



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 June 12th, 2023, at 1700 hrs.**

**10828 Littlerock Rd SW, Olympia WA St. 1-2**

*Zoom virtual meeting link:*

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

*Meeting ID: 863 9943 4512*

*Passcode: 148054*

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts Payable   \$ 63,376.33 Payroll           \$ 389,899.72 <b>TOTAL:</b> \$ 453,276.05 <i>Warrants \$130,492.95</i> <i>EFTs \$322,783.10</i>		Shannon	Approve/Reject
2) Meeting Minutes a) May 8, 2023, General Meeting		Shannon	Approve/Reject
3) Resolution 2023-007 Warrant Cancellations		Shannon	Approve/Reject

**VII. UNFINISHED BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) RFQ Asphalt Repair St 1-1		Chief	Approve/Reject

**VIII. UNFINISHED BUSINESS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

**IX. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for May 2023		Shannon	
2) June 2023 Budget Report		Shannon	
3) PCG Communication		Chief	

**X. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports		Chief Smith	Informational
2) Commissioner Meetings		BOFC	Informational

**XI. GOOD OF THE ORDER:**

**XII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 14:18:14 Date: 06/14/2023

06/12/2023 To: 06/12/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230601001 1st Security Bank	931	06/12/2023	Claims	6700	24.90	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
MCDONALDS	06/05/2023	06/12/2023	Meal - Kids Tour at 1-1 Grand Mound		24.90	
230601002 Bigfoot Pest Management LLC	932	06/12/2023	Claims	6700	513.50	12529, 12530, 12532, 12533, 12535
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
12530	05/23/2023	06/12/2023	1-3 Rochester Pest Control Srvcs		102.70	
12532	05/23/2023	06/12/2023	1-1 Grand Mound Pest Control Srvcs		102.70	
12529	05/23/2023	06/12/2023	1-2 Littlerock Pest Control Srvcs		102.70	
12535	05/23/2023	06/12/2023	1-6 Maytown Pest Control Srvcs		102.70	
12533	05/23/2023	06/12/2023	1-4 Scott Lake Pest Control Srvcs		102.70	
230601003 Brookfield Group, The	933	06/12/2023	Claims	6700	616.17	66864
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
66864	06/05/2023	06/12/2023	Voice Hosted Users June 2023		616.17	
230601004 Capital Business Machines Inc	934	06/12/2023	Claims	6700	406.35	151228, 151229, 155579, 155578
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
151228	05/23/2023	06/12/2023	1-1 Grand Mound Copies - April		75.40	
151229	05/23/2023	06/12/2023	1-2 Littlerock Copies - April		173.15	
155579	05/23/2023	06/12/2023	1-2 Littlerock Copies - May		91.64	
155578	05/23/2023	06/12/2023	1-1 Grand Mound Copies - May		66.16	
230601005 Carefirst Bluecross Blueshield Payment Administrator	935	06/12/2023	Claims	6700	248.00	231260009460
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
231260009460	05/23/2023	06/12/2023	Harris Medical Premium		248.00	
230601006 Cedar Creek Correction Center	936	06/12/2023	Claims	6700	223.20	2304.1553
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
2304.1553	05/23/2023	06/12/2023	April 2023 Work Crews		223.20	
230601007 Centralia OK Tire Inc Point S Tires	937	06/12/2023	Claims	6700	4,090.60	1113991, 1116236
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
1113991	06/05/2023	06/12/2023	A08 E1-4 New Tires (x6)		3,878.54	
111636	06/05/2023	06/12/2023	A19 A1-3 Alignment		212.06	
230601008 Citi Cards	938	06/12/2023	Claims	6700	199.85	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
AMAZON	06/06/2023	06/12/2023	Memorial Flaqs for Ken Frasl		140.41	
AMAZON	06/06/2023	06/12/2023	1-6 Maytown Cache Facility Supplies (disinfecting)		42.15	
ZOOM	06/06/2023	06/12/2023	Monthly communications		17.29	
230601009 City Of Olympia	939	06/12/2023	Claims	6700	23,436.67	10403/14426
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
10403/14426	05/24/2023	06/12/2023	A08 E1-4 Annual Srvc		1,438.39	
10403/14426	05/24/2023	06/12/2023	A21 E1-7 Qrtly Srvc		1,707.86	
10403/14426	05/24/2023	06/12/2023	A21 E1-7 Check Brake Issues		761.03	
10403/14426	05/24/2023	06/12/2023	A22 E1-3 Repair Ladder Rack		372.30	
10403/14426	05/24/2023	06/12/2023	A25 CH1-2 Qrtly Srvc		646.98	
10403/14426	05/24/2023	06/12/2023	A25 CH1-2 Replace Brakes		1,335.59	
10403/14426	05/24/2023	06/12/2023	A61 T1-2 Check for Air Leak		3,023.79	
10403/14426	05/24/2023	06/12/2023	A613 E1-6 Annual Srvc		3,316.62	
10403/14426	05/24/2023	06/12/2023	A63 E1-6 Replace Water Pump		7,785.17	
10403/14426	05/24/2023	06/12/2023	A71 Staff-2 Annual Srvc		949.37	
10403/14426	05/24/2023	06/12/2023	A74 B1-1 Bew Batteries		1,031.71	
10403/14426	05/24/2023	06/12/2023	A77 Qrtly Srvc		1,067.86	
230601010 City Sanitary Inc	940	06/12/2023	Claims	6700	205.80	16899291S188, 16899103S188
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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168992915188	06/05/2023	06/12/2023	1-1 Grand Mound Recycle		177.20	
168991035188	06/05/2023	06/12/2023	1-3 Rochester Recycle		28.60	
230601011 Clearlyfly	941	06/12/2023	Claims	6700	223.79	520456
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
520456	06/05/2023	06/12/2023	June 2023 SIP Trunk Srvc		223.79	
230601012 Comcast	942	06/12/2023	Claims	6700	560.21	1030
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
1030	05/23/2023	06/12/2023	1-2 Littlerock Phone/Cable		222.17	
1030	05/23/2023	06/12/2023	1-6 Maytown Phone		201.03	
1030	05/23/2023	06/12/2023	1-1 Grand Mound Phone/Cable		211.62	
1030	05/23/2023	06/12/2023	1-4 Scott Lake Phone		167.98	
1030	05/23/2023	06/12/2023	1-3 Rochester Phone/Cable (discount for previous		-242.59	
230601013 DE Lage Landen	943	06/12/2023	Claims	6700	279.98	80006290
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
80006290	05/31/2023	06/12/2023	1-2 Littlerock Copier Lease		279.98	
230601014 ESO Solutions, Inc.	944	06/12/2023	Claims	6700	629.04	111615
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
111615	06/06/2023	06/12/2023	July 2023 Srvcs		629.04	
230601015 Eric T. Quinn, P.S.	945	06/12/2023	Claims	6700	425.00	1352
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
1352	06/05/2023	06/12/2023	May 2023 Legal Srvcs		425.00	
230601016 FireTek DBA of Betschart Elec Inc	946	06/12/2023	Claims	6700	316.19	F-2392
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
F-2392	06/05/2023	06/12/2023	Diagnose/Repair Configuration of Cameras		316.19	
230601017 First Choice Health Network	947	06/12/2023	Claims	6700	141.12	0112845
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
0112845	06/07/2023	06/12/2023	May 2023 EAP Srvcs		141.12	
230601018 Home Depot Credit Services	948	06/12/2023	Claims	6700	289.80	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
624330	05/26/2023	06/12/2023	1-1 Grand Mound Facility Supplies (sprinkler head,		204.51	
MAY 30, 2023	05/26/2023	06/12/2023	1-1 Grand Mound Facility Supplies (sprinkler head		85.29	
230601019 Intelligent Technical Solutions, LLC	949	06/12/2023	Claims	6700	3,951.32	126471, 127270
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
126471	06/05/2023	06/12/2023	June 2023 Srvcs		3,994.56	
127270	06/05/2023	06/12/2023	Credit for G3 License Removal (x2)		-43.24	
230601020 J & I Power Equipment Inc	950	06/12/2023	Claims	6700	57.96	720316
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
720316	05/23/2023	06/12/2023	0527 - Kubota Oil Filter, Oil, Grease		57.96	
230601021 Joes Refuse Inc	951	06/12/2023	Claims	6700	176.69	16895875S188, 16895732S188
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
16895875S188	06/05/2023	06/12/2023	1-1 Grand Mound Refuse		137.53	
16895732S188	06/05/2023	06/12/2023	1-3 Rochester Refuse		39.16	
230601022 Kent D Bruce Co LLC	952	06/12/2023	Claims	6700	459.87	13750
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
13750	05/30/2023	06/12/2023	Apparatus Drop Cord Plug Ends/Connectors (x10)		459.87	
230601023 Knight Fire Protection Inc	953	06/12/2023	Claims	6700	52.97	76858

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	76858	05/23/2023	06/12/2023	Recharged Fire Extinguisher (x1)	52.97	
230601024 Lincoln Creek Lumber	954	06/12/2023	Claims	6700	169.43	429496, 429930, 430067, 430108
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	429496	05/23/2023	06/12/2023	1-2 Littlerock Drop Cord App Bay Repairs	146.63	
	429930	05/23/2023	06/12/2023	1-2 Littlerock Dorm Fridqe Supply Ice Maker Line	15.32	
	430067	05/23/2023	06/12/2023	Facility Maintenance Tool (screwdriver)	4.37	
	430108	05/23/2023	06/12/2023	A76 T1-2 Chalk Hinqe Repair (bulk fasteners)	3.11	
230601025 Mountain Mist Water	955	06/12/2023	Claims	6700	407.19	029585
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	029585	06/05/2023	06/12/2023	1-2 Littlerock Water	108.14	
	029585	06/05/2023	06/12/2023	1-1 Grand Mound Water	207.59	
	029585	06/05/2023	06/12/2023	1-3 Rochester Water	91.46	
230601026 Northwest Water Systems	956	06/12/2023	Claims	6700	384.50	23-05235, 23-05087
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	23-05235	05/23/2023	06/12/2023	1-1 Grand Mound Water Srvc	192.25	
	23-05087	05/23/2023	06/12/2023	1-2 Littlerock Water Srvc	192.25	
230601027 Novus Auto Glass Repair And Replacement	957	06/12/2023	Claims	6700	87.55	19706
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	19706	05/23/2023	06/12/2023	A20 A1-6 Rock Chip Repair	87.55	
230601028 On-Hold Concepts Inc	958	06/12/2023	Claims	6700	19.95	606881
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	606881	06/05/2023	06/12/2023	Mnthly On Hold Music Srvc	19.95	
230601029 Paladin Background Screening LLC	959	06/12/2023	Claims	6700	214.88	3802
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	3802	05/22/2023	06/12/2023	Lost Warrant Replacement	192.00	
	3802	05/22/2023	06/12/2023	Finance Charge/Late Fee	22.88	
230601030 Pilot Travel Centers LLC	960	06/12/2023	Claims	6700	314.29	606654454
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	606654454	06/05/2023	06/12/2023	A68 B1-2	13.38	
	606654454	06/05/2023	06/12/2023	A25 CH1-2	177.46	
	606654454	06/05/2023	06/12/2023	A20 A1-6	70.00	
	606654454	06/05/2023	06/12/2023	A24 STAFF	53.45	
230601031 Public Consulting Group (PCG), LLC	961	06/12/2023	Claims	6700	7,500.00	CIV-10006665
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	CIV-10006665	06/07/2023	06/12/2023	Srvc for Public Opinion Poll Srvc Feb-Mar 2023	7,500.00	
230601032 Puget Sound Energy	962	06/12/2023	Claims	6700	4,352.64	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	200017639499	05/23/2023	06/12/2023	1-1 Grand Mound Apr 2023	2,087.00	
	220025935044	05/23/2023	06/12/2023	1-2 Littlerock May 2023	711.00	
	220025936018	05/23/2023	06/12/2023	1-3 Rochester Apr 2023	609.15	
	220025935051	05/23/2023	06/12/2023	1-4 Scott Lake May 2023	217.91	
	220025935077	05/23/2023	06/12/2023	1-5 Michiaqn Hill Mar 2023	6.07	
	220025935069	05/23/2023	06/12/2023	1-6 Maytown Apr 2023	529.64	
	220006625754	05/23/2023	06/12/2023	1-7 Old Hwy 99 Apr 2023	191.87	
230601033 Rochester Lumber	963	06/12/2023	Claims	6700	850.17	1205788, 1206245, 1206546, 1206289, 1205104
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	

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	1205788	06/07/2023	06/12/2023	1-3 Rochester Facia Board Repairs (paint, supplies)	39.92	
	1206245	06/07/2023	06/12/2023	1-3 Rochester Facia Board Repairs (paint supplies)	31.63	
	1206546	06/07/2023	06/12/2023	1-3 Rochester Facia Board Repairs (boards, plywood)	683.52	
	1206289	06/07/2023	06/12/2023	1-1 Grand Mound Hose Repair	24.29	
	1205104	06/07/2023	06/12/2023	1-3 Rochester Facia Board Repairs (brackets, board),	70.81	
230601034 Rochester Water Association	964	06/12/2023	Claims	6700	52.47	100100
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	100100	05/26/2023	06/12/2023	1-3 Rochester Water Srvcs		52.47
230601035 Scott Lake Maintenance Co C/O Northwest Water Syst	965	06/12/2023	Claims	6700	115.00	2165
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	2165	06/05/2023	06/12/2023	1-4 Scott Lake Water Srvcs		115.00
230601036 Stericycle Inc	966	06/12/2023	Claims	6700	70.46	3006474095
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	3006474095	05/23/2023	06/12/2023	1-2 Littlerock Haz Mat		70.46
230601037 Systems Design West LLC	967	06/12/2023	Claims	6700	1,834.85	20230946
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	20230946	05/23/2023	06/12/2023	April Transports (x71)		1,834.85
230601038 Thurston Co Peer Support Consortium C/o LFD3, Hillory Flowers	968	06/12/2023	Claims	6700	3,146.48	April 25, 2023
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	APRIL 25, 2023	05/31/2023	06/12/2023	Peer Connect App, Annual Maintenance		3,146.48
230601039 Verizon Wireless	969	06/12/2023	Claims	6700	299.33	9934696744, 9935659642
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	9934696744	05/23/2023	06/12/2023	Apparatus Cells		48.35
	9935659642	05/23/2023	06/12/2023	Modems		80.02
	9935659642	05/23/2023	06/12/2023	Captain Cells		170.96
230601040 Wells Fargo Financial Leasing	970	06/12/2023	Claims	6700	197.41	5025084554
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	5025084554	05/25/2023	06/12/2023	1-1 Grand Mound Copier Lease & Property Tax for		197.41
230601041 West Thurston Reg Fire PETTY CASH	971	06/12/2023	Claims	6700	100.00	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	ANNON HEMMINGER	06/05/2023	06/12/2023	Facility Attendant Reimbursement		100.00
230601042 Wilcox & Flegel	972	06/12/2023	Claims	6700	5,721.50	0788456-IN, 0788453-IN, 0791519-IN, 0791516-IN, CL82860, 0794612-IN, 0794611-IN
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	0788453-IN	05/23/2023	06/12/2023	1-2 Littlerock Diesel (125 gal)		487.05
	0788456-IN	05/23/2023	06/12/2023	1-1 Grand Mound Diesel (245 gal)		954.61
	0791516-IN	05/23/2023	06/12/2023	1-2 Littlerock Diesel (120 gal)		456.34
	0791519-IN	05/23/2023	06/12/2023	1-1 Grand Mound Diesel (260 gal)		988.75
	CL82860	05/23/2023	06/12/2023	A70 STAFF-1		40.45
	CL82860	05/23/2023	06/12/2023	A14 SU1-8		112.50
	CL82860	05/23/2023	06/12/2023	A73 U1-2		340.75
	CL82860	05/23/2023	06/12/2023	A77 BN1-6		884.82
	CL82860	05/23/2023	06/12/2023	A25 CH1-2		30.74
	0794612-IN	05/23/2023	06/12/2023	1-1 Grand Mound Diesel (215 gal)		828.32
	0794611-IN	05/23/2023	06/12/2023	1-2 Littlerock Diesel (155 gal)		597.17
230601043 Wilson Parts Corp	973	06/12/2023	Claims	6700	9.25	975838

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 14:18:14 Date: 06/14/2023

06/12/2023 To: 06/12/2023

Page: 5

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
975838	06/07/2023	06/12/2023	A11 T1-1 Marker Lights (x2)			9.25

43 Vouchers:

63,376.33

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

14:08:23 Date: 06/14/2023

06/12/2023 To: 06/12/2023

Page:

1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230601044 Aflac	974	06/12/2023	Payroll	6700	460.85	
230601045 Benefit Solutions Inc-WSCFF	975	06/12/2023	Payroll	6700	2,025.00	
EFT Bennett Matthew Shaun	862	06/15/2023	Payroll	6700		
EFT Bennett Matthew Shaun	895	06/30/2023	Payroll	6700		
230601091 Berryman Thomas A	874	06/14/2023	Payroll	6700		
EFT Betts Brandon John	896	06/30/2023	Payroll	6700		
EFT Brownell Scott Lee	875	06/14/2023	Payroll	6700		
EFT Christenson Brian David	897	06/30/2023	Payroll	6700		
EFT Cooke Hans Robert	898	06/30/2023	Payroll	6700		
EFT Cookston Jonathon Wayne	876	06/14/2023	Payroll	6700		
EFT Culleton Thomas P	877	06/14/2023	Payroll	6700		
EFT Dean Sarah Linnea	899	06/30/2023	Payroll	6700		
EFT Department Of Retirement Services Deferred Comp	927	06/12/2023	Payroll	6700	30,697.17	
EFT Department Of Retirement Systems Retirement	928	06/12/2023	Payroll	6700	39,730.84	
EFT Department Of The Treasury	929	06/12/2023	Payroll	6700	46,974.69	
EFT Devert Brent Nathaniel	900	06/30/2023	Payroll	6700		
230601046 Dimartino Associates Brown & Brown of WA, Inc	976	06/12/2023	Payroll	6700	2,182.14	
EFT Drake Leah Noel	878	06/14/2023	Payroll	6700		
EFT Drake Nathan Tyler	901	06/30/2023	Payroll	6700		
EFT Dyer Lanette R	879	06/14/2023	Payroll	6700		
EFT Elkins Ben M	880	06/14/2023	Payroll	6700		
230601098 Fitzgerald Thomas J	881	06/14/2023	Payroll	6700		
EFT Fox Timothy Andrew	882	06/14/2023	Payroll	6700		
EFT Frasl Kenneth E	883	06/14/2023	Payroll	6700		
230601047 GET Program	977	06/12/2023	Payroll	6700	287.00	
EFT Garza Isaac Wayne	863	06/15/2023	Payroll	6700		
EFT Garza Isaac Wayne	902	06/30/2023	Payroll	6700		
230601048 HRA VEBA Trust	978	06/12/2023	Payroll	6700	5,600.00	
EFT Hall Aaron David	864	06/15/2023	Payroll	6700		
EFT Hall Aaron David	903	06/30/2023	Payroll	6700		
EFT Heilman Chris Douglas	904	06/30/2023	Payroll	6700		
EFT Hemminger Shannon Marie	905	06/30/2023	Payroll	6700		
EFT Hoskison Jordan Tyler	884	06/14/2023	Payroll	6700		
EFT Hull Nathan Scott	906	06/30/2023	Payroll	6700		
230601049 IAFF Local 3825 Treasurer	979	06/12/2023	Payroll	6700	5,404.52	
EFT Kaleiwahea Blake William	907	06/30/2023	Payroll	6700		
EFT Kondrack Andrew Joseph	908	06/30/2023	Payroll	6700		
230601102 Linn Catherine Louise	885	06/14/2023	Payroll	6700		
EFT Lyon Colby Wayne	865	06/15/2023	Payroll	6700		
EFT Lyon Colby Wayne	909	06/30/2023	Payroll	6700		
EFT Matson Collin Reid	910	06/30/2023	Payroll	6700		
EFT McGeary Michael C	886	06/14/2023	Payroll	6700		
EFT Means Cameron Jack	887	06/14/2023	Payroll	6700		
EFT Miller Devann Munroe	911	06/30/2023	Payroll	6700		
EFT Morales Michael Lawrence	912	06/30/2023	Payroll	6700		
EFT Nelson Jacob Matthew	888	06/14/2023	Payroll	6700		
EFT Palmerson Erik Morgan	866	06/15/2023	Payroll	6700		
EFT Palmerson Erik Morgan	913	06/30/2023	Payroll	6700		
EFT Parker Gregory Jerel	867	06/15/2023	Payroll	6700		
EFT Parker Gregory Jerel	914	06/30/2023	Payroll	6700		
EFT Patraca Linda Ellen	915	06/30/2023	Payroll	6700		
EFT Pethia David C	889	06/14/2023	Payroll	6700		
230601107 Ricks John Rual	890	06/14/2023	Payroll	6700		

## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

14:08:23 Date: 06/14/2023

06/12/2023 To: 06/12/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Santee Ricardo Leon	916	06/30/2023	Payroll	6700		
EFT Sexton Thomas Edward	917	06/30/2023	Payroll	6700		
EFT Singleton Charles Ed	918	06/30/2023	Payroll	6700		
EFT Smith Eric David	868	06/15/2023	Payroll	6700		
EFT Smith Eric David	919	06/30/2023	Payroll	6700		
EFT Smith Rob Dean	920	06/30/2023	Payroll	6700		
EFT Spiegelberg John Steven	891	06/14/2023	Payroll	6700		
EFT Stone Roger Lee	921	06/30/2023	Payroll	6700		
EFT Swecker Joel Anthony	869	06/15/2023	Payroll	6700		
EFT Swecker Joel Anthony	922	06/30/2023	Payroll	6700		
230601109 Teitzel Steven David	892	06/14/2023	Payroll	6700		
EFT Trautman Alexander Paul	923	06/30/2023	Payroll	6700		
EFT Trott Thomas John	924	06/30/2023	Payroll	6700		
230601050 Trusteed Plans	980	06/12/2023	Payroll	6700	49,499.66	
EFT Washington State Support Registry	930	06/12/2023	Payroll	6700	768.66	
230601051 West Thurston Fire - House Funds	981	06/12/2023	Payroll	6700	175.00	
EFT White Christopher Charles	925	06/30/2023	Payroll	6700		
70 Vouchers:					389,899.72	



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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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May 8, 2023 – Governing Board Business Meeting at 18720 Sargent Rd SW., Rochester, WA St. 1-1

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 17:00 hours, followed by the Pledge of Allegiance.

**Commissioners:** Elkins, Culleton, Ricks, Pethia (Zoom). Commissioner Dahl and Jernigan excused.

**Chief:** R. Smith,

**Battalion Chief:** R. Stone

**Captains:**

**Union Representative** Lt. Garza, A. Trautman

**Lieutenants:** E. Palmerson, J. Swecker,

**Firefighters:** S. Dean

**Volunteer:** T. Berryman

**Admin:** Admin Svcs Director/Secretary S. Hemminger,

**Guests:** Mr. & Mrs. Haines, Jeff Merryman, Emily Morales

**Additions/Deletions to the Agenda:** None

**Public Comments/Presentations:**

Mrs. Haines (Scott Lake) expressed her support for the RFA and getting the levy passed.

Mr. Haines (Scott Lake) expressed his support for the RFA and getting the levy passed.

Jeff Merryman addressed volunteering.

**Labor Management:** Lt. Garza reported one FF/EMT is off light duty and back to full duty, and staffing is stable. Lt. Garza reported FF/EMT Alexander Trautman is currently in training as the up-and-coming Union Representative for November 2023. Chief Smith recognized Lt. Garza for doing a great job in representing the body in a fair and diplomatic manner.

**New Business:**

1. Expenditure Approval. Commissioner Ricks moved to approve the total expenditure amount of \$450,168.37. Commissioner Pethia seconded the motion. Motion carried 4-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the general board meeting minutes from April 10, 2023. Commissioner Culleton seconded the motion. Motion carried 4-0.
  - B. Commissioner Pethia moved to approve the special meeting minutes from April 25, 2023. Commissioner Culleton seconded the motion. Motion carried 4-0.
3. RFQ Asphalt Repair St 1-1 – Chief Smith presented the RFQ to repair the Asphalt at St. 1-1. Capt. Smith provided an alternative solution of doing the patch repairs in-house. Commissioner Ricks requested this matter be tabled until the costs of performing the work in-house can be provided.

**Unfinished Business (action items):** None

**Unfinished Business (non-action items):** None

**Communications:**

1. April 2023 Thurston County Treasurers report presented.
2. April 2023 Budget Report not presented.
3. Chief Smith discussed the wage benefit report.

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

Chief Smith reported that crews responded to 271 calls in April (average of 9 calls per day) and 31% of the time they were managing more than one call. The crews responded to 7 fire calls, two of which were a mix of mutual aid residential and commercial structure fires, 3 house fires in-district with a tire fire and a mobile home used as a fixed residence. Crews also attended 216 EMS calls and 48 others (details can be found on page three).

**Commissioner Reports:** None

**Good of the Order:** None

**Adjournment:** The board adjourned the meeting at 17:52 hours.

Submitted for Board approval by:

\_\_\_\_\_  
Shannon Hemminger, Secretary

\_\_\_\_\_  
Tom Culleton, Board Member

\_\_\_\_\_  
Dave Pethia, Board Member

\_\_\_\_\_  
John Ricks, Board Member

\_\_\_\_\_  
Calvin Dahl, Board Member

\_\_\_\_\_  
Ben Elkins, Board Member

\_\_\_\_\_  
Jeff Jernigan, Board Member



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



**AUTHORITY**

10828 Littlerock Rd SW  
 Olympia WA 98512  
 360.352.1614

**RESOLUTION #2023-007**

A RESOLUTION OF THE GOVERNING BOARD OF THE  
 WEST THURSTON REGIONAL FIRE AUTHORITY (“RFA”)  
 DECLARING CANCELLATION OF OUTSTANDING WARRANTS

**Whereas:** RCWs 36.22.100 and 39.56.040 provided that registered or interest-bearing county warrants not presented within one year of the date of their call and all other county warrants not presented within one year of their issue shall be cancelled by the legislative authority of the County and the Auditor and the Treasurer of the County shall cancel all record of such warrants so as to leave the funds as if such warrants and never been drawn; and

**Whereas:** the hereinafter described county warrants have not been presented within one year of the date of their issue or call and should be cancelled;

**Be it therefore resolved that:** The county warrants listed below are hereby authorized to be cancelled.

<u>Warrant No.</u>	<u>Warrant Date</u>	<u>Amount</u>	<u>Name</u>
1550258	07/14/2021	\$78.50	Josselyn, Jesse
1550303	04/14/2021	\$30.47	Wallace, Sophia
1555297	11/10/2021	\$9.23	Pullin, Andrew
1555314	11/10/2021	\$30.47	Wallace, Sophia

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 12<sup>th</sup> day of June, 2023, the following majority of commissioners being present and voting:

**West Thurston Regional Fire Authority**

\_\_\_\_\_  
 Tom Culleton, Commissioner

\_\_\_\_\_  
 Calvin Dahl, Commissioner

\_\_\_\_\_  
 David Pethia, Commissioner

\_\_\_\_\_  
 Ben Elkins, Commissioner

\_\_\_\_\_  
 John Ricks, Commissioner

\_\_\_\_\_  
 Jeff Jernigan, Commissioner

\_\_\_\_\_  
 Shannon Hemminger, Secretary



**West Thurston Regional Fire Authority  
Governing Board**

**REQUEST FOR QUOTE SUMMARY**

**RFQ Item/Service:** Grand Mound Station 1-1

**Background Information:** Due to continued asphalt deterioration and cracking at the Grand Mound station, a request for quote was sent out March 31, 2023 with a response date of April 21, 2023. The request was sent to qualified vendors that could provide repairs to the cracks and resealing of the entire asphalted areas of the parking lot. The parking lot was last resealed in 2017. The RFQ was sent to 9 vendors, with one that has provided a response.

1. Asphalt Patch Systems Inc
2. Black Hills Excavating, Inc.
3. Lakeside Industries – Centralia/Chehalis division
4. Northfork Asphalt Paving, Inc.
- 5. Pony Up Parking Lots, Inc.**
6. Black Top Solutions
7. Craigs Asphalt LLC
8. Asher’s Asphalt & Sealcoating
9. Everson Asphalt

<b>Contractor</b>	<b>Proposal</b>	<b>Warranty/Service included</b>	<b>Cost (excl. tax)</b>	<b>Notes</b>
Pony Up Parking Lots, Inc.	<ul style="list-style-type: none"> <li>• Sealcoat approx. 33,947 SF</li> <li>• Crackfill approx. 1,500 SF</li> <li>• Asphalt Repairs approx. 5,980 SF</li> <li>• Restriping</li> </ul>	<ul style="list-style-type: none"> <li>• The life of the asphalt can be extended by filling in the cracks and sealcoating this year and then budget for repairs in the future. The current lifespan of the asphalt, weather depending, is approx. 2-5 years in the areas where there is more cracking, and longer in areas without cracking.</li> <li>• 1 year warranty on all workmanship &amp; materials</li> </ul>	<ul style="list-style-type: none"> <li>• \$8,609.53</li> <li>• \$1,875.00</li> <li>• \$50,718.98</li> <li>• \$2,598.18</li> </ul> <p><b>Total bid: \$68,969.63</b></p>	

**Recommendation:** Pony Up Parking Lots, Inc.

- Only bidder
- We can go with the Sealcoating and Crackfill at this time only
- Restriping could be done by Chris Heilman however not recommended as the sealcoating would cover the current lines and they won't be seen.
- Crackfill, sealcoating and re-striping is \$14,142.09 (plus tax)







**Thurston County Treasurer**  
**May 2023 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A0 - W THURSTON RFA GENERAL FUND**

**Cash Activity**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
<b>05/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$7,479,617.91</b>	
	<b>Receipts/Deposits/Refunds:</b>		
05/01/2023	District Deposit \$300.17 / 6701	300.17	
05/01/2023	District Deposit \$5,926.90 / 6701	5,926.90	
05/02/2023	District Deposit \$1,300.00 / 6701	1,300.00	
05/03/2023	District Deposit \$122.13 / 6701	122.13	
05/05/2023	District Deposit \$31,447.31 / 6701	30,573.16	
05/05/2023	District Deposit \$947.88 / 6701	947.88	
05/10/2023	District Deposit \$1,883.52 / 6701	1,883.52	
05/10/2023	District Deposit \$361.07 / 6701	361.07	
05/10/2023	District Deposit \$4,703.90 / 6701	4,703.90	
05/10/2023	District Deposit \$580.00 / 6701	580.00	
05/10/2023	District Deposit \$677.04 / 6701	677.04	
05/11/2023	District Deposit \$450.66 / 6701	450.66	
05/11/2023	District Deposit \$94.80 / 6701	94.80	
05/11/2023	District Deposit \$944.00 / 6701	944.00	
05/12/2023	District Deposit \$2,553.32 / 6701	2,553.32	
05/12/2023	District Deposit \$3,507.89 / 6701	3,507.89	
05/12/2023	District Deposit \$315.54 / 6701	315.54	
05/15/2023	Credit Card Deposit \$150.00 / 6701	150.00	
05/15/2023	District Deposit \$1,954.47 / 6701	1,954.47	
05/16/2023	Credit Card Deposit \$100.00 / 6701	100.00	
05/16/2023	District Deposit \$48,525.37 / 6701	48,525.37	
05/17/2023	District Deposit \$1,624.45 / 6701	1,624.45	
05/18/2023	District Deposit \$114.09 / 6701	114.09	
05/18/2023	District Deposit \$2,519.99 / 6701	2,519.99	
05/19/2023	District Deposit \$1,079.90 / 6701	1,079.90	
05/22/2023	District Deposit \$3,517.22 / 6701	3,517.22	
05/22/2023	District Deposit \$3,783.34 / 6701	3,783.34	
05/22/2023	District Deposit \$380.91 / 6701	380.91	
05/23/2023	District Deposit \$264.07 / 6701	264.07	
05/24/2023	Credit Card Deposit \$218.68 / 6701	218.68	
05/24/2023	District Deposit \$1,790.65 / 6701	1,790.65	
05/24/2023	District Deposit \$457.92 / 6701	457.92	
05/26/2023	Credit Card Deposit \$393.46 / 6701	393.46	
05/26/2023	District Deposit \$4,375.48 / 6701	4,375.48	
05/26/2023	District Deposit \$50,659.84 / 6701	50,659.84	
05/30/2023	Credit Card Deposit \$75.00 / 6701	75.00	
05/31/2023	Credit Card Deposit \$20.00 / 6701	20.00	
05/31/2023	District Deposit \$286.74 / 6701	286.74	
05/31/2023	District Deposit \$872.64 / 6701	872.64	
05/31/2023	District Deposit \$997.02 / 6701	997.02	
05/31/2023	Leasehold Excise Tax	148.87	
05/31/2023	Tax & Assessment Receipts	288,754.21	
05/31/2023	Timber Harvest Tax	11,829.11	
05/31/2023	Interest Paid	11,222.75	
	<b>Total Deposits</b>	<b>\$491,358.16</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
05/10/2023	Electronic Disbursement	(18,311.96)	
05/10/2023	Issued Warrants	(124,690.57)	



**Thurston County Treasurer**  
**May 2023 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A0 - W THURSTON RFA GENERAL FUND**

05/15/2023	Electronic Disbursement	(9,524.13)	
05/31/2023	Electronic Disbursement	(297,641.71)	
05/31/2023	Voided Warrants	192.00	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$449,976.37)</b>	
<b>05/31/2023</b>	<b>Ending Cash Balance</b>	<b>\$7,520,999.70</b>	

### Warrant Activity

<b>05/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$10,670.31</b>
	Total Warrants Issued	124,690.57
	Total Warrants Redeemed	(126,982.08)
	Total Warrants Voided	(192.00)
<b>05/31/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$8,186.80</b>

### Investment Activity

<b>05/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$20,295.86</b>
	Interest Earned	13,010.62
	Cash Paid	(11,222.75)
<b>05/31/2023</b>	<b>Ending Interest Receivable</b>	<b>\$22,083.73</b>

TCIP Yield (used to calculate interest earnings)	2.05%
LGIP Yield (budget benchmark)	4.89%



**Thurston County Treasurer  
 May 2023 Statement  
 West Thurston Regional Fire Authority  
 Fund 67A1 - W THURSTON RFA BOND DEBT**

**Cash Activity**

Date	Description	Amount	Notes
<b>05/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$284,702.90</b>	
	<b>Receipts/Deposits/Refunds:</b>		
05/05/2023	District Deposit \$31,447.31 / 6701	874.15	
05/31/2023	Tax & Assessment Receipts	29,189.47	
05/31/2023	Interest Paid	363.69	
	<b>Total Deposits</b>	<b>\$30,427.31</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
<b>05/31/2023</b>	<b>Ending Cash Balance</b>	<b>\$315,130.21</b>	

**Warrant Activity**

<b>05/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
<b>05/31/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

**Investment Activity**

<b>05/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$579.97</b>
	Interest Earned	499.39
	Cash Paid	(363.69)
<b>05/31/2023</b>	<b>Ending Interest Receivable</b>	<b>\$715.67</b>

TCIP Yield (used to calculate interest earnings)	2.05%
LGIP Yield (budget benchmark)	4.89%



**Thurston County Treasurer**  
**May 2023 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A4 - W THURSTON RFA RESERVE FUND**

### Cash Activity

Date	Description	Amount	Notes
05/01/2023	<b>Beginning Cash Balance</b>	<b>\$764,369.31</b>	
	<b>Receipts/Deposits/Refunds:</b>		
05/31/2023	Interest Paid	1,227.32	
	<b>Total Deposits</b>	<b>\$1,227.32</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
05/31/2023	<b>Ending Cash Balance</b>	<b>\$765,596.63</b>	

### Warrant Activity

05/01/2023	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
05/31/2023	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

### Investment Activity

05/01/2023	<b>Beginning Interest Receivable</b>	<b>\$2,309.61</b>
	Interest Earned	1,332.80
	Cash Paid	(1,227.32)
05/31/2023	<b>Ending Interest Receivable</b>	<b>\$2,415.09</b>

TCIP Yield (used to calculate interest earnings)	2.05%
LGIP Yield (budget benchmark)	4.89%

**West Thurston Regional Fire Authority  
Budget Report as of:**

**5/1/2023 42%**

<b>Title</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>YTD Collected / Expended</b>
<b><u>GENERAL FUND</u></b>						
Beg Bal-Unresv GF 67A0	4,398,675					<b>4,398,675</b>
Beg Bal-Oper Res 67A0	2,907,000					<b>2,907,000</b>
Beg Bal-Wildland Res 67A0						-
Beg Bal-GEMT Res 67A0						-
Beg Bal-SCBA Res 67A0						-
Beg Bal-Facility Res 67A0						-
Beg Bal-Apparatus Res 67A0						-
Beg Bal-Petty Cash						-
<b>BEGINNING BALANCES</b>	<b>7,305,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,305,675</b>
Property Tax - WTRFA	42	37	1	30	1	<b>112</b>
Property Tax-Regular District #1	3,922	54,985	80880	677740	144,301	<b>961,827</b>
Property Tax-M&O #1 6615	2,031	2,290	2808	2300	3,853	<b>13,281</b>
Property Tax-Regular District #11	5,370	47,039	74085	684116	136,973	<b>947,584</b>
Property Tax-M&O #11 6715	634	2,706	1331	3621	3,620	<b>11,913</b>
Property Tax-WTRFA M&O	-	-	0			-
COVID-19 Nongrant Assistance	-	-	0	0		-
GEMT	47,120	43,356	18333	25715	55,428	<b>189,951</b>
State Grant-Military Dept	-	-	8228	0		<b>8,228</b>
State Grant - DNR Wildland	-	-		0		-
State Grant-Dept Of Health	-	-		554		<b>554</b>
State Grant-Other	-	-		0		-
Interlocal Grants (incl. Timber Harvest/DNR Timber Trust Tax & Medic	394	7,445	139	0		<b>7,979</b>
Mobilizations	14,847	9,969		-		<b>24,816</b>
Intergov't/Tribal		80,420		91250	30,420	<b>202,090</b>
Ambulance & Emer Aid Fees	34,264	26,247	37607	35630	42,219	<b>175,967</b>
Other Interest	9,699	6,991	5379	6141		<b>28,210</b>
Space & Fac Leases (short and long-term)	5,794	673	400	948	574	<b>8,389</b>
Contributions And Donations From Private Sources	-	-	0	0		-

Title	January	February	March	April	May	YTD Collected / Expended
Sale Of Surplus	-	-	10897	21320		32,217
Misc Revenue - Incident Cost Recovery	898	-	1754	0		2,652
Misc Revenue - Prior Year	20,182	(401)	255	0		20,036
Misc Revenue - Fuel Tax Refunds	-	16	0	0	10	26
Misc Revenue - Other	-	10	5	15	50607	50,637
Other-Sales Tax	(940)	940	51	-1017	90	(876)
Suspense (cancelled warrants, pending deposits)	-	-				-
Long Term Debt Issuance	-	-				-
Premiums on Bonds	-	-				-
Sale Of Assets	-	-				-
Insurance Recovery	-	-				-
Transfers In	-	-				-
<b>TOTAL REVENUE</b>	<b>144,258</b>	<b>282,725</b>	<b>242,152</b>	<b>1,548,365</b>	<b>468,094</b>	<b>2,685,594</b>
<b>TOTAL FUNDS AVAILABLE</b>						
Admin-Salaries-Commissioner	1,447	2,432	1536	1152	1920	8,487
Admin-Salaries-Admin	62,691	46,470	39945	35565	29394	214,065
Admin-Salaries-Temporary Adm	-	131	113	0	0	243
Admin-Benefits-Commissioner	120	186	118	99	147	670
Admin-Benefits-Admin	22,955	23,417	15611	23162	12817	97,962
Admin-Benefits-Temporary Adm	1	10	9	2		22
Admin-Office & Oper Supplies	412	1,548	107	39		2,106
Admin-Minor Equip (noninv)	-	-	30	0		30
Admin-Small & Attractive Assets (inventoriable)	-	-	162	0		162
Admin-Software	8,882	3,545	8302	1726	8022	30,478
Admin-Prof Services	9,856	9,090	11565	8794	6313	45,617
Admin-Communication (clearfly, onhold)	415	6,819	245	244	244	7,967
Admin-Advertising	-	-	0	0	0	-
Admin-Insurance	141	(443)	141	141	141	121
Admin-Equipment Maint	298	292	245	250	0	1,085
Admin-Misc-Commissioner	19	67	39	48	62	236
Admin-Misc-Admin	565	2,434	250	482	0	3,730
Admin-Dues & Membership	4,835	-	0	0	0	4,835

<b>Title</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>YTD Collected / Expended</b>
Admin-Elections	4,525	3,306	0	0	0	<b>7,832</b>
Suppr-Salaries-Career FF	276,560	259,757	242367	255889	256346	<b>1,290,919</b>
Suppr-Salaries-Vol Pts	2,340	1,931	1880	2484	2611	<b>11,245</b>
Suppr-Salaries-Mobe OT	-	-	0	0	0	<b>-</b>
Suppr-Salaries-Training OT	-	6,478	519	4824	3001	<b>14,823</b>
Suppr-Salaries-OTEP Instructor OT	-	1,549	0	1122	0	<b>2,671</b>
Suppr-Salaries-COVID 19 OT	3,395	-	0	0	0	<b>3,395</b>
Suppr-Benefits-Career FF	113,914	83,627	81581	112434	90861	<b>482,417</b>
Suppr-Benefits-Volunteer	635	913	189	191	200	<b>2,127</b>
Suppr-Benefits-Mobe OT	2	-	0	0	0	<b>2</b>
Suppr-Benefits-Training OT	2	425	34	333	195	<b>988</b>
Suppr-Benefits-OTEP Instructor OT	-	101	0	77	0	<b>178</b>
Suppr-Benefits-COVID 19 OT	221	-	0	9	0	<b>230</b>
Suppr-Bunker Gear/PPE	14,996	1,935	396	564	176	<b>18,067</b>
Suppr-Uniforms	-	508	60	2124	910	<b>3,602</b>
Suppr-Rehab Supplies	-	-	87			<b>87</b>
Suppr-COVID 19 PPE Supplies	-	-	0			<b>-</b>
Suppr-Small Tools (hand tools)	-	-	0			<b>-</b>
Suppr-Minor Equipment (apparatus)	6,824	-	48			<b>6,872</b>
Suppr-Health & Wellness Equip	-	-	0			<b>-</b>
Suppr-Small & Attractive Assets (inventoriable)	-	-	0			<b>-</b>
Suppr-EMS Supplies	-	-	0			<b>-</b>
Suppr-Wildland tools/gear	-	-	0			<b>-</b>
Suppr-Comm/Modems (verizon)	301	300	300	405	321	<b>1,628</b>
Suppr-Advertising	-	-	0			<b>-</b>
Medical Costs	1,578	396	0	151		<b>2,125</b>
Medical Costs - COVID-19	-	-	0			<b>-</b>
Suppr-Miscellaneous	44	484	6210	583		<b>7,320</b>
Fire Inv-Salaries	129	896	74			<b>1,099</b>
Fire Inv-Benefits	13	69	6	19		<b>107</b>
Fire Prev-Pub Ed (public)	53	(642)	642	300	11	<b>363</b>
Fire Inv-Professional Svcs	-	-	0	143		<b>143</b>

Title	January	February	March	April	May	YTD Collected / Expended
Fire Inv-Small & Attractive Assets (inventoriable)	-	-	0			-
Training-Supplies	-	-	253			253
Training-Pub Ed/EMS (dept)	-	-	0			-
Training-Travel/Registrations (Fire)	1,200	3,200	1345	1462	2125	9,332
Training Reimb-Residents	-	-	0			-
Training-Travel/Registrations (EMS)	-	-	0			-
Training-Travel/Registrations (Peer Support)	-	-	0			-
Facilities-Operating Supplies General	1,090	-	3008	242	163	4,504
Facilities Station 1-1 Kitchen	-	-	0			-
Facilities Station 1-2 Kitchen	-	-	0			-
Facilities Station 1-3 Kitchen	-	-	0			-
Facilities Station 1-4 Kitchen	-	-	0			-
Facilities Station 1-6 Kitchen	-	-	0			-
Facilities COVID 19	-	-	0			-
Facilities-Heating Fuels	4,690	5,867	3427	1679	1487	17,151
Facilities-Water	573	430	411	476	412	2,302
Facilities-Phone/Cable	1,731	1,218	1291	954	1179	6,373
Facilities-Electricity	3,045	3,723	4113	4218	4020	19,119
Facilities-Garbage	221	343	434	393	393	1,784
Facilities-Repairs & Maint	2,534	11,479	12058	11748	3090	40,908
Vehicle & Equip-Fuel	3,622	4,171	3807	3851	4838	20,288
Vehicle & Equip-Repairs & Maint	19,033	32,253	10567	14127	21083	97,063
Refunds/Fund Bal Adjusts	-	-	0	0		-
Payroll Clearing	(3,751)	(3,730)	-3604	7467	-3619	(7,237)
Payroll Draw Clearing	-	-	0	0		-
Long Term Lease - Equipment	1,364	1,056	1056	1056	1056	5,589
Debt Related Costs						-
Capital Expenditures - CASH OUTLAYS						-
Capital Expenditures - FINANCED						-
Transfers-Out - Other Costs Allocations						-
<b>TOTAL GF EXPENDITURES/OTHER</b>	<b>573,523</b>	<b>518,039</b>	<b>450,972</b>	<b>501,028</b>	<b>449,920</b>	<b>2,493,482</b>

Title	January	February	March	April	May	YTD Collected / Expended
<b>GENERAL FUND ENDING BALANCE</b>	<b>6,876,409</b>	<b>6,641,095</b>	<b>6,432,275</b>	<b>7,479,612</b>	<b>7,497,787</b>	
<b>EMERGENCY RESERVE FUND</b>						
Beg Bal-Emerg Res 67A4	761,289	762,313	763,069	763,667	764,369	
Other Interest-Emergency Res	1,024	756	598	702	1,227	<b>4,307</b>
Transfers In-Emergency Rsrv						-
Property Tax-M&O						-
<b>EMERGENCY RESERVE ENDING BALANCE</b>	<b>762,313</b>	<b>763,069</b>	<b>763,667</b>	<b>764,369</b>	<b>765,596</b>	<b>4,307</b>
<b>BOND DEBT FUND</b>						
Beg Bal-Reserved Debt Srv	130,726	133,422	145,878	159,852	284,703	
Property Tax-Bond Debt	2,191	8,150	13,811	124,674.77	30,064	<b>178,891</b>
Property Tax-Bond Debt - IAGs		1,748		0		<b>1,748</b>
Sale of Tax Title Property Debt Svc				0		-
Interlocal Grants <i>(includes DNR Timber Trust)</i>	70	3,187	0	0		<b>3,257</b>
Other Interest-Debt Srv	435	244	163	176.29	364	<b>1,382</b>
Transfers In-Debt Svc						-
Debt Svcs-Principal Debt Srv Fund						-
Debt Svc-Interest And Other Debt Srv Fund						-
Transfers Out-Debt Svc						-
<b>BOND DEBT ENDING BALANCE</b>	<b>133,423</b>	<b>146,751</b>	<b>159,852</b>	<b>284,703</b>	<b>315,130</b>	<b>185,278</b>



## WEST THURSTON REGIONAL FIRE AUTHORITY

**CHIEF REPORT | April 2023**

***Chief R. Smith, CFO***

### **CHIEF'S RECAP**

Crews responded to 271 calls (an average of nine calls a day), and 31% of the time they were managing more than one call. They responded to seven fire calls; two of which were a mix of mutual aid residential and commercial structure fires, three house fires in-district with a tire fire and a mobile home used as a fixed residence. Crews also attended 216 EMS calls and 48 others (details can be found on page three).

In April, we turned our focus on preparation for the Wildfire season ahead of us. As the weather pattern is expected to change to El Nino conditions (hotter and drier pattern) over the summer months, we have launched the Wildland Read Neighbors Program with a media day at the Sable residence on Mima Rd SW on April 22, 2023. Public Lands Commissioner, Hilary Franz, kicked off the Assessment of Structural Ignition Potential (ASIP) program that the Department of Natural Resources, Thurston County Conservation District and West Thurston RFA have been in the planning stages for roll-out since summer of 2022. Through this limited funding project, Battalion Chief Fitzgerald and myself plan to conduct the ASIP assessments with our community in early May through the end of June. On the deployment side, we began Annual Wildland Refresher Training this month which will carry us through the State Mobilization season.

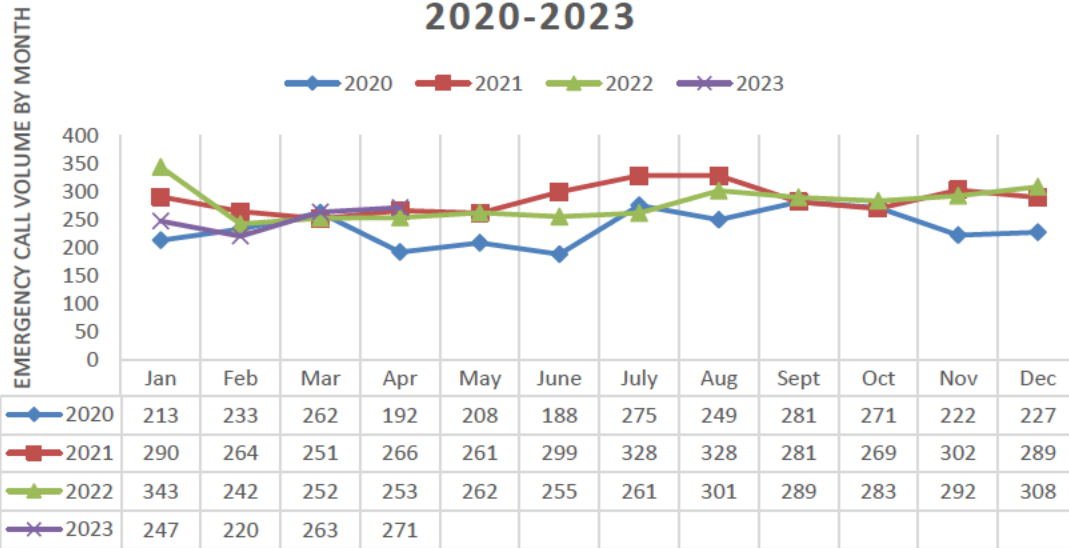
Due to temporary staffing agreements in place with the union to continue current service levels and have the ability to operate three fire stations 24/7, until additional funding is secured through a Levy Lid Lift measure August 1, 2023. Depending on the results from that measure, we will revisit the agreement in early August to consider what options are viable going forward. We continue the challenging task of recruitment and retention of volunteers to update our efforts which is captured in Appendix 1.



**INCIDENT VOLUME BY TYPE – MONTH / YTD / YRLY COMPARISON**

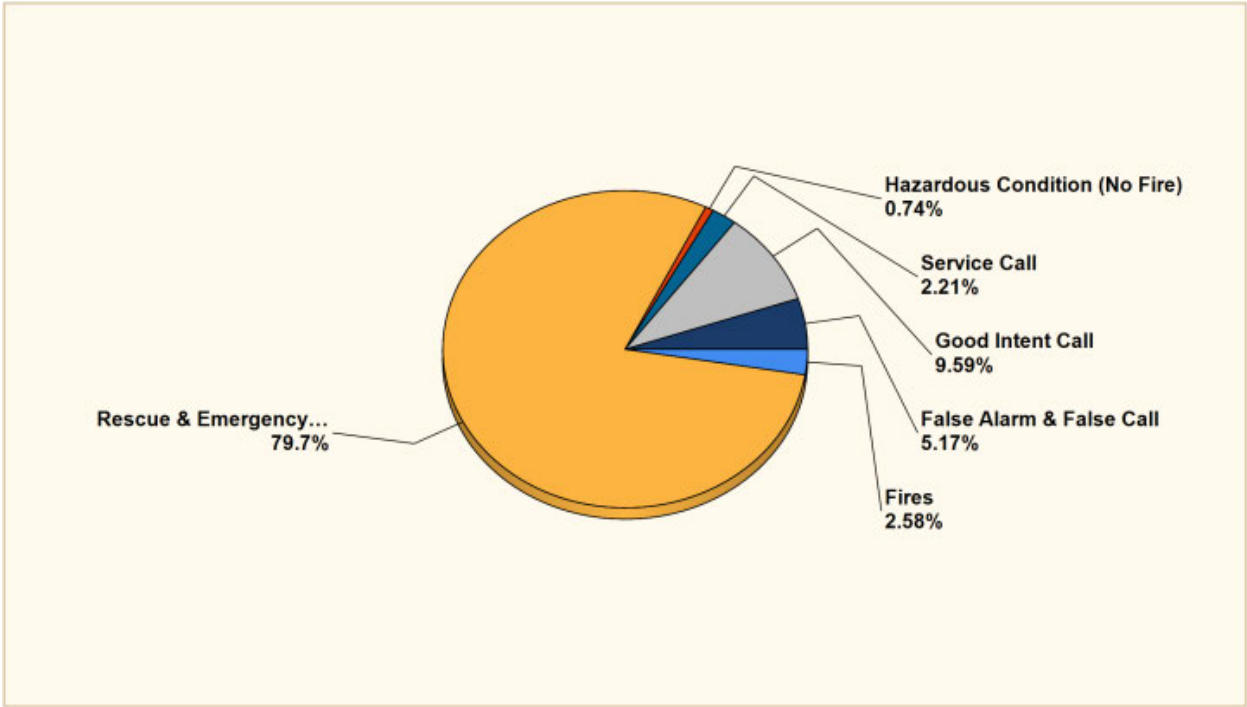
	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
MONTH	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	247	204	6	37	247	7	64	91
FEB	220	167	13	40	467	11	47	64
MAR	263	190	15	58	730	15	62	79
APR	271	216	7	48	1001	7	71	96
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	1001	777	41	183	1001	40	173	330

**4-YEAR INCIDENT VOLUME COMPARISON BY MONTH  
2020-2023**





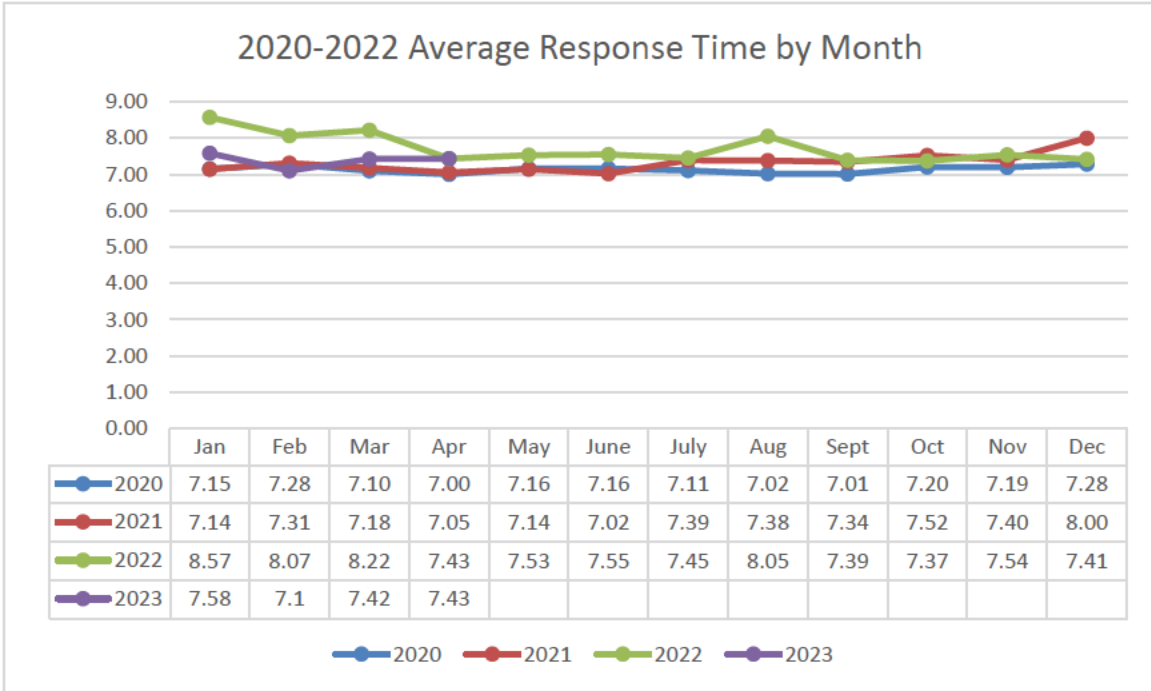
**ALL INCIDENTS BY TYPE – MONTH**



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	2.58%
Rescue & Emergency Medical Service	216	79.7%
Hazardous Condition (No Fire)	2	0.74%
Service Call	6	2.21%
Good Intent Call	26	9.59%
False Alarm & False Call	14	5.17%
<b>TOTAL</b>	<b>271</b>	<b>100%</b>



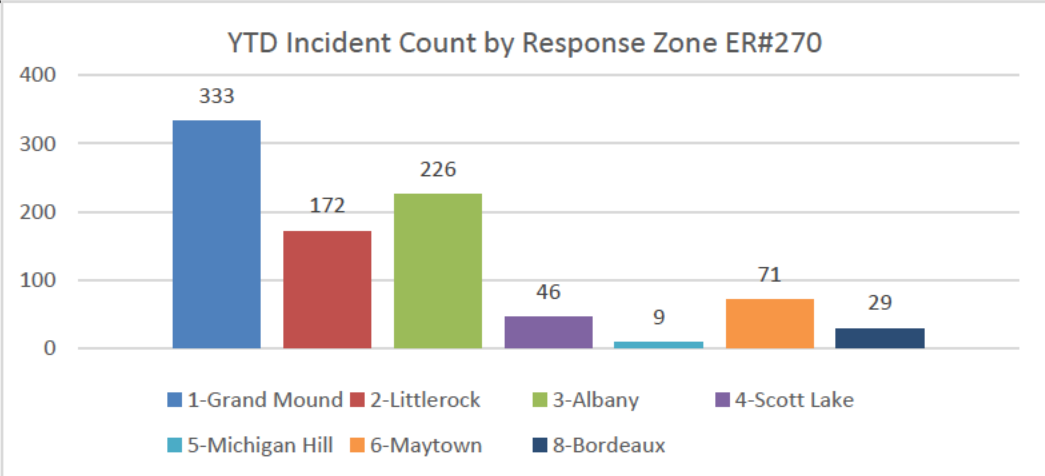
**WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH**



**Average Response Time (Month): 7:43 Minutes**  
*\*ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

**Monthly Call Volume and Response Time Comments\*reviewed incident counts**

- 1002 Incidents YTD
- 1110 Incidents Prior YTD (Through April 2023 compared to April 2022)
- 108 under PYTD
- - 10% over PYTD
- Overlapping calls occurred 31% of the time during April (84 calls) \*ER1120





**WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH DETAIL**

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	216	777
FIRE/EXPLOSION	7	41
OTHER	48	183
<b>TOTAL</b>	<b>271</b>	<b>1001</b>
<b>WEST THURSTON PATIENT TRANSPORTS</b>	<b>71</b>	<b>244</b>

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	05	19
Eagles Landing (12840)	03	16
Great Wolf Lodge (20500)	06	14
Fairfield Inn (6223)	00	03
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	00	02
End of Trail (19615) Elderberry	01	08
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	01	02
Chevron Gas Station (20330)	00	00
<b>Total Tribal Property Call Volume</b>	<b>16</b>	<b>64</b>
<b>% of Total WTRFA</b>	<b>5.9%</b>	<b>6.4%</b>
<b>% of Total GM/Rochester</b>	<b>10%</b>	<b>11.45%</b>

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	31	113
Aid 1-2 – App 06	20	80
Aid 1-3 – App 03	20	48
Aid 1-6 – App 55	0	3
Aid 1-4	00	00
<b>TOTAL WTRFA</b>	<b>71</b>	<b>244</b>
Transported ALS	22	82
Airlift	00	00
Private Ambulance	2	4
Other FD	1	5
<b>TOTAL PT'S TRANSPORTED</b>	<b>96</b>	<b>335</b>

TRANSPORT DESTINATION	MONTH	YTD
SPH	41	133
PHC	37	143
CMC	18	55
MAMC	0	0
Harborview	0	0
Mary Bridge	0	0
Other	0	1
<b>TOTAL</b>	<b>96</b>	<b>332</b>

*Average response time for first arriving unit-priority-all zones-all response modes; (ER #1605/1645/270\*)*

ZONE-STATION	MONTH	RESPONSE TIME-MONTH	*YTD	% YTD
1 – Grand Mound	96	6:10	333	33.27%
2 – Littlerock	42	8:34	172	17.18%
3 – Albany	64	6:27	226	22.58%
4 – Scott Lake- Sta. 1-2	16	10:14	46	4.60%
5 – Michigan Hill- Sta.1-3	4	12:57	9	0.90%
6 – Maytown – Sta. 1-2	19	12:44	71	7.09%
8 – Bordeaux–Sta.1-2	8	11:32	29	2.90%
I-5 1-1	9	9:02	26	2.60%
I-5 1-2	2	11:43	13	1.30%
I-5 1-6	4	12:16	25	2.50%
Capitol Forest	2	9:28	16	1.60%
Mutual Aid	5	12:19*	35	3.50%



<b>TOTAL</b>	<b>271</b>	<b>7:55</b>	<b>1001</b>	<b>100%</b>
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**WEST THURSTON STATION UPTIME – MONTH DETAIL**

STATION UPTIME REPORT	March 2023
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	Zero resident(s) (CLOSED)
Station 6	0 (CLOSED)
Career Battalion (Station 1)	100%

Certified Responders- Personnel Count	Personnel-Hours Worked APRIL 2023
(30) Career-Union	Regular Hours 4251; Overtime Hours: 534; Sick Leave Hours; 592 (includes paternity and FMLA); Kelly Day Hours: 912; Vacation Hours 506; Personal Leave: 120; Training OT: 51; Other OT: 0 Bereavement 0; Mob:0, Mob Backfill; 0
(18) Volunteer Responders	311 Regular Hours
(7) PACT	0
(2) Residents/Temp/ PT	622 Regular Hours
(1) Maintenance/Logistics FT	132 Regular Hours

**WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES**

**Agreements, Resolutions, Contracts & Leases:**

- Thurston County Peer Support Consortium – Peer Connect App.- cost share agreement.

**Budget & Finance/Planning/Levy:**

- EMW-2022-FG-00067 (AFG) Grant submitted 2/2/23 for \$43,860.80 (Training/CTC).
- Fiscal Year (FY) 2022 Fire Prevention and Safety (FP&S) EMW-2022-FP-00048 submitted 3/30/2023 \$43,300.00 – (Fire Education, Prevention, CRR and Investigation)
- Fiscal Year (FY) 2022 Staffing for Adequate Fire and Emergency Response (SAFER) Grant  
EMW-2022-FF-00556 for \$558,176.00 Grant submitted 03/10/2023 (Recruitment/Retention Coord).
- WTRFA Public Input Survey posted March 24, 2023, on FB and to Department website (94 responses as of 4/28)
- FAQ published April 21, 2023, on our website.

**Development Services (New Construction) Tracking:**

- No update



### **Fire Investigation and Fire Loss Reports (highlights):**

- 4/6/23 – Commercial (motel) fire – Alder ST S, Centralia – mutual aid (no report)
- 4/16 – House fire – Shelly St SW, Maytown – total loss; fire cause determined accidental (report pending)
- 4/20 – House fire – garage fire minimally extended Creekwood DR SW, Littlerock – garage total loss, house saved; occupant was using a space heater and draining gas from a car (no report)
- 4/20 – Chimney fire – extended to inside walls Van Dyke RD SW, Rochester – extensive damage (no report)

### **Health & Safety Activities: (See HSO Report)**

#### **Accidents, Incidents, and Injury**

- FF/EMT – elbow strain from lift assist on-the-job injury.

#### **Labor Management Report:**

- Temporary MOU revisions – three temporary positions have been secured to temporarily replace career positions (Nelson for Howe resignation and Hoskison for Weinstein resignation; Fox for Vavrinec resignation)
- Josh Howe – resignation effective 4/3 - RIF
- Net -3 loss of FF/EMT personnel due to RIF conditions; one loss due to attrition; 31 down to 27

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

- 4/12 – Promotion Ceremony – John Spiegelberg promoted to Lieutenant with family present at Station 1-1
- Recruitment for Volunteer Rehab Unit Coordinator – 9/21/22. Anticipate filling role by 3/1/23 - *overdue*.

#### **Legal Issues:**

- No update

#### **Policy/ Procedures & Guidelines:**

- Policy #3024 – Exposure Control – broadens provider selection for testing – pending.
- Policy #2010 – Equipment Use and Replacement – narrows use of equipment under certain circumstances – pending.
- Policy #1.2003 Personnel – Volunteer Membership Version: 6 – under review/pending.

#### **Action/ Review/ Discussion Items:**

- Levy Lid Lift – 2<sup>nd</sup> reading and Resolution 2023-005 Adoption



### **Risk Management:**

- WSRB PC rate meeting rescheduled to May 25, 2023 – more time for information gathering.

### **Social Media Enhancements:**

- Enhanced our online presence with the community. Evident around themes and safety tips.
- See Appendix for details.

### **Public Education/Public Relations Activities:**

- 4/1 - Sherman Valley Ranch fundraiser – Poker Run event – Lt Lyon and Admin Dir Hemminger attended
- 4/8 - Easter Egg Dash Event @RHS and Station 1-2
- 4/21 FAQ published with factual Levy information on our website
- 4/22 - Thurston Wildfire Ready Neighbors Meeting – Media Day to kick-off program @Sable residence on Mima Rd SW- (Chief Smith, Chief Fitzgerald in attendance)
- WTRFA Public Opinion Poll – 94 responses through 4/28 – ongoing
- ASIP assessments- starting May 3<sup>rd</sup> - scheduling into May

### **Training: (See TO Report)**

### **Emergency Weather or Natural Disaster Events/Incidents:**

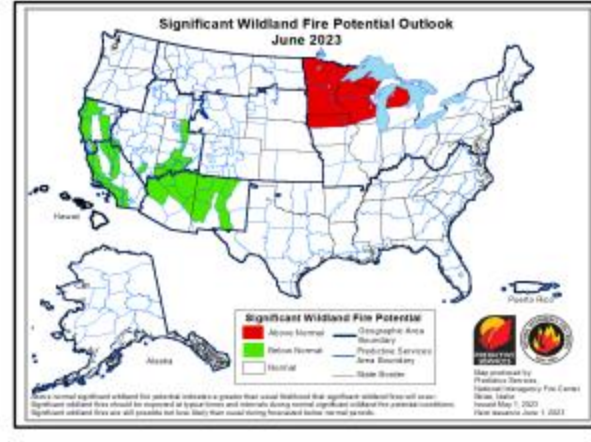
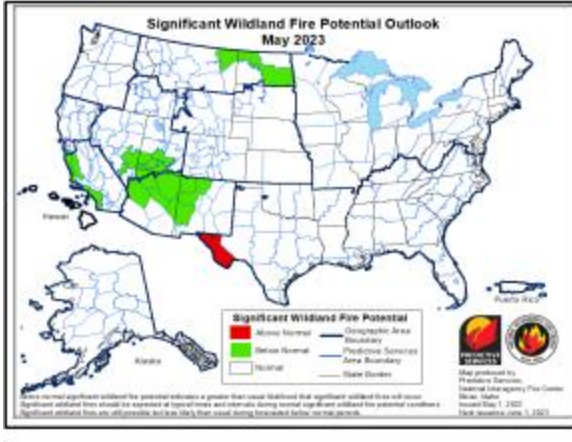
- No updates

### **Recruitment and Retention:**

- May interviews – planned (TBD)
- On-boarded new administrative volunteer Robert Hangartner – history/photo project
- FF recruits Harding and Davis began 2023-1 Academy; EMT recruit Skrei began EMT school 2023-1
- New Market Skills Advisory Board – meeting 5/10 @6:00pm
- See Appendix for details (Volunteer plan)

### **Wildland Program: (Mobilizations)**

- [https://www.predictiveservices.nifc.gov/outlooks/monthly\\_seasonal\\_outlook.pdf](https://www.predictiveservices.nifc.gov/outlooks/monthly_seasonal_outlook.pdf)
- All reporting areas are at a normal (i.e., low) risk for significant fires, and normal significant fire potential will continue through June.
- Fuels remain too moist to support elevated risk of significant fires and are historically likely to remain so until June. Many fire danger reporting stations remain under snow cover so specific information on fire danger is still limited. Timing and speed of snow melt will determine the flammability of fuels as fire season approaches. Curing of fuels in areas of higher grass production will increase potential for fire growth. Outlooks through May and beyond continue to suggest a transition to warmer-than-usual conditions during fire season 2023.



### County Projects & Legislative Impacts:

- 4/10 – WRN planning meeting 10:00am
- 4/10 – FIIRE Collab meeting (L&I) 10:00am – unable to attend.
- 4/17 – WRN planning meeting.
- 4/20 – TCFCA Operations Chief meeting
- 4/24 – WRN planning meeting 10:00am
- 4/24 - Hazard Mitigation Workgroup 1:00pm– (Chief R. Smith and Comm. Pethia in attendance)
- 4/24 – WTFLS meeting 5:00pm
- 4/25 – Hazard Mitigation Cost-Benefit Review with Comm. Pethia 4:00pm
- 4/25 – BOFC Special Meeting 5:00pm – Levy Lid Lift selection process – 1<sup>st</sup> reading.
- 4/26 – County Fire Chiefs Association meeting – unable to attend.
- 4/27 – Thurston County Local Emergency Planning Committee meeting 1:00pm – unable to attend.
- SB 5770 2023-24 – State and local property tax reform – *Dead*. This proposal revises the definition of “limit factor” for the state and all local taxing districts’ regular property tax levies to mean 100% plus population change and inflation, but not to exceed 103% - bill did not get out of Senate Ways and Means Committee.
- Recruit Academy Oversight Committee Meeting – May 10 @SPSCC Lacey



## WEST THURSTON FLEET, FACILITIES, LOGISTICS AND PROJECT STATUS

**New Tender Spec Build – Fouts Brothers – 4/17-** moving towards placing in service – schedule still pending – **In Process**

**E1-3 Ladder Rack Repairs** – ladder rack actuators failed on an emergency scene requiring repairs. Failure suspected due to use over time. Original estimate \$8268.65, *revised* to \$4293.90 with 12-week delay – ordered 2/28/23. Parts arrived April 26-27. Engine targeted to be placed back in service *May 4-* **In Process**

**Thurston County Radio System Upgrades** –Radio (mobile) installs – **Completed.**

The portable radios will not be ready until 2Q 2023. We will need to look at the surplus of the old VHF radios– **In Progress**

**Fleet/Facilities** - transitioned assignment to Battalion Chief Stone temporarily with Chief Scott's retirement on December 31, 2022. – **In Progress**

**Propane Gas Vendor** - An RFQ for propane vendors was released on 3/28/2023 with a response date of 04/14/2023. Three responses were received – potential cost savings may not justify a change. Recommendation at this time is to stay with Propane Northwest due to the additional cost it would be to us to remove their tanks and all the vendors are within .10 - .20 cents of each other per gallon.

**Surplus Declaration** – With changes needed to reflect operational changes we are looking at the need to surplus equipment not needed. Discussions were had regarding the value of some of the fleet existing for sale.

- Tender 1-1 - \$130,000 based upon 2022 market analysis- pending.
- Pub Ed Van - \$15,000 - \$18,000 in value based upon market – Olympia Shop may be interested - delayed.

## APPENDIX – JANUARY 2023

1. Recruitment and Retention (Volunteer Plan)
2. Social Media Enhancements (Monthly Themes)



**Recruitment and Retention (Volunteer Plan):**

# Recruitment and Retention Volunteer Program

**2023 Objectives, Approach, Timeline and Key Milestones:**

- A. Actively recruit, engage and identify volunteers interested in being responders (fire and EMT candidates) for WTRFA that can participate in Recruit Academy 2023-1 (3 potential recruits to enroll) 2023-2 and 2024-1.
- B. Begin targeted outreach aimed at community members, local high school seniors/graduates and possibly New Market students.
- C. Adopt a decentralized project model (all hands-on deck) to include Volunteer Committee members, Volunteer Advisory Board (VAB) members, Fire Chief, Training Officer and Career Mentors.
- D. At the same time, the Fire Chief will lead efforts to update and refresh the agency’s volunteer model and policies (scheduling, stipends/reimbursement), hourly requirements, and begin to explore additional programs for launch in 2024+.





Social Media Updates:

# Social Media Communications



## Formal Communications and Memos

On point: Fire Chief, Assistant Chief



## Monthly Updates (by Theme)

On point: A, B or C Shift – rotate monthly



## Volunteer and Resident Program Comms

On point: Fire Chief and then Assistant Chief, Vol. Committee Members



## WTRFA calls/incidents

On point: Shift Officer at their discretion (can share Thurston County Emergency Management messages for consistent messaging)



# Monthly Updates by Theme

<b>January</b> Flood Safety <a href="#">Link</a>	<b>February</b> Winter Safety <a href="#">Link</a> American Heart Month (CPR)	<b>March</b> Disaster Preparedness <a href="#">It's not Luck Link</a>	<b>April</b> Wildfire Ready	<b>May</b> Stroke Awareness Month	<b>June</b> Wildfire and Summer Safety (Grilling, Outside Fires, Burns) <a href="#">Link</a>
<b>July</b> Fireworks Safety <a href="#">Link</a> <a href="#">Link2</a> Wildfire Safety	<b>August</b> Summer and Extreme Heat <a href="#">Link</a> Wildfire Safety	<b>Sept</b> Resolve to be Ready <a href="#">Link</a>	<b>October</b> Nat'l Fire Prevention Day (10/9) and Week Great Shakeout Earthquake Drill (10/19)	<b>Nov</b> Winter Weather Safety Holiday Cooking Safety	<b>Dec</b> House Fires <a href="#">Link to Home Fire Safety</a>

LINK: [SOCIAL MEDIA PREPAREDNESS TOOLKITS | READY.GOV](#)



## WEST THURSTON REGIONAL FIRE AUTHORITY

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

**April 2023**

### **Monthly Training Report**

	April 2023	2023 Total
Total Training Hours	<b>234 hours</b>	<b>1120 hours</b>

#### **Training Events in March 2023**

- April Safety Meeting – Bunker Gear and Cancer.
- 2 Recruit currently attending Thurston Co Fire Academy:
  - o Both Passed FF testing, Starting Hazmat Class
- 1 Recruit attending EMT class.
  - o Passed all tests so far, over halfway complete.
- Wildland refresher training RT-130
- Wildland Tactics and hose deployment
- Preparing for roll out of SGA: Waiting on final certification from State for some EMT's.
- Hose Drill: Extended Attack

#### **Upcoming training Events**

- May Safety Meeting
- EVIP Refresher Training
- Hose Drills: Extended Attack, Water Forward
- Wildland Mobile Attack and Hose Deployments
- OTEP – Medical Exam
- Make up March OTEP and Wildland Refresher Training

#### **Planned and Ongoing Training Projects**

- Continue Quarter 2 & 3 2023 Training Plan
- Task Book in Target Solutions for easy tracking progress (In Progress)
- Submit 2023 Wildland Redcard Request
- TCERN Portable radio install in early June