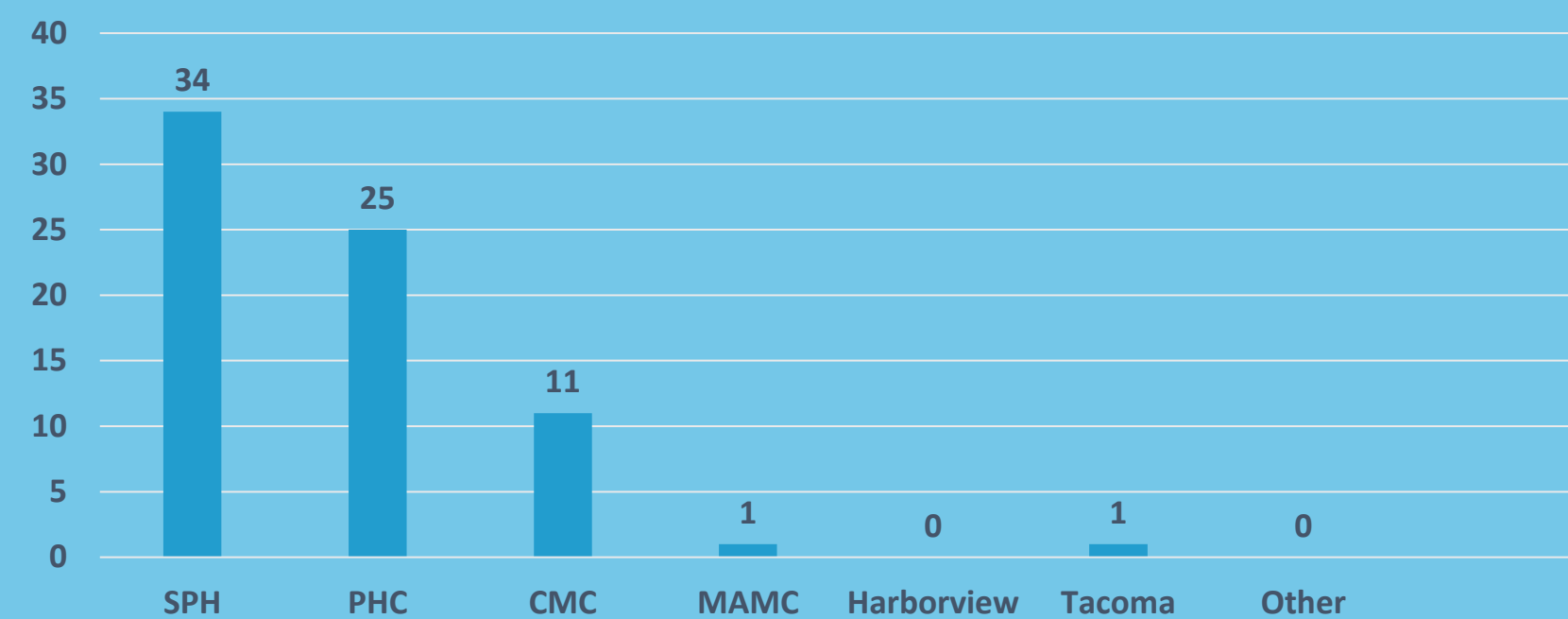
72

Total Transports YTD

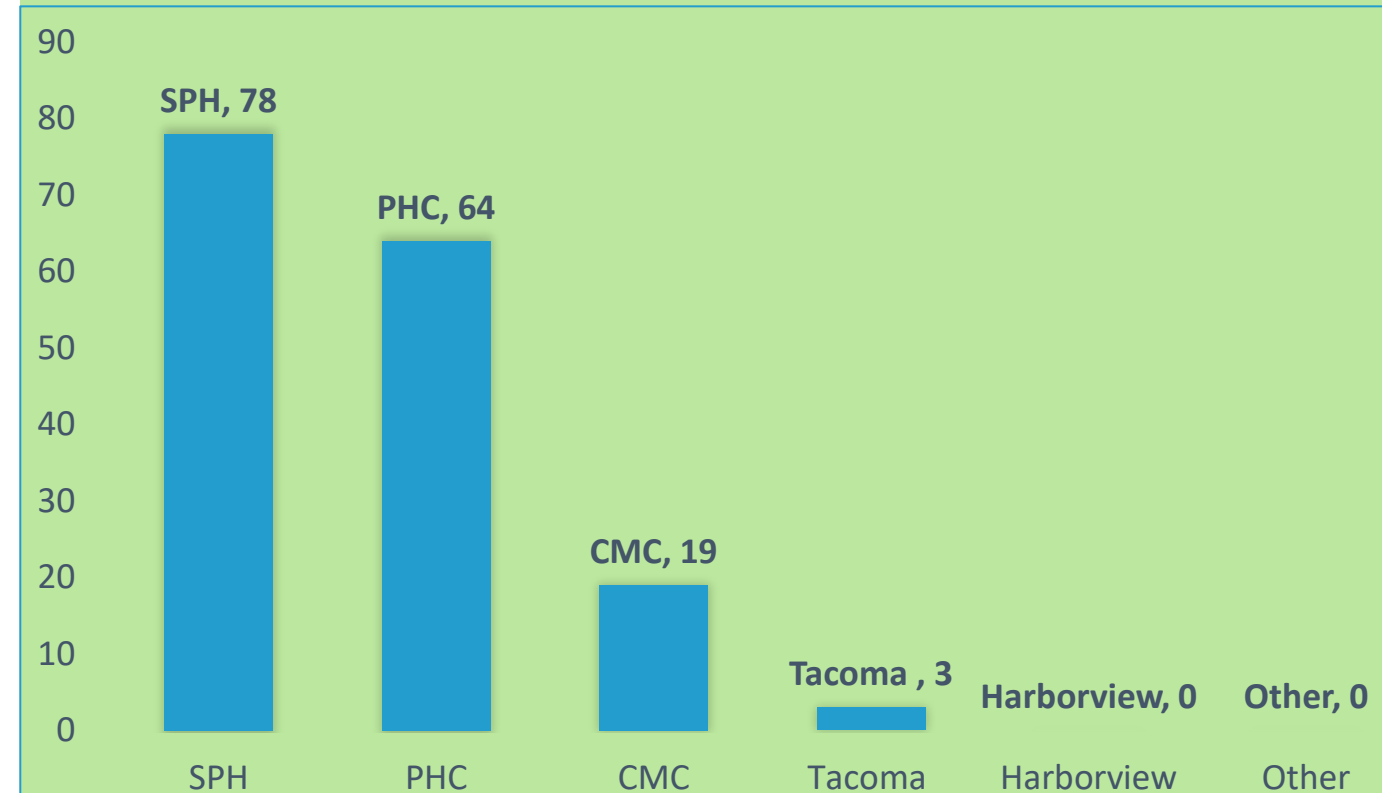


ALS = 47
BLS = 143

TRANSPORT DESTINATION – FEBRUARY



DESTINATION – YTD



MUTUAL AID/AUTO AID FOR FEBRUARY



AID GIVEN: 6
AID RECEIVED: 10

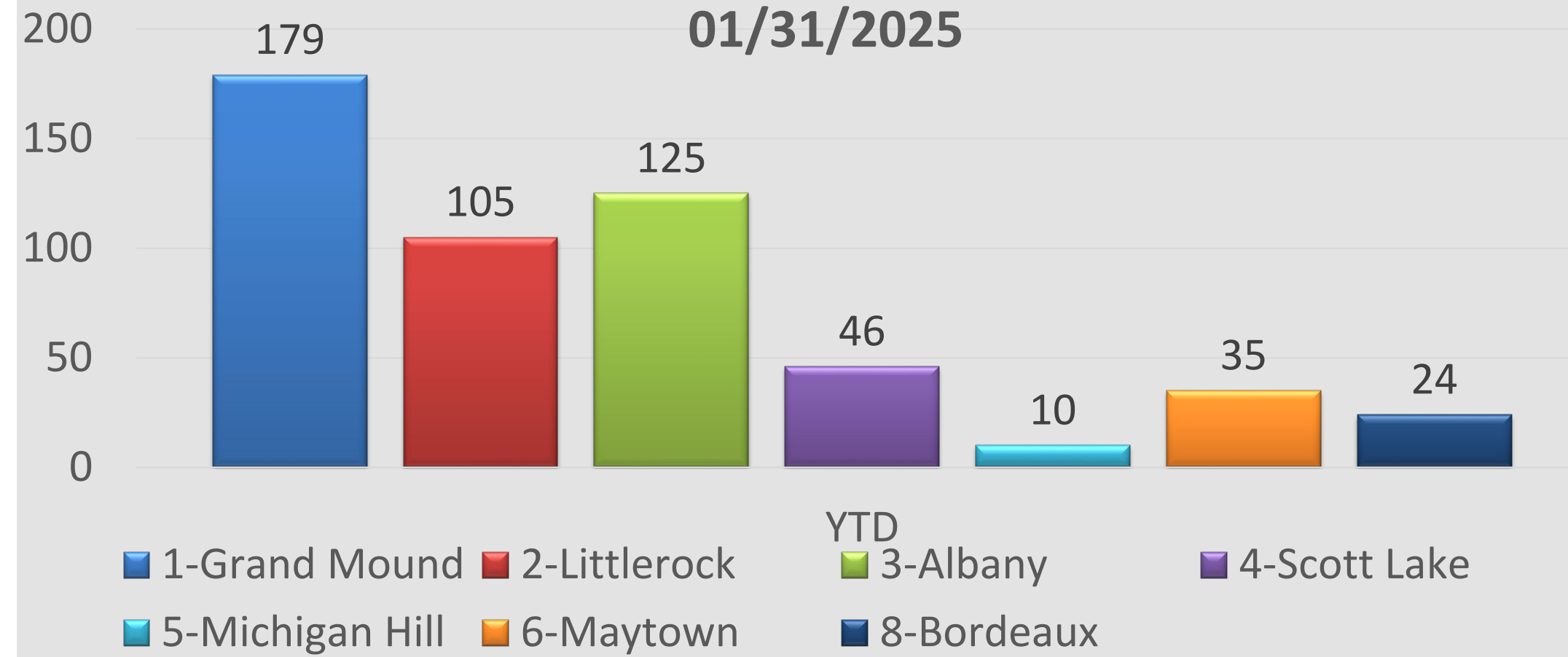
Average Response Time COMPLIANCE YTD



8:28 *ER1645 Initial Unit Arrival in Primary Zones 1,2,3,4,6

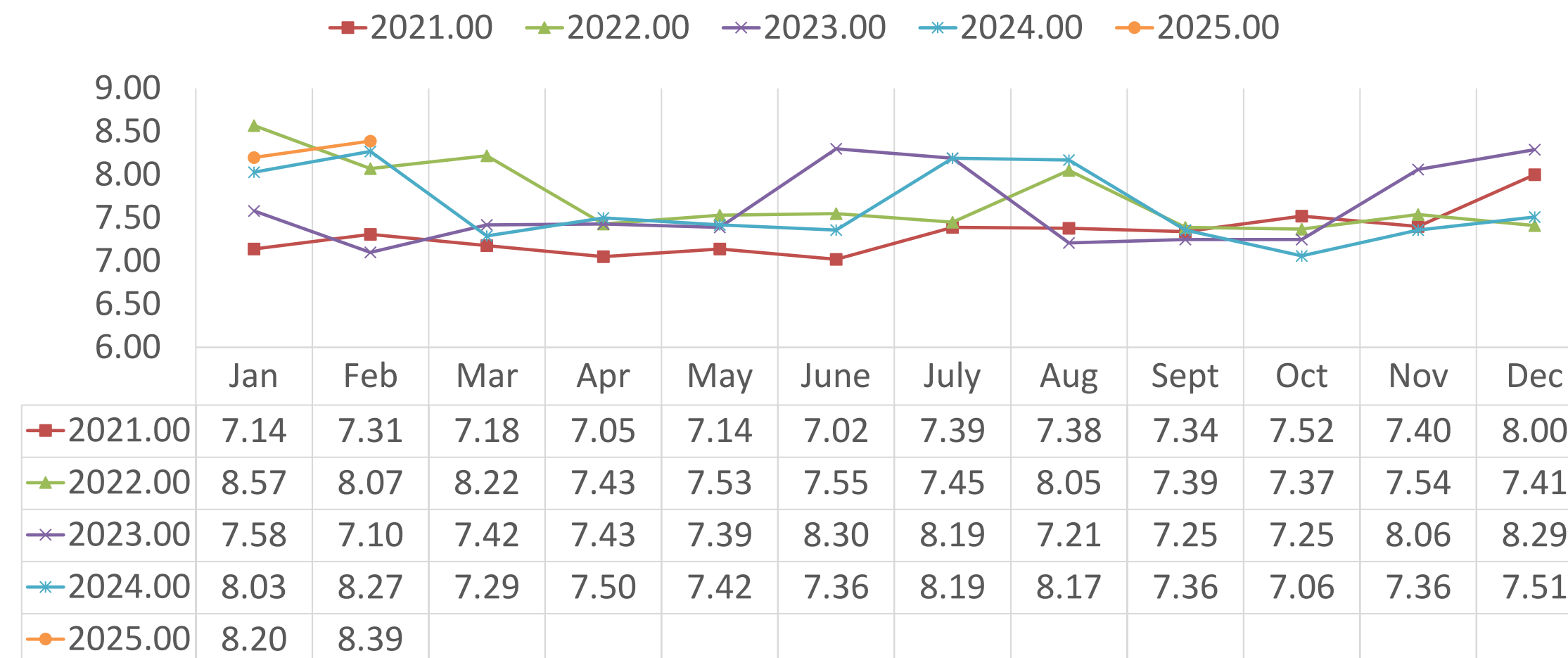
YTD Incident Count By Response Zone

YTD Incident Count by Response Zone ER#270 through 01/31/2025

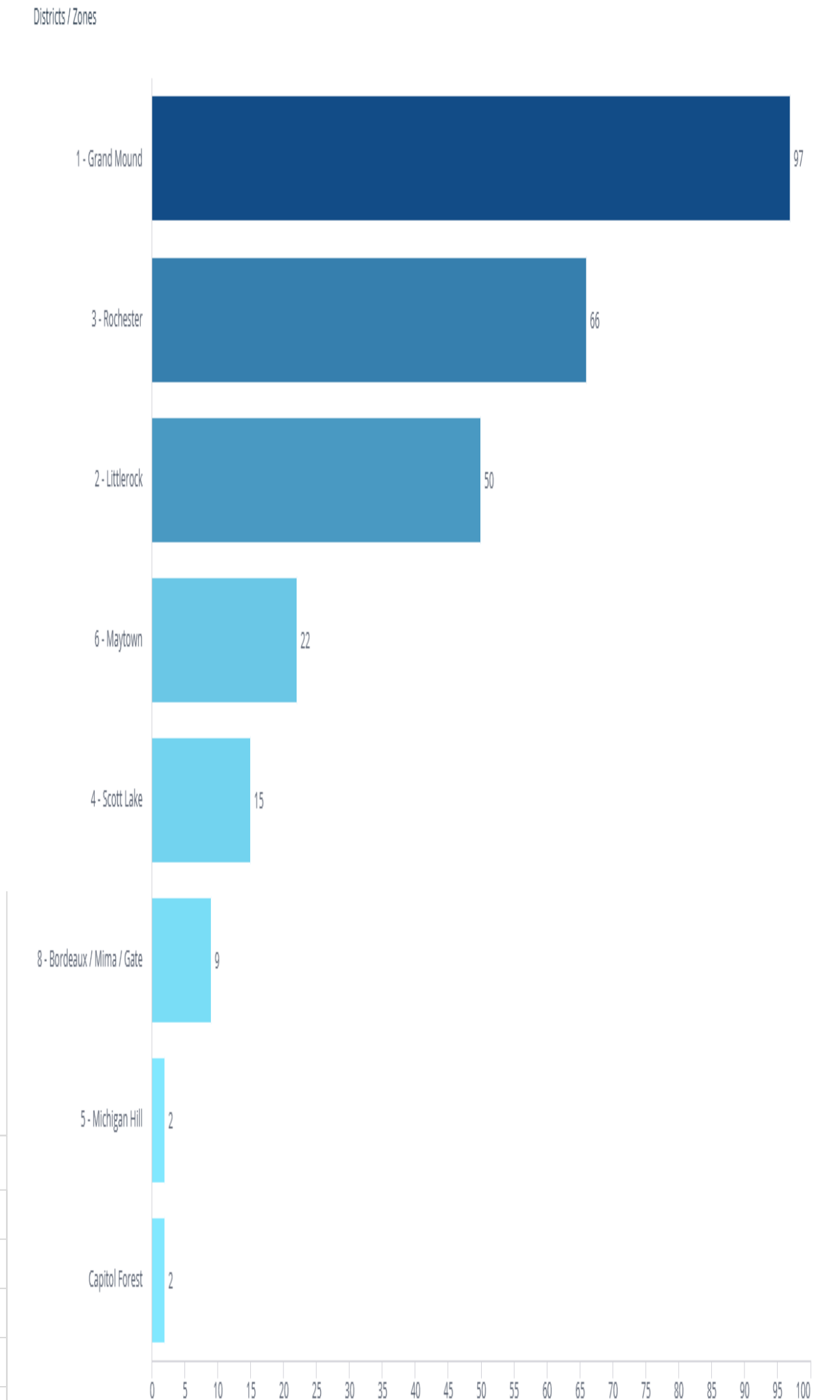


Average Response Time By Month

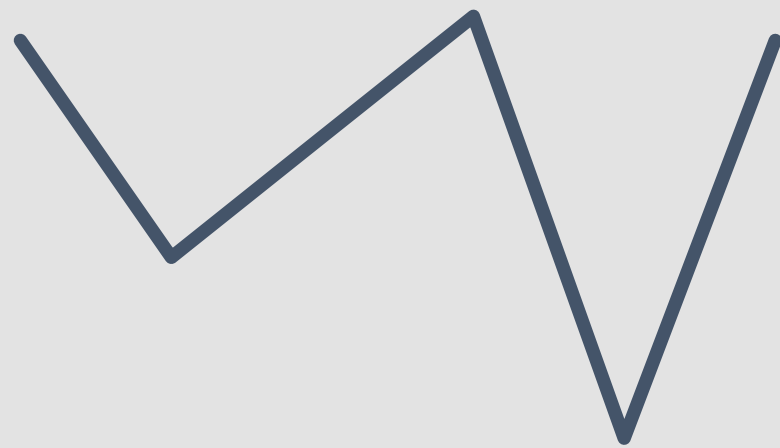
2021-2025 AVERAGE RESPONSE TIME BY MONTH



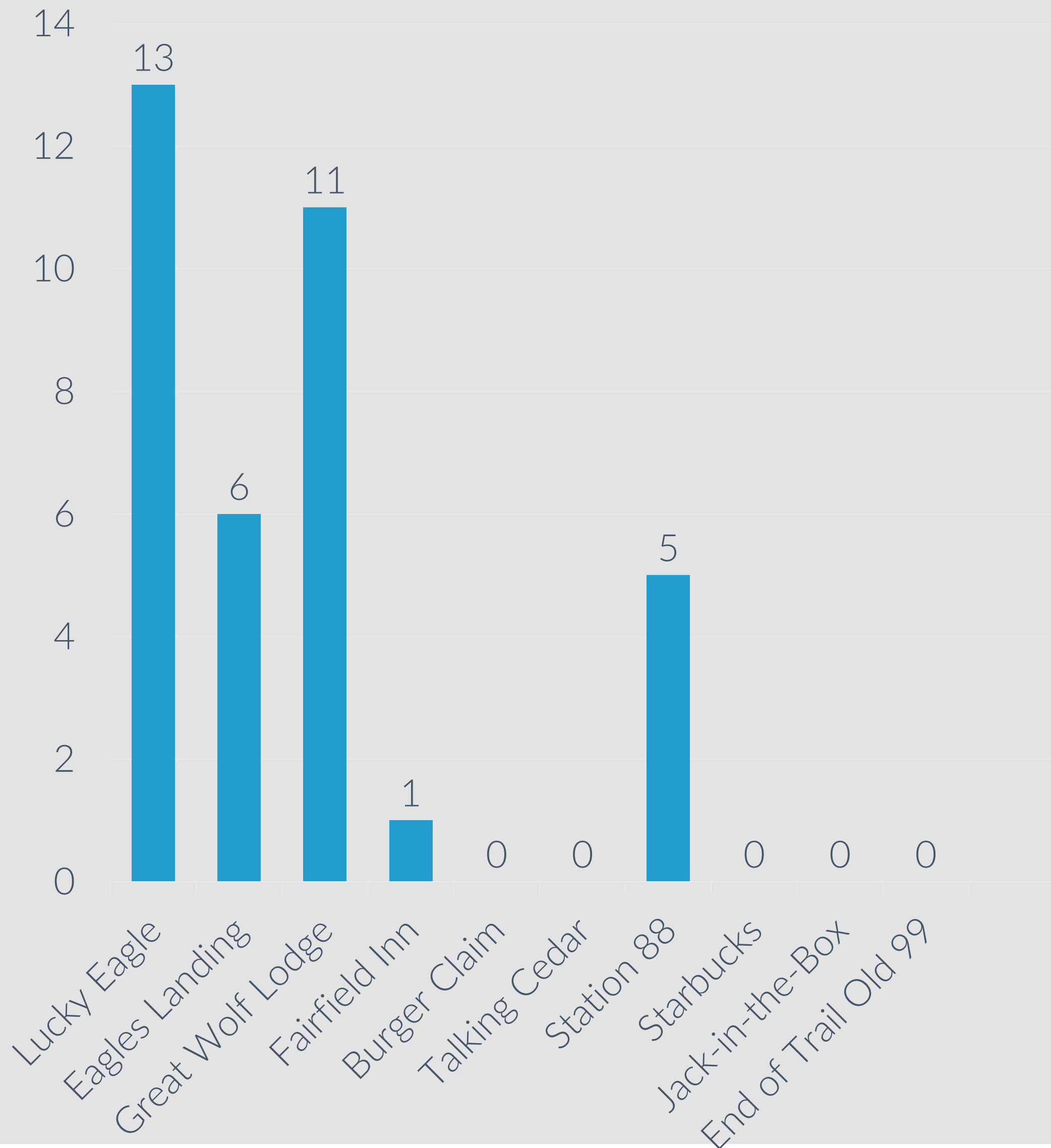
Breakdown per Zone February



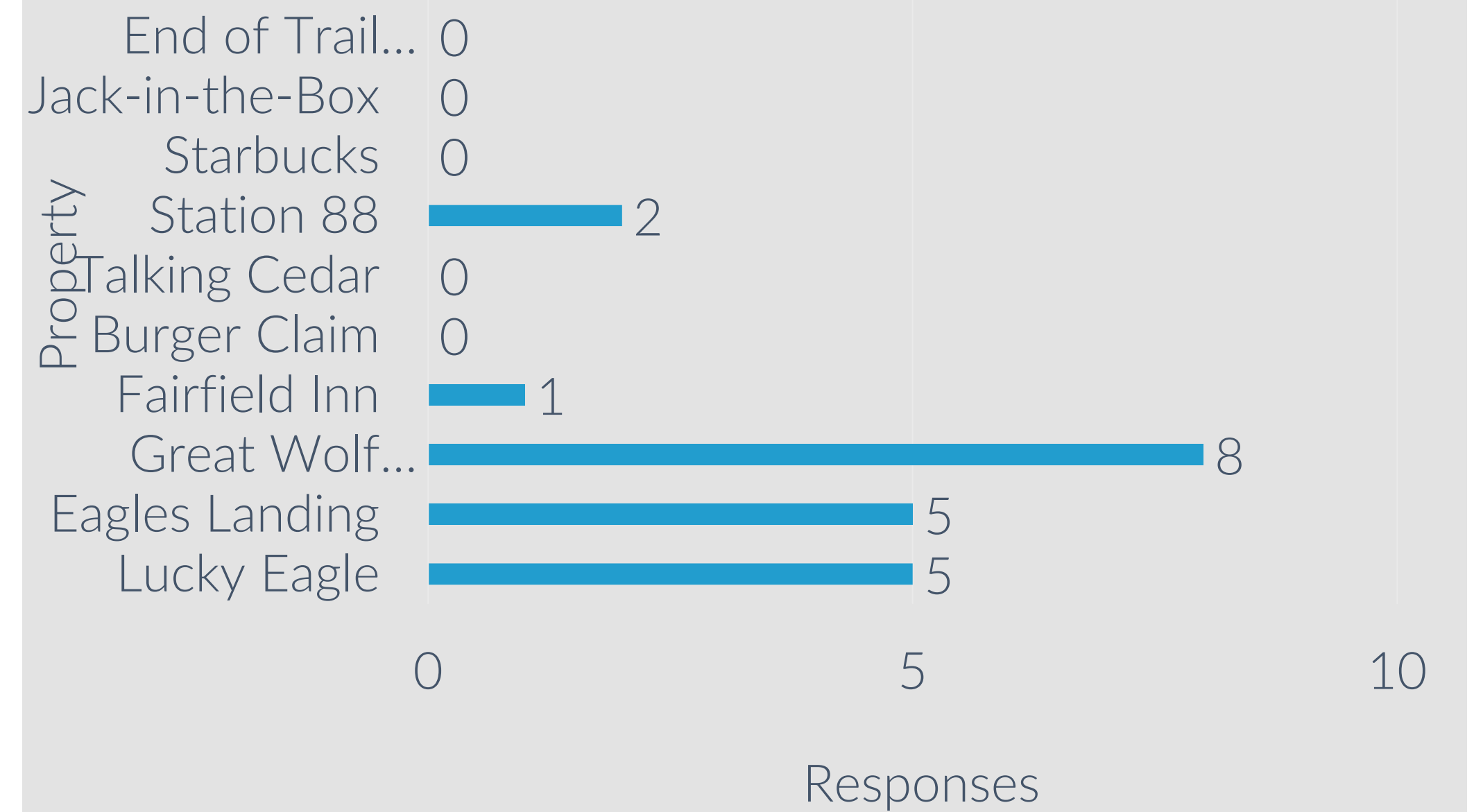
36% Overlapping Calls (204) YTD



TRIBAL PROPERTY RESPONSES – YTD



TRIBAL PROPERTY RESPONSES – FEBRUARY



6,383

Total Personnel Hours
February
(Includes all volunteer
and career time)

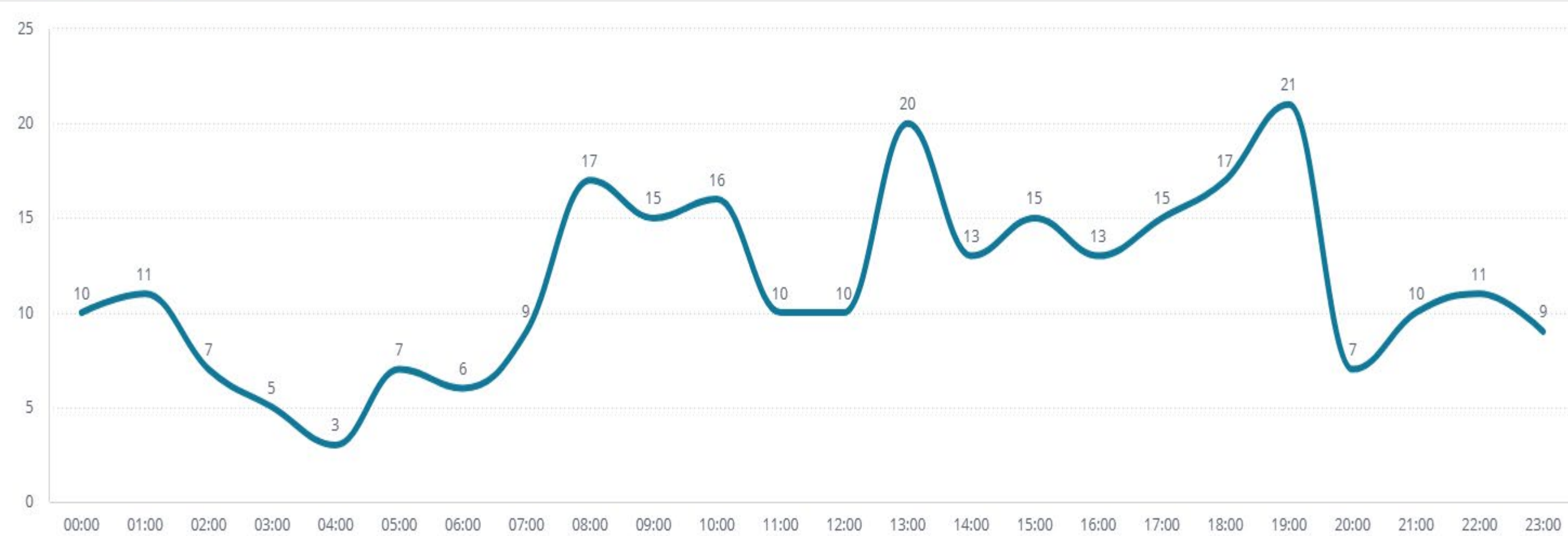
113

Shift Overtime Hours
February

507

Sick Leave Hours
February

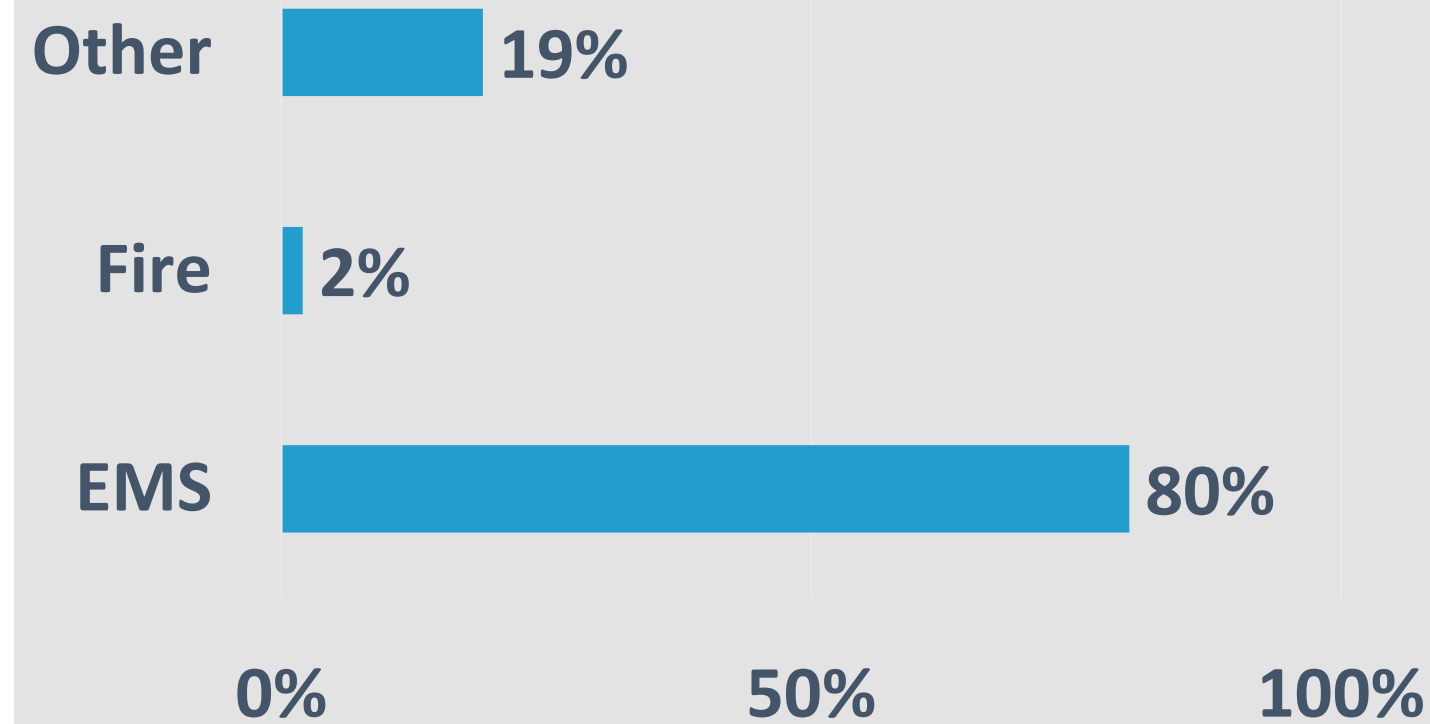
Call Volume over Time



Busiest Days in February

2/04 – 14 Calls
2/19 – 14 Calls
2/25 – 15 Calls
2/28 – 14 Calls

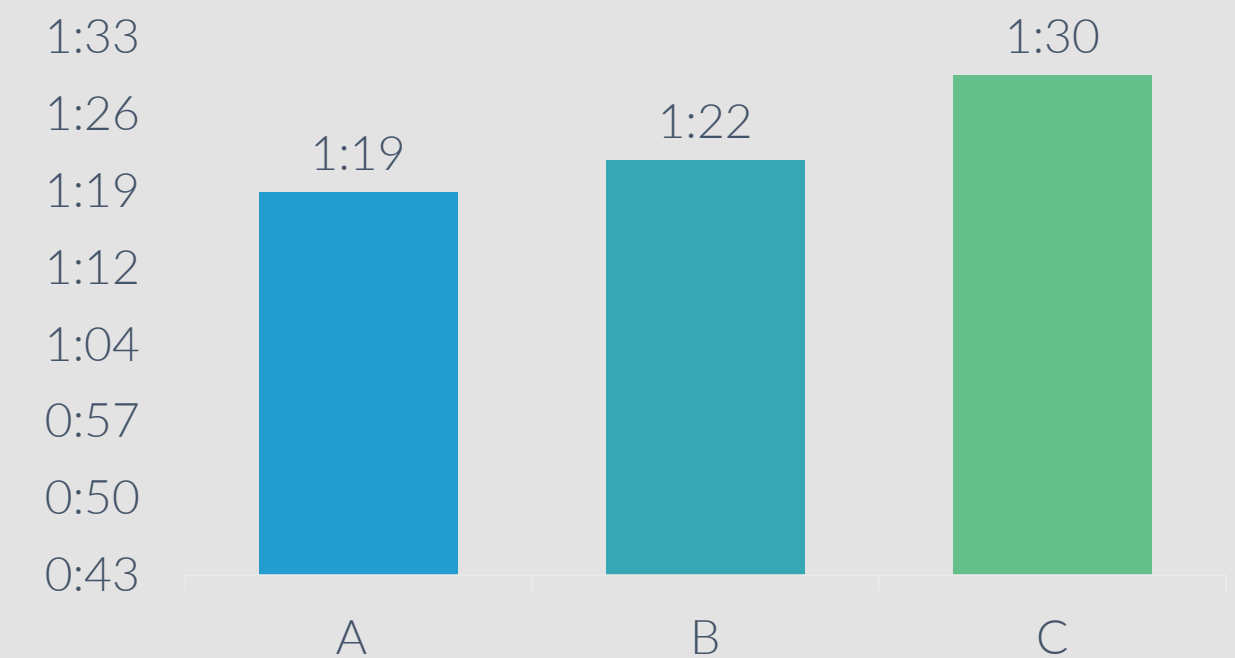
2025 Incidents by Category



80%

EMS calls make up
the largest
percentage of
calls

Average Turnout Time Per Shift For February



OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

MISSION

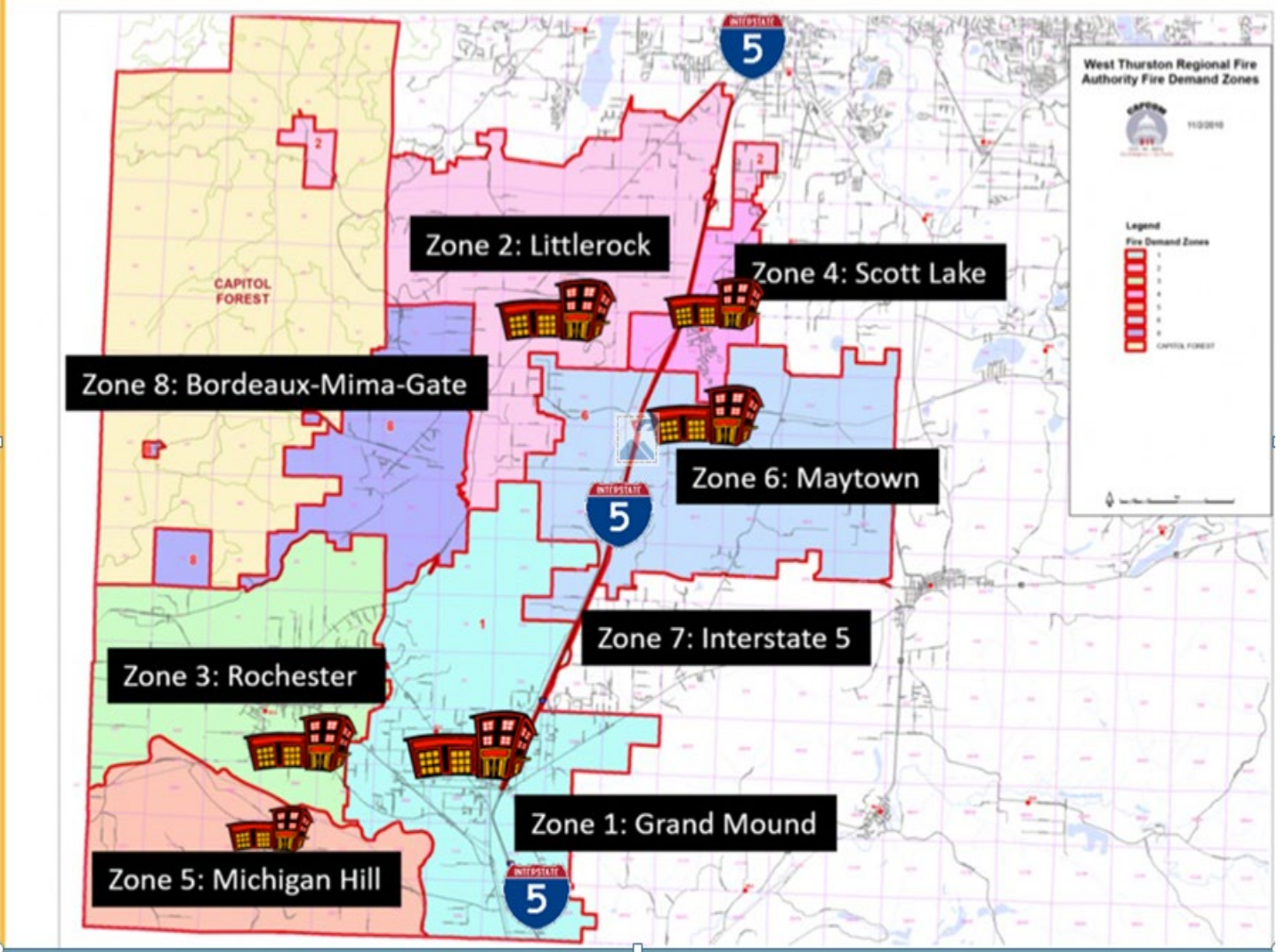
It shall be the mission of West Thurston Regional Fire Authority to develop, operate and manage resources granted by the people of the region to preserve lives and property in our communities by providing services directed toward prevention, management and mitigation of fire, emergency medical, rescue, and disaster incidents.

VISION

To be recognized by our community as an agency that is responsive to the community's needs and concerns, we must be a model of excellence in providing services through education, prevention and mitigation in addition to fostering an environment of involvement, trust and cohesion: West Thurston should be a community service leader.

OUR DISTRICT

THE RFA RESPONSE ZONES:



OUR COMMUNITIES



- Population Served 25,000
- Communities Served 9

Time to Dispatch:
60 seconds 90% of the time

Turnout time:
90 seconds 90% of the time

Arrival of 1st (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.
8 minutes overall average for most zones

Response and assembly at a structure fire:
Rural Zones (2,5,6,8) 6 personnel at the scene in 14 minutes, 90% of the time;
Suburban Zones (1,3 & 4) 10 personnel at the scene in 10 minutes 90% of the time.

Arrival of ALS by TC Medic One:
Medic One has adopted a suburban response time of 20 minutes.

Cardiac Arrest Survival



0 Minutes
BREATHING STOPS; THE HEART WILL SOON STOP BEATING

4-6 Minutes
POSSIBILITY OF LONG-TERM BRAIN DAMAGE

6-10 Minutes
HIGH PROBABILITY OF LONG-TERM BRAIN DAMAGE

Over 10-15 Minutes
CERTAIN IRREVERSIBLE BRAIN DAMAGE RESULTING IN DEATH



WEST THURSTON REGIONAL FIRE AUTHORITY
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March 2025

Recruit and Retention Coordinator Report

Event and Activities February

- 6 volunteers started EMT February 13th.
- PACT training is being scheduled and conducted for the 8 most recent EMT graduates.
- 6 of 8 recent EMT graduates have taken and passed NREMT. 2 more are scheduled for some time in March.

Upcoming Event and Activities March and April

- EVIP has been scheduled for March to get all current volunteers certified to start their drive time on apparatus'.
- Soft roll has been done on the designated Volunteer aid unit.
- A volunteer map and drive test has been created as part of their task books. true
- April 16th will be the next round of interviews. There are currently 11 applications.
- We will be in RMS for career day as well as New Market talking about the opportunities within our department
- Initial Red Card training is being scheduled for the volunteers.
- Easter Egg Dash will be April 19th