



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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**Board of Fire Commissioners General Meeting**

**Monday, October 14, 2024, at 1730 hr.**

**In-Person: 10828 Littlerock Rd SW, Olympia St. 1-2**

*Zoom virtual meeting link:*

<https://us02web.zoom.us/j/81244447713?pwd=o1Ta9EnZ4UpX7d4jh64wXuBXT0lyr.1>

*Meeting ID: 812 4444 7713*

*Passcode: 193350*

- I. CALL TO ORDER**
- II. ATTENDANCE:**
- III. ADDITIONS/DELETIONS TO AGENDA: BADGE PINNING – NATHAN DRAKE & TIM FOX**
- IV. PUBLIC COMMENTS/PRESENTATIONS**
- V. LABOR MANAGEMENT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures:  Accts. Payable \$67,596.79 Payroll \$528,396.86 <b>TOTAL: \$595,993.65</b> <i>Warrants \$141,339.55</i> <i>EFTs \$454,654.10</i>	1-10	Shannon	Accept/Reject
2) Meeting Minutes a) September 9, 2024, General Meeting	11-13	Shannon	Accept/Reject
3) 2025 Preliminary Budget Projections	14-16	Shannon	

- VII. UNFINISHED BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

- VIII. UNFINISHED BUSINESS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME

**IX. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME

**X. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	17-29	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	30	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

**XI. GOOD OF THE ORDER:****XII. ADJOURNMENT:**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:39:53 Date: 11/07/2024

11/11/2024 To: 11/11/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
241101001 BK Technologies, Inc C/O Altera Cptl Solution	1806	11/11/2024	Claims	6700	1,258.97	6040160
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	6040160	10/22/2024	11/11/2024	BK Radio Repairs (x3)	1,258.97	
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241101002 Bigfoot Pest Management LLC	1807	11/11/2024	Claims	6700	514.45	16645, 16642, 16639, 16640, 16637
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	16642	11/05/2024	11/11/2024	1-2 Littlerock Semi-Annual Pest Control	102.89	
	16639	11/05/2024	11/11/2024	1-3 Rochester Semi-Annual Pest Control	102.89	
	16640	11/05/2024	11/11/2024	1-4 Scott Lake Semi-Annual Pest Control	102.89	
	16637	11/05/2024	11/11/2024	1-6 Maytown Semi-Annual Pest Control	102.89	
	16645	11/05/2024	11/11/2024	1-1 Grand Mound Semi-Annual Pest Control	102.89	
<hr/>						
241101003 Brookfield Group, The	1808	11/11/2024	Claims	6700	697.72	73092
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	73092	10/31/2024	11/11/2024	Voice Over Hosted User Nov2024	697.72	
<hr/>						
241101004 Capital Business Machines Inc	1809	11/11/2024	Claims	6700	242.96	235570, 235571, 235569
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	235570	11/06/2024	11/11/2024	1-1 Grand Mound Copies	111.66	
	235571	11/06/2024	11/11/2024	1-2 Littlerock Copies	107.47	
	235569	11/06/2024	11/11/2024	1-6 Maytown Copies	23.83	
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241101005 Carefirst Bluecross Blueshield Payment Administrator	1810	11/11/2024	Claims	6700	286.00	242811006228
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	242811006228	10/22/2024	11/11/2024	Harris Medical Premium	286.00	
<hr/>						
241101006 Cedar Creek Correction Center	1811	11/11/2024	Claims	6700	458.55	2410.1802
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	2410.1802	11/06/2024	11/11/2024	Oct 2024 Work Crews	458.55	
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241101007 Centralia OK Tire Inc Point S Tires	1812	11/11/2024	Claims	6700	857.93	1138630
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	1138630	11/06/2024	11/11/2024	A63 E1-1 New Right Rear Inner Tire	857.93	
<hr/>						
241101008 Citi Cards	1813	11/11/2024	Claims	6700	347.31	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	CITI CARD	10/29/2024	11/11/2024	Late Fee	39.00	
	CITI CARD	10/29/2024	11/11/2024	Interest	12.87	
	CLASSMARKER	10/29/2024	11/11/2024	Annual Subscription (training/testing platform)	25.00	
	COSTCO	10/29/2024	11/11/2024	All Dpt. Meeting	28.97	
	HOME DEPOT	10/29/2024	11/11/2024	Rope for Ladder	5.45	
	OFFICE DEPOT	10/29/2024	11/11/2024	Copy Paper	142.92	
	UNDER ARMOUR	10/29/2024	11/11/2024	Station Shoes (E. Singleton)	75.78	
	ZOOM	10/29/2024	11/11/2024	Mnthly communications Service	17.32	
<hr/>						
241101009 City Of Olympia	1814	11/11/2024	Claims	6700	2,579.05	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	A21	10/22/2024	11/11/2024	A21 E1-7 Pump Test	799.72	
	A68	10/22/2024	11/11/2024	A68 B1-2 Repair Pump, Monitor Leak and Turn Signals	1,779.33	
<hr/>						
241101010 City Sanitary Inc	1815	11/11/2024	Claims	6700	220.21	18915865S188, 18915680S188
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	18915865S188	11/05/2024	11/11/2024	1-1 Grand Mound Recycle	189.61	
	18915680S188	11/05/2024	11/11/2024	1-3 Rochester Recycle	30.60	
<hr/>						
241101011 Clearlyfly	1816	11/11/2024	Claims	6700	227.29	657773
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
	657773	11/05/2024	11/11/2024	Nov 2024 SIP Trunk	227.29	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
241101012 Comcast	1817	11/11/2024	Claims	6700	1,041.47	1030
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1030	10/29/2024	11/11/2024	1-2 Littlerock Phone/Cable	227.22	
	1030	10/29/2024	11/11/2024	1-6 Maytown Phone/Cable	227.05	
	1030	10/29/2024	11/11/2024	1-1 Grand Mound Phone/Cable	216.70	
	1030	10/29/2024	11/11/2024	1-4 Scott Lake Phone	172.20	
	1030	10/29/2024	11/11/2024	1-3 Rochester Phone/Cable	198.30	
241101013 Complete Repair Services LLC	1818	11/11/2024	Claims	6700	16.18	123757
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	123757	10/22/2024	11/11/2024	A30 E1-2 Circular Saw Husqvarna Fuel Cap	16.18	
241101014 DE Lage Landen	1819	11/11/2024	Claims	6700	280.50	83182950
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	83182950	10/22/2024	11/11/2024	1-2 Littlerock Copier Lease	280.50	
241101015 Enviro Tech Septic Solutions LLC	1820	11/11/2024	Claims	6700	4,448.36	2555592, 2554453, 2536423, 2556995
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	2555592	10/22/2024	11/11/2024	1-1 Grand Mound Septic Tank Pumping and Inspection	2,406.39	
	2554453	10/22/2024	11/11/2024	1-2 Littlerock Septic Tank Pumping and Inspection	1,185.89	
	2536423	10/22/2024	11/11/2024	1-4 Scott Lake Septic Tank Inspection	274.51	
	2556995	10/22/2024	11/11/2024	1-6 Maytown Septic Tank Inspection	581.57	
241101016 Eric T. Quinn, P.S.	1821	11/11/2024	Claims	6700	600.00	1866
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1866	11/05/2024	11/11/2024	Oct 2024 Legal Srvcs	600.00	
241101017 First Choice Health Network	1822	11/11/2024	Claims	6700	141.12	0122567
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	0122567	11/05/2024	11/11/2024	EAP Monthly Srvcs Oct 2024	141.12	
241101018 Fitness Machine Technicians	1823	11/11/2024	Claims	6700	465.68	13681670, 13681671, 13681669, 13681672
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	13681670	10/22/2024	11/11/2024	1-1 Grand Mound Semi-Annual Gym Maintenance	116.42	
	13681671	10/22/2024	11/11/2024	1-2 Littlerock Semi-Annual Gym Maintenance	116.42	
	13681669	10/22/2024	11/11/2024	1-3 Rochester Semi-Annual Gym Maintenance	116.42	
	13681672	10/22/2024	11/11/2024	1-6 Maytown Semi-Annual Gym Maintenance	116.42	
241101019 Fowler Fire LLC	1824	11/11/2024	Claims	6700	500.00	6964
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	6964	10/22/2024	11/11/2024	Fire Officer 2 Training Course (T. Sexton)	500.00	
241101020 Home Depot Credit Services	1825	11/11/2024	Claims	6700	197.18	1191612, 9617267
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1191612	10/30/2024	11/11/2024	1-3 Rochester Window Blinds (x3)	128.15	
	9617267	10/30/2024	11/11/2024	1-1 Grand Mound Light Bulbs for Dorm Rooms	69.03	
241101021 Intelligent Technical Solutions, LLC	1826	11/11/2024	Claims	6700	5,838.65	166358DP, 167125
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	166358DP	10/24/2024	11/11/2024	HP Laptop, Docking Station (L. Patraca)	1,631.44	
	167125	10/24/2024	11/11/2024	Mnthly Srvcs Nov 2024	4,207.21	
241101022 Interpath Laboratory, Inc	1827	11/11/2024	Claims	6700	126.70	3694857
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	3694857	10/29/2024	11/11/2024	Labs (G. Blocher)	126.70	
241101023 Joes Refuse Inc	1828	11/11/2024	Claims	6700	180.24	18912098S188, 18911962S188

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	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
18912098S188	11/05/2024	11/11/2024	1-1 Grand Mound Refuse		140.31	
18911962S188	11/05/2024	11/11/2024	1-3 Rochester Refuse		39.93	
241101024 Knight Fire Protection Inc	1829	11/11/2024	Claims	6700	2,787.57	79494, 79876, 80469, 80707, 80703, 80706, 80705, 80704
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
79494	10/22/2024	11/11/2024	Exchange Fire Extinguisher (10 lb)		43.24	
79876	10/22/2024	11/11/2024	Exchange Fire Extinguisher (20 lb)		55.23	
80469	10/22/2024	11/11/2024	Recharge Dry Fire Extinguisher		55.23	
80707	10/22/2024	11/11/2024	1-1 Grand Mound Annual Wet Sprinkler & Backflow		641.14	
80703	10/22/2024	11/11/2024	1-2 Littlerock Annual Wet Sprinkler & Backflow		630.31	
80706	10/22/2024	11/11/2024	1-3 Rochester Annual Wet Sprinkler & Backflow		256.67	
80705	10/22/2024	11/11/2024	1-4 Scott Lake Annual Wet Sprinkler & Backflow		551.25	
80704	10/22/2024	11/11/2024	1-6 Maytown Annual Wet Sprinkler Inspection &		554.50	
241101025 LN Curtis & Sons Inc	1830	11/11/2024	Claims	6700	2,895.29	875980, 876538, 877792, 879011, 880488, 880685, 882543
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
875980	10/23/2024	11/11/2024	Essentials of FF Training Book (J. Loofbourow)		92.06	
876538	10/23/2024	11/11/2024	Class B Pants (T. Sexton)		339.23	
877792	10/23/2024	11/11/2024	Duty Boots (E. Singleton)		483.88	
879011	10/23/2024	11/11/2024	Name Plate (Christenson, Smith)		44.32	
880488	10/23/2024	11/11/2024	Name Plate (Drake)		24.79	
880685	10/23/2024	11/11/2024	Wildland Fire Packs (x5), Hoe/Rake Handle		1,875.27	
882543	10/23/2024	11/11/2024	Chief Badge (Drake)		35.74	
241101026 Lincoln Creek Lumber	1831	11/11/2024	Claims	6700	175.47	445996, 446164
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
445996	10/23/2024	11/11/2024	1-2 Littlerock Drop Cord		21.90	
446164	10/23/2024	11/11/2024	1-2 Littlerock Swivel Hose Reel		153.57	
241101027 MRSC Rosters Inc	1832	11/11/2024	Claims	6700	135.00	73015
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
73015	11/05/2024	11/11/2024	2025 Annual Membership Renewal		135.00	
241101028 Mullinax Ford Of Olympia	1833	11/11/2024	Claims	6700	1,429.12	841672C
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
841672C	10/29/2024	11/11/2024	A23 CH1-2 Replaced BCM and TPMS Sensors		1,429.12	
241101029 Northwest Water Systems	1834	11/11/2024	Claims	6700	633.29	18016, 18157, 18289
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
18016	10/24/2024	11/11/2024	1-1 Grand Mound Water Svcs		199.17	
18157	10/24/2024	11/11/2024	1-2 Littlerock Water Svcs & Salt (x2)		234.95	
18289	10/24/2024	11/11/2024	1-6 Maytown Water Svcs		199.17	
241101030 On-Hold Concepts Inc	1835	11/11/2024	Claims	6700	19.95	651984
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
651984	10/31/2024	11/11/2024	Mnthly On Hold Svrc		19.95	
241101031 Pacific Northwest Fire Training	1836	11/11/2024	Claims	6700	3,300.00	364
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
364	10/29/2024	11/11/2024	FireFighter II Training (D. Davis, T. Fox, N. Hull, J.		3,300.00	
241101032 Paladin Background Screening LLC	1837	11/11/2024	Claims	6700	51.00	6177
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
6177	11/05/2024	11/11/2024	Background Screening (A. Kaleiwahea)		51.00	
241101033 Pioneer Fire And Security Inc	1838	11/11/2024	Claims	6700	1,195.00	122160, 122162, 122161, 122170, 122169

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	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	122160	10/30/2024	11/11/2024	1-2 Littlerock Annual Fire Alarm Inspection	390.00	
	122162	10/30/2024	11/11/2024	1-4 Scott Lake Annual Fire Alarm Inspection	270.00	
	122161	10/30/2024	11/11/2024	1-6 Maytown Annual Fire Alarm Inspection	175.00	
	122170	10/30/2024	11/11/2024	1-1 Grand Mound Annual Fire Alarm Inspection	230.00	
	122169	10/30/2024	11/11/2024	1-3 Rochester Annual Fire Alarm Inspection	130.00	
241101034 Propane Northwest	1839	11/11/2024	Claims	6700	2,265.83	1514961504, 1515007800, 1515064703
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1514961504	10/30/2024	11/11/2024	1-3 Rochester Proprane (287.90 gal)	525.35	
	1515007800	10/30/2024	11/11/2024	1-2 Littlerock Propane (655.10 gal)	1,205.29	
	1515064703	10/30/2024	11/11/2024	1-7 Old Hwy 99 Propane (291.70 gal)	535.19	
241101035 Puget Sound Energy	1840	11/11/2024	Claims	6700	4,407.00	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	200017639499	10/24/2024	11/11/2024	1-1 Grand Mound Bdqt Plan (Sep 2024)	1,975.00	
	220025935044	10/24/2024	11/11/2024	1-2 Littlerock Bdqt Plan (Oct 2024)	772.00	
	220025935051	10/24/2024	11/11/2024	1-4 Scott Lake Bdqt Plan (Oct 2024)	240.00	
	220025935069	10/24/2024	11/11/2024	1-6 Maytown Bdqt Plan (Sep 2024)	811.00	
	220006625754	10/24/2024	11/11/2024	1-7 Old Hwy 99 Bdqt Plan (Sep 2024)	164.00	
	220033813829	10/24/2024	11/11/2024	1-3 Rochester Bdqt Plan (Oct 2024)	445.00	
241101036 Rochester Water Association	1841	11/11/2024	Claims	6700	57.30	100100
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	100100	10/29/2024	11/11/2024	1-3 Rochester Water Srvcs	57.30	
241101037 Scott Lake Maintenance Co	1842	11/11/2024	Claims	6700	119.20	2267600
C/O Northwest Water Syst						
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	2267600	11/06/2024	11/11/2024	1-4 Scott Lake Water Srvcs.	119.20	
241101038 Sea-Western Inc	1843	11/11/2024	Claims	6700	730.80	36370, 36827
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	36370	10/24/2024	11/11/2024	Bunker Boots (N. Eliason)	215.73	
	36827	10/24/2024	11/11/2024	Bunker Boots (J. Hoskison)	515.07	
241101039 Stericycle Inc	1844	11/11/2024	Claims	6700	26.50	8008521520
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	8008521520	10/24/2024	11/11/2024	1-2 Littlerock Hazo Waste	26.50	
241101040 Stop Inc	1845	11/11/2024	Claims	6700	8,664.34	72128
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	72128	10/24/2024	11/11/2024	1-1 Grand Mound New Domestic Water Line Backflow	8,664.34	
241101041 Systems Design West LLC	1846	11/11/2024	Claims	6700	1,709.86	20241995
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	20241995	10/29/2024	11/11/2024	Sep 2024 Transports (x66)	1,709.86	
241101042 Verizon Wireless	1847	11/11/2024	Claims	6700	343.79	9976069971, 9977079092
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	9976069971	10/29/2024	11/11/2024	Apparatus Cells	49.97	
	9977079092	10/29/2024	11/11/2024	Chief & RR Coordinator Cell	84.98	
	9977079092	10/29/2024	11/11/2024	Captain Cells	128.82	
	9977079092	10/29/2024	11/11/2024	Modems	80.02	
241101043 WHA Insurance Agency Inc	1848	11/11/2024	Claims	6700	850.00	929102, 929101
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	929102	10/24/2024	11/11/2024	EXAD95381WA10040 Annual Policy Renewal	127.00	
	929101	10/24/2024	11/11/2024	BADD95381WA10040 Annual Policy Renewal	723.00	
241101044 Washington Fire Chiefs	1849	11/11/2024	Claims	6700	2,340.90	2784

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:39:53 Date: 11/07/2024

11/11/2024 To: 11/11/2024

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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>
	2784	10/24/2024	11/11/2024	2025 Annual Membership Dues			2,340.90
241101045 Washington State Patrol	1850	11/11/2024	Claims	6700	114.00	FT250039	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	FT250039	10/24/2024	11/11/2024	Hazmat Operations Testing (A. Kautz)			114.00
241101046 Wells Fargo Financial Leasing	1851	11/11/2024	Claims	6700	160.28	5031711200	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	5031711200	11/06/2024	11/11/2024	1-1 Grand Mound Copier Lease (10-07 to 11-06)			160.28
241101047 West Thurston Reg Fire PETTY CASH	1852	11/11/2024	Claims	6700	1,001.23		
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	DOR	11/01/2024	11/11/2024	QR3 2024 LET			218.28
	PETTY CASH	11/01/2024	11/11/2024	Repayment ACH Transaction Fees (Sep 2024)			12.00
	HOUSE FUNDS	11/01/2024	11/11/2024	Repayment for Costco Facility Supplies			770.95
241101048 Wilcox & Flegel	1853	11/11/2024	Claims	6700	2,526.55	0905729-IN, 0905728-IN, CL50168	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	0905729-IN	10/24/2024	11/11/2024	1-1 Grand Mound Diesel (165 gal)			663.76
	0905728-IN	10/24/2024	11/11/2024	1-2 Littlerock Diesel (95 gal)			382.16
	CL50168	10/24/2024	11/11/2024	A71 Staff-2			45.57
	CL50168	10/24/2024	11/11/2024	A25 CH1-2			179.08
	CL50168	10/24/2024	11/11/2024	A70 Staff-1			52.38
	CL50168	10/24/2024	11/11/2024	A14 SU1-8			124.66
	CL50168	10/24/2024	11/11/2024	A77 BN1-6			580.86
	CL50168	10/24/2024	11/11/2024	A24 BN1			174.12
	CL50168	10/24/2024	11/11/2024	A73 U1-2			253.07
	CL50168	10/24/2024	11/11/2024	A07 E1-7			70.89
241101049 Wilson Parts Corp	1854	11/11/2024	Claims	6700	60.41	013465	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	013465	10/24/2024	11/11/2024	A74 B1-1 Air Filter			60.41

49 Vouchers:

59,526.20

## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

07:37:42 Date: 11/07/2024

11/11/2024 To: 11/11/2024

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
241101050	Aflac	1855	11/11/2024	Payroll	6700	484.51	
241101051	Benefit Solutions Inc-WSCFF	1856	11/11/2024	Payroll	6700	2,250.00	
	EFT Bennett Matthew Shaun	1726	11/15/2024	Payroll	6700		
	EFT Bennett Matthew Shaun	1767	11/29/2024	Payroll	6700		
	EFT Berryman Thomas A	1738	11/13/2024	Payroll	6700		
	EFT Betts Brandon John	1768	11/29/2024	Payroll	6700		
	EFT Brownell Scott Lee	1739	11/13/2024	Payroll	6700		
	EFT Calica Reece Lewis	1740	11/13/2024	Payroll	6700		
	EFT Christenson Brian David	1769	11/29/2024	Payroll	6700		
	EFT Cooke Hans Robert	1770	11/29/2024	Payroll	6700		
	EFT Cooper Bailey Andrew	1771	11/29/2024	Payroll	6700		
	EFT Crabb William Nicholas	1741	11/13/2024	Payroll	6700		
	EFT Davis Dustin James	1772	11/29/2024	Payroll	6700		
	EFT Dean Sarah Linnea	1773	11/29/2024	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1802	11/11/2024	Payroll	6700	35,767.15	
	EFT Department Of Retirement Systems Retirement	1803	11/11/2024	Payroll	6700	51,832.24	
	EFT Department Of The Treasury	1804	11/11/2024	Payroll	6700	65,346.77	
	EFT Devert Brent Nathaniel	1774	11/29/2024	Payroll	6700		
241101052	Dimartino Associates Brown & Brown of WA, Inc	1857	11/11/2024	Payroll	6700	2,449.92	
	EFT Drake Leah Noel	1742	11/13/2024	Payroll	6700		
	EFT Drake Nathan Tyler	1775	11/29/2024	Payroll	6700		
	EFT Eliason Nate Iver	1743	11/13/2024	Payroll	6700		
	EFT Fox Timothy Andrew	1727	11/15/2024	Payroll	6700		
	EFT Fox Timothy Andrew	1776	11/29/2024	Payroll	6700		
241101107	Frasl Katy J	1744	11/13/2024	Payroll	6700		
241101108	Frasl Terry L	1745	11/13/2024	Payroll	6700		
241101053	GET Program	1858	11/11/2024	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	1728	11/15/2024	Payroll	6700		
	EFT Garza Isaac Wayne	1777	11/29/2024	Payroll	6700		
241101054	HRA VEBA Trust	1859	11/11/2024	Payroll	6700	7,675.00	
	EFT Hall Aaron David	1729	11/15/2024	Payroll	6700		
	EFT Hall Aaron David	1778	11/29/2024	Payroll	6700		
	EFT Harding Arthur James William	1746	11/13/2024	Payroll	6700		
	EFT Heilman Chris Douglas	1747	11/13/2024	Payroll	6700		
	EFT Heilman Chris Douglas	1779	11/29/2024	Payroll	6700		
	EFT Hemminger Shannon Marie	1780	11/29/2024	Payroll	6700		
	EFT Hoskison Jordan Tyler	1781	11/29/2024	Payroll	6700		
	EFT Hull Nathan Scott	1782	11/29/2024	Payroll	6700		
	EFT Hull Shawnna Noel	1748	11/13/2024	Payroll	6700		
241101055	IAFF Local 3825 Treasurer	1860	11/11/2024	Payroll	6700	6,196.98	
	EFT Josselyn Jesse West	1749	11/13/2024	Payroll	6700		
	EFT Kaleiwahea Blake William	1783	11/29/2024	Payroll	6700		
	EFT Kautz Austin Robert	1750	11/13/2024	Payroll	6700		
	EFT Kondrack Andrew Joseph	1784	11/29/2024	Payroll	6700		
241101114	Kondrack Doreen Belle	1751	11/13/2024	Payroll	6700		
241101115	Linn Catherine Louise	1752	11/13/2024	Payroll	6700		
	EFT Lohse Ryan Jacob	1785	11/29/2024	Payroll	6700		
	EFT Loofbourow Josh Kenneth	1753	11/13/2024	Payroll	6700		
	EFT Lyon Colby Wayne	1730	11/15/2024	Payroll	6700		
	EFT Lyon Colby Wayne	1786	11/29/2024	Payroll	6700		
	EFT McGeary Michael C	1754	11/13/2024	Payroll	6700		
	EFT Miller Devann Munroe	1787	11/29/2024	Payroll	6700		
	EFT Morales Michael Lawrence	1788	11/29/2024	Payroll	6700		

## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

07:37:42 Date: 11/07/2024

11/11/2024 To: 11/11/2024

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
	EFT Palmerson Erik Morgan	1731	11/15/2024	Payroll	6700		
	EFT Palmerson Erik Morgan	1789	11/29/2024	Payroll	6700		
	EFT Parker Gregory Jerel	1732	11/15/2024	Payroll	6700		
	EFT Parker Gregory Jerel	1790	11/29/2024	Payroll	6700		
	EFT Patraca Linda Ellen	1755	11/13/2024	Payroll	6700		
	EFT Patraca Linda Ellen	1791	11/29/2024	Payroll	6700		
	EFT Reynoldson Andrea Gail	1792	11/29/2024	Payroll	6700		
241101119	Ricks John Rual	1756	11/13/2024	Payroll	6700		
	EFT Ruiz Steve Shane	1793	11/29/2024	Payroll	6700		
	EFT Santee Ricardo Leon	1794	11/29/2024	Payroll	6700		
241101120	Santee Trisha Leann	1757	11/13/2024	Payroll	6700		
	EFT Scott Robert William	1758	11/13/2024	Payroll	6700		
	EFT Sexton Thomas Edward	1795	11/29/2024	Payroll	6700		
	EFT Shea Michael John	1759	11/13/2024	Payroll	6700		
	EFT Singleton Charles Ed	1796	11/29/2024	Payroll	6700		
	EFT Smith Eric David	1797	11/29/2024	Payroll	6700		
	EFT Spiegelberg John Steven	1760	11/13/2024	Payroll	6700		
	EFT Stone Roger Lee	1798	11/29/2024	Payroll	6700		
	EFT Swecker Joel Anthony	1733	11/15/2024	Payroll	6700		
	EFT Swecker Joel Anthony	1799	11/29/2024	Payroll	6700		
241101124	Teitzel Steven David	1761	11/13/2024	Payroll	6700		
	EFT Trautman Alexander Paul	1800	11/29/2024	Payroll	6700		
	EFT Trott Thomas John	1801	11/29/2024	Payroll	6700		
241101056	Trusteed Plans	1861	11/11/2024	Payroll	6700	52,128.74	
241101125	Vargas Julio Cesar	1762	11/13/2024	Payroll	6700		
	EFT Visser Miranda Louise	1763	11/13/2024	Payroll	6700		
	EFT Washington State Support Registry	1805	11/11/2024	Payroll	6700	768.66	
241101057	West Thurston Fire - House Funds	1862	11/11/2024	Payroll	6700	205.00	

81 Vouchers:

489,063.88



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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October 14, 2024 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

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

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

**Chief:** N. Drake

**Asst. Chief:**

**Battalion Chief:** R. Stone, E. Smith (Zoom)

**Captains:**

**Lieutenants:** C. Lyon, M. Morales,

**Firefighters:** T. Sexton, R. Lohse, B. Devert, T. Fox, A. Harding

**Volunteer:**

**Admin:** Admin Svcs Director/Secretary S. Hemminger, Recruit & Retention Coord. A. Reynoldson, Facilities C. Heilman

**Union Representative:** A. Trautman

**Guests:** Tom Fitzgerald, Bob Maser, Andy Fox, Rachel Fox, Leigh Dickerson, Jodi Pierce, Brin Marri, Jamal Marri, Madison Marshall, Cody Marshall, Emily Morales, Doug Drake, Diana Drake

**Additions/Deletions to the Agenda:** Badge Pinning for Nathan Drake and Tim Fox.

**Public Comments/Presentations:** Tom Fitzgerald presented a request to the board to provide LifeScan physicals (full body scan and bloodwork) for retired Firefighters.

**Labor Management:** A. Trautman, one FF/EMT returned to full duty and two still remain out.

**New Business:**

1. Board Secretary Hemminger swore in Nathan Drake as the new fire Chief, and Chief Drake swore in T. Fox who completed his one-year probationary period.
2. Expenditure Approval – Commissioner Merryman moved to approve the total expenditure amount of \$595,993.65. Commissioner Ricks seconded the motion. Motion carried 6-0.
3. Meeting Minutes – Commissioner Ricks moved to approve the September 9, 2024, meeting minutes. Commissioner Reed seconded the motion. Motion carried 6-0.
4. 2025 Preliminary Budget – Admin Services Director presented three different budget proposals for 2025, which are dependent upon the Maintenance and Operation Levy results on November 5, 2024. Commissioner Dahl suggested the Board have a workshop on November 13, 2024, to review budget after the results of the election.

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

**Unfinished Business (non-action items):** Board Secretary reported back on the surplus of radios being donated to another Fire District, and the RFA is within legal boundaries to do so.

**Communications:** None

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

**Recruit & Retention Coordinator Update:** Refer to printed report.

**Commissioner Reports:** Commissioner Ricks commented on how well the town hall meetings went and commended Chief Drake on his presentations. Commissioner Ricks advised that Medic 1 will have their 8<sup>th</sup> ALS unit at Tumwater Fire Department.

Commissioners have requested the Safety Officer attend the next meeting.

Request to investigate Solar Panel Grants.

Commissioner Scott inquired as to when the L & I Inspection occurs, and it's every two years.

**Good of the Order:** None

**Adjournment:** The board adjourned the meeting at 1841 hours.

Submitted for Board approval by:

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Shannon Hemminger, Secretary

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Calvin Dahl, Board Member

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John Ricks, Board Member

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Robert Scott, Board Member

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Tom Culleton, Board Member

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Jeff Merryman, Board Member

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Mike Reed, Board Member



West Thurston Regional Fire Authority  
Governing Board

REQUEST FOR QUOTE SUMMARY

**RFQ Item/Service:**

**Background Information:** Due to implementation of new radios, a request for quote was sent out October 17, 2024, with a response date of November 01, 2024. The request was sent to qualified vendors that could provide installation of Radio Control Stations. The RFQ was sent to 12 vendors, with zero that have provided a response.

1. Betschart Electric Co., Inc.
2. **Day Wireless**
3. M.D. Marine Electric, LTD.
4. MB Electric LLC
5. Mill Plain Electric
6. Reign City Services LLC
7. Silke Communications Solutions Inc.
8. Systems for Public Safety, Inc.
9. Taurus Electric
10. Taurus Power & controls Inc.
11. Travers Electric
12. Whisler Communications

Contractor	Proposal	Warranty/Service included	Cost ( <i>excl. tax</i> )	Notes
Day Wireless	• See attached	• See attached •	• \$34,833.00 plus tax	

**Recommendation: Day Wireless**

- Only vendor to provide quote
- Have used this vendor in past

# WEST THURSTON REGIONAL FIRE AUTHORITY – RFP

## CONTROL STATION UPGRADE

### RFQ RESPONSE BID - DAY WIRELESS SYSTEMS:

WEST THURSTON REGIONAL FIRE AUTHORITY

November 1, 2024

Presented by

**David Jackson**

Service Representative

Day Wireless Systems  
8343 Hogum Bay Lane NE, Ste 101  
Lacey, WA 98516

(360) 491-9000

[djackson@daywireless.com](mailto:djackson@daywireless.com)



[www.daywireless.com](http://www.daywireless.com)

30 Offices in Six

Western States

200+ Tower Locations

## EXECUTIVE SUMMARY

The following is in response to the RFP received Wednesday, October 23, 2024 @ 11:29 AM from West Thurston Regional Fire Authority (WTRFA).

Timeline of this implementation is expected to take within sixty days from Receipt of Equipment Order.

## RFQ PRICING

Please note that the pricing listed below will remain firm for thirty days from Bid date.

This does not include estimated taxes; final tax rates will be calculated at the time of purchase.

CONTROL STATION REPLACEMENT	
Description	Total
RFQ BID PRICE (Respective PVW rates/fees)	\$34,833.00
<b>Subtotal</b>	<b>\$34,833.00</b>
Sales Tax	Not Included
<b>TOTAL</b>	<b>\$34,833.00</b>

## PRICING BASIS / EXCEPTIONS

**Pricing is based on:**

- Sweep existing VHF Base Station antenna for condition and applicable use
- Install one customer provided APX 8500 Control Station as per RFP
- Provide and install antennas in place of respective VHF antenna, if required
- Provide Permit and inspections, as required
- Utilization of District provided lift

**Exceptions:**

- RFQ labor respective to Prevailing Wage (PVW) and reflects current PVW rates and fees as of November 2024 and subject to change
- Implementation to be performed during normal business hours Monday-Friday 8:00am – 5:00pm and excludes Holidays
- Existing antenna system will be swept for applicable reuse, antenna systems found to be compromised will require a Quote for that Scope
- Replacement equipment will reutilize existing coax, power, grounding, cable routing/penetrations, and antenna system deemed applicable for reuse



- Unless stated otherwise, excludes peripheral (i.e., PA/address system) equipment interface/connectivity
- Apart from the stated equipment, all other equipment and materials will be provided by customer
- Custom, special cut to fit, or disguised installation are not included
- Any unforeseen customer equipment or facility problems that may potentially need configuration, repair, maintenance, parts, or replacement will be brought to the customers attention and billed separately
- DWS will not be responsible for and reserves the right to submit billing for the cost of diagnosing or eliminating any type of interference
- Delays and or extra costs incurred because of snow or other inclement unexpected weather conditions
- Non-performance or delayed performance caused by third party
- Extra labor time and or trips caused by our customer or any other customer sponsored contractor or utility (phone/fiber/etc.)
- Roof/wall penetrations
- Fire stop
- R-56 upgrades
- Structural upgrades
- General finishes/repairs
- Electrical work
- Engineering
- Training.
- Anything not listed in above

### **SUPPLIED EQUIPMENT WARRANTY**

Warranty for the OEM product is the responsibility of the specific OEM for each product in the system. OEM warranty begins on receipt of the equipment and invoice from the OEM, whether to the End User or to Day Wireless Systems on behalf of the End User. Warranty from an OEM is customarily one year but may vary. The product must be returned by the End User to the OEM for repair or replacement per their specific warranty and the cost of freight. The OEM generally pays for the cost of freight to return the product to the End User; however, it may vary.

Cost of field service to assist the End User with in-warranty support of OEM product shall be assumed by the End User. Such services may include troubleshooting, repair (if possible), removal and return of product/s to the OEM, re-install, configure and optimization, update documentation, and return the system to normal usage. Field services for OEM support are billed to End User on time and material at published service rates. Day Wireless Systems will notify the End User if the specific OEM provides reimbursement for in-warranty field services.

### **SERVICES WARRANTY**



Warranty for services and craftsmanship supplied by Day Wireless Systems is 12 months from the date of substantial completion. Craftsmanship consists of the labor tasks such as defects in design, programming, and installation performed to implement the system. Should the system be put into beneficial use by the End User prior to completion of a Certificate of Acceptance, the warranty for services and craftsmanship will begin on the date of beneficial usage.

Day Wireless Systems can provide field support on a time and material basis at published service rates Monday – Friday, 8 am to 5 pm. Service is available after hours on an overtime rate of 1.5 times normal rate. Services can also be supplied on a Maintenance Agreement with negotiated rates and priority handling.

## LIMITATIONS

Total liability for Day Wireless Systems arising out of or related to this warranty, is limited to the price of the supplied system. It is at the option of Day Wireless Systems to repair, replace or refund purchase price of the OEM product or supplied services. OEM warranty and craftsmanship warranty may be void if the system is altered, neglected, or misused by End User or any third party.

Day Wireless Systems is not responsible for any ancillary product or services applied to the system not supplied by Day Wireless Systems.

Day Wireless Systems is not responsible for defects due to weather, accident, or natural phenomena. Day Wireless Systems has no authority to make warranty policies on behalf of the OEM and bears no liability for performance and specifications stated by the OEM.

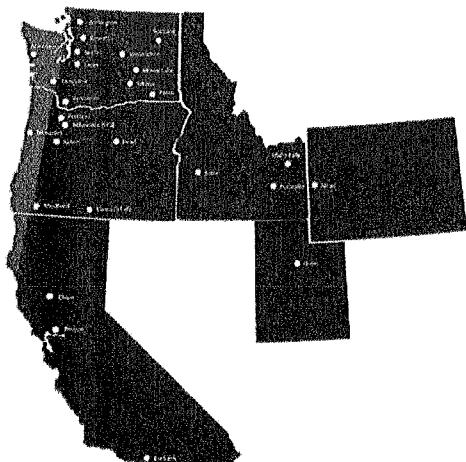


## PROFILE OF FIRM

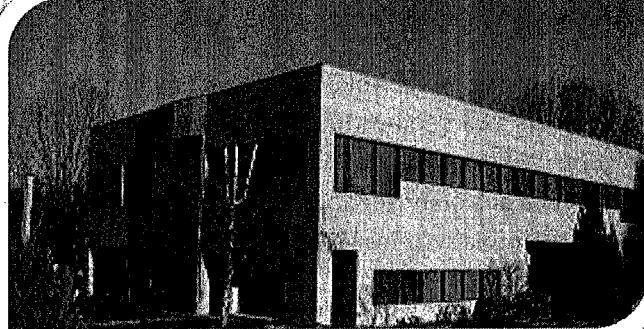
Day Wireless Systems, a DBA of Day Management Corporation, is a premier provider of wireless solutions for voice, data, and video. The company designs, installs, and supports systems for government, public safety, healthcare, commercial, and education customers.

Founded in 1969, the company is based in the Portland, Oregon, area and now operates from 30 locations in six Western States. We have more than 400 employees including nearly 300 technical staff made up of engineers, senior technicians, and skilled installers. The company is privately held and led by third generation family members. Day Wireless Systems is affiliated with Reliance Connects, a provider of telephone, cable, and Internet services with operations in Oregon and Nevada.

Day Wireless Systems is one of the largest wireless service organizations in the country and a major provider of the leading brands in wireless system applications. We are one of the largest wireless integrators in the Western United States.



Day Wireless Systems serves its customers throughout the West from 30 locations in six states.



Day Wireless Systems Headquarters

When you call Day Wireless, you get answers. Whether you are seeking a Motorola Two-Way Radio System or need solutions for your complex communication challenge, we can help. Dedicated to service excellence and technical innovation, the experts at Day Wireless Systems are ready to solve problems.

Our average employee has been with us over eight years, so you can be confident we have the know-how and ability to solve your toughest challenges. We know that culture matters and proudly trace our company heritage over one hundred years to the founding of Estacada Telephone in 1905, and Day Wireless since 1969.



## REGIONAL OFFICE PROFILE

Serving Western Washington in the South Puget Sound area is the Lacey regional office of Day Wireless.

The Lacey service center holds the highest technical service status awarded by Motorola – Service Elite Specialist. We must adhere to this rigorous standard of technical and customer service to maintain the highest levels of Motorola systems certification.

The Day Wireless Lacey office adheres to the business practices of the Electronics Technician Association (ETA) for high standards of technical ability, business operations, ethics, safety and customer service. It means clean, organized, and professional technical spaces and service vehicles.

The ETA group is widely respected for its quality initiatives throughout the electronics industry worldwide. You can learn more at [www.eta-i.org](http://www.eta-i.org).



8343 Hogum Bay Lane NE,  
Ste 101  
Lacey, WA 98516  
Phone: 360-491-9000



CERTIFIED  
SERVICE  
CENTER





## WEST THURSTON REGIONAL FIRE AUTHORITY

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

**Date:** October 17, 2024

### \*Request for Quote\*

#### Overview:

The purpose of this Request for Quote (RFQ) is to invite qualified vendors to submit a response and statement of qualifications for a contractor who can provide installation of Radio Control Stations. The district has implemented the use of new Motorola APX 8000XE series radios therefore will require the base stations be installed; district has the APX 8500 Control Station.

Please submit an electronic copy of your response to the RFQ to the primary contact below no later than November 1, 2024:

#### Contact Information:

Primary Contact:  
Administrative Assistant  
Linda Patraca  
Phone: 360-273-5582  
Fax: 360-273-7684  
[linda.patraca@wtrfa.org](mailto:linda.patraca@wtrfa.org)

Alternate Contact:  
Fire Chief  
Nathan Drake  
Phone: 360-352-1614  
Fax: 360-352-1696  
[nathan.drake@wtrfa.org](mailto:nathan.drake@wtrfa.org)

Billing:  
Administrative Headquarters  
10828 Littlerock Rd SW,  
Olympia, WA 98512  
Phone: 360-352-1614  
[payables@wtrfa.org](mailto:payables@wtrfa.org)

#### Timeline:

RFQ Released	October 17, 2024
RFQ Onsite Visit & Walk Through ( <i>If applicable</i> )	Upon Request
RFQ Due	November 1, 2024
Finalist Notification	As reviewed by the WTRFA Governing Board

#### Project Synopsis:

**Location:** Grand Mound (station 1-1) Watch Office and Day Room

**Address:** 18720 Sargent Rd., Rochester WA 98579

**Location:** Littlerock (station 1-2) Watch Office

**Address:** 10828 Littlerock Rd SW., Olympia WA 98512



## WEST THURSTON REGIONAL FIRE AUTHORITY

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

**Location:** Rochester (station 1-3) Watch Office

**Address:** 18346 Albany St. SW., Rochester WA 98579

**Location:** Scott Lake (station 1-4) Watch Office

**Address:** 2640 Trevue Ave SW, Olympia WA 98512

**Location:** Maytown (station 1-6) Watch Office

**Address:** 3131 Maytown Rd. SW., Olympia WA 98512

### Project Specifics:

1. Replace existing control stations with new control system
2. Test current antenna system for condition and applicable reuse
3. Provide and install antennas in place of respective VHF antenna, if required
4. Provide permit and inspections, if required
5. \*District has lift available for use, therefore one is not required

### RFQ Requirements and Parameters

- Bid quotes must be fully encompassing of the entire scope of the work as "turn key" which is including but not limited to;
  - A timeline of anticipated completion of the project shall be provided by the bidder.
- Prices shall include all fees associated with your proposed solution(s). All prices offered in the proposal shall be firm and will not increase for 30 days from the effective date of the proposed contract or quote.
- All work to be completed during normal business hours unless otherwise agreed upon between vendor and customer. When applicable, all work to be completed by 5pm is the expectation.
- Work will be done so as not to disrupt normal business operations for the agency.
- West Thurston Regional Fire Authority reserves the right to accept or reject any price adjustments within 30 days of request.
- Any price revisions shall be based on industry price changes and supported by documentation and adequate detail. Price revisions shall not be implemented without prior consent from the Administrative Services Director.
- Include all fees associated with your proposed solution(s) including but not limited to service fees, product, permits (if applicable), etc.
- Any and all warranties work product and workmanship shall be identified in the RFQ.
- Successful bidders will be properly licensed, bonded and insured and operate in the State of Washington.
- All vendors are required to pay prevailing wages. <https://secure.lni.wa.gov/wagelookup/>
- All vendors must file appropriate affidavits and notice of complete with L & I.



## WEST THURSTON REGIONAL FIRE AUTHORITY

### CHIEF REPORT | October 2024

***Fire Chief N. Drake***

#### CHIEF'S RECAP

##### **Staffing**

Staffing started to even out in October with a firefighter returning from injury. We still have 2 firefighters out on injury/illness with one working on the returning process with an expected return later this month. We saw our sick time decrease to 419 hours (from 750) and saw our shift OT decrease to 369 (from 432). We had no mandatory OT for the month. We had 1 FF continue light duty working during the week at Station 1-2. I will continue to monitor this closely in the next couple of months to ensure proper staffing is met to keep OT costs down and morale up. Maintaining proper staffing continues to be a priority of mine.

##### **Promotions**

Starting November 1<sup>st</sup> Mike Morales was promoted to Training Captain. He will remain on B-Shift until December 1<sup>st</sup> when he will move to day shift. With Captain Morales' promotion, that opened a Lieutenant position. Letters of interest are being accepted now with testing process early December and a start date of January 1<sup>st</sup>. We also have one firefighter vacancy that we plan on filling in early 2025.

##### **Community Town Hall**

We held 2 town hall meetings on October 1<sup>st</sup> at Swede Hall and October 3<sup>rd</sup> at Scott Lake. We had a decent showing and good engagement with questions from the community members. Also did a Facebook Live town hall on October 23<sup>rd</sup> that had good turnout. My hope is to offer more community town hall meetings every 6 months or so to keep an open line of communication between the FD and the community we serve.

##### **M&O Levy Failure**

The M&O levy is failing to meet the required 60% + 1 vote to pass. As of November 6<sup>th</sup>, unofficial results North – YES 53.68% No 46.32% South- YES 54.72% NO 45.28%.

##### **TCERN Radio System**

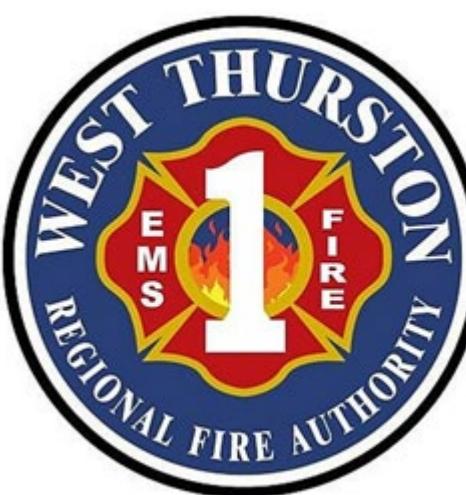
The new Thurston County Emergency Response Network (TCERN) radio system is set to go live on November 19<sup>th</sup> at 08:00. This is a new Digital Trunking Radio Network that will replace the current radio system. This system will provide increased coverage, increased channel availability, and advanced safety features.

##### **Facility Maintenance**

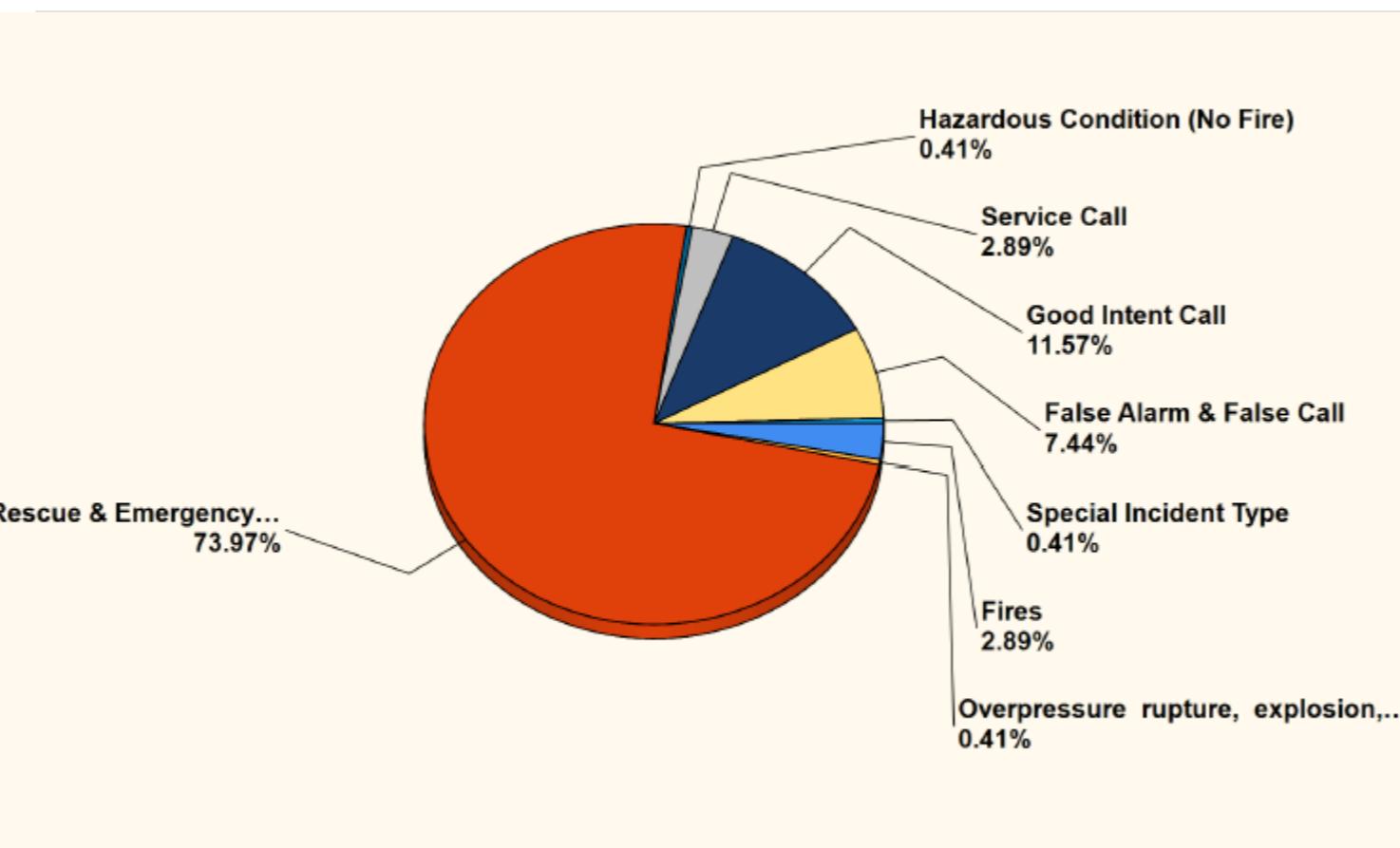
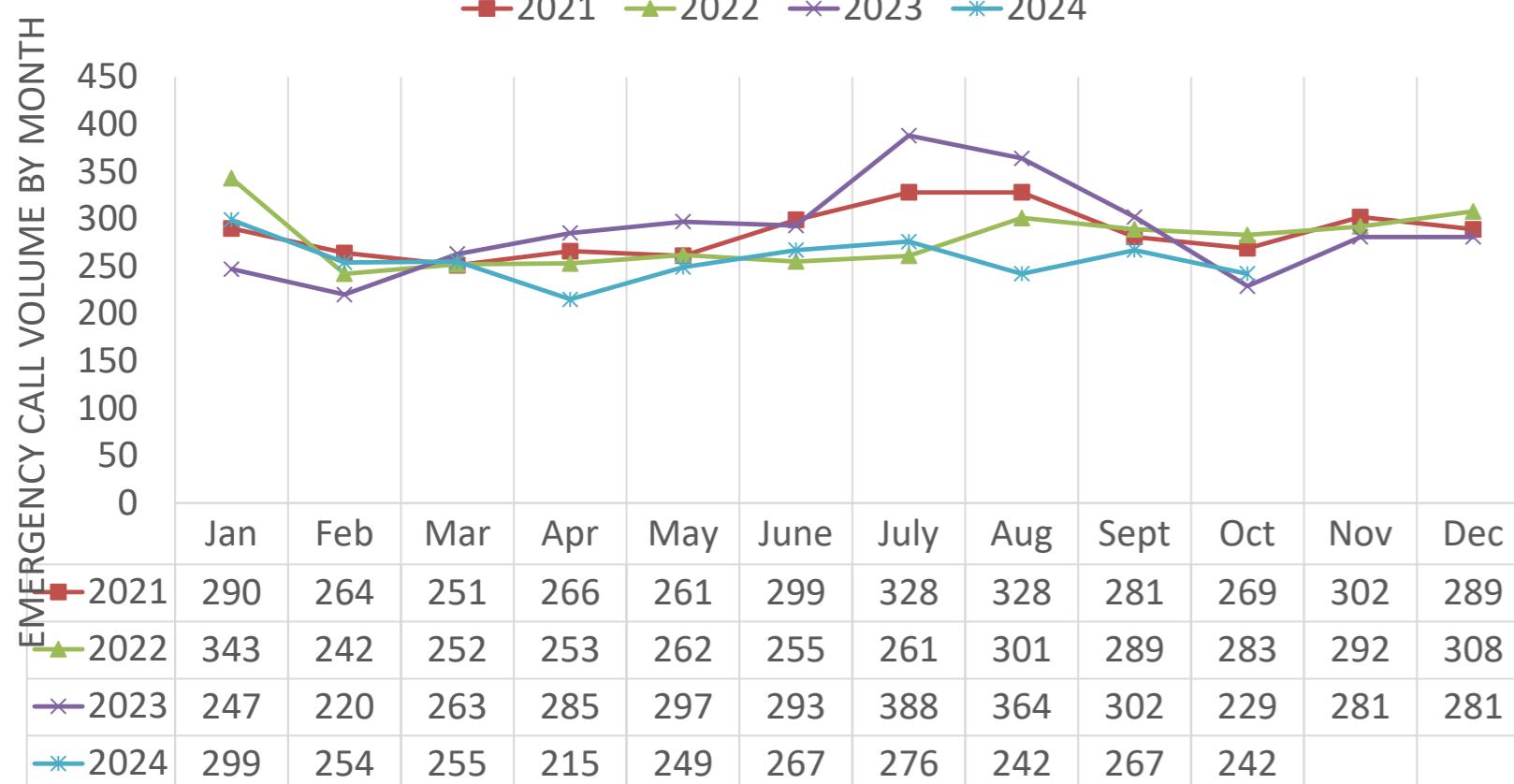
1. RFQ request for New TCERN Radio installation at Station. We have the equipment that we received from TCERN but we're responsible for the installation.

# WEST THURSTON REGIONAL FIRE AUTHORITY

2024 BY THE NUMBERS – Monthly Report October 2024  
Chief Nathan Drake



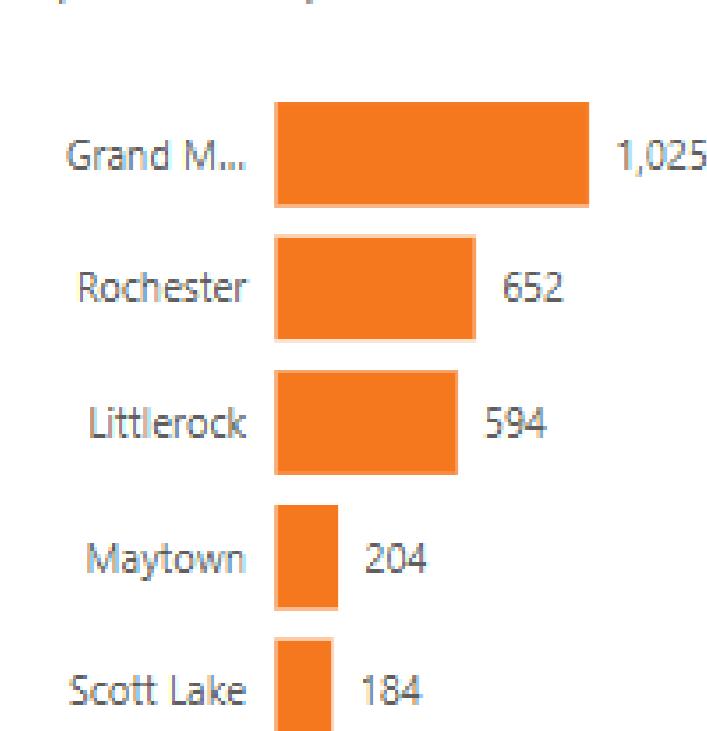
## 4-YEAR INCIDENT VOLUME COMPARISON BY MONTH 2021-2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	2.89%
Overpressure rupture, explosion, overheat - no fire	1	0.41%
Rescue & Emergency Medical Service	179	73.97%
Hazardous Condition (No Fire)	1	0.41%
Service Call	7	2.89%
Good Intent Call	28	11.57%
False Alarm & False Call	18	7.44%
Special Incident Type	1	0.41%
<b>TOTAL</b>	<b>242</b>	<b>100%</b>

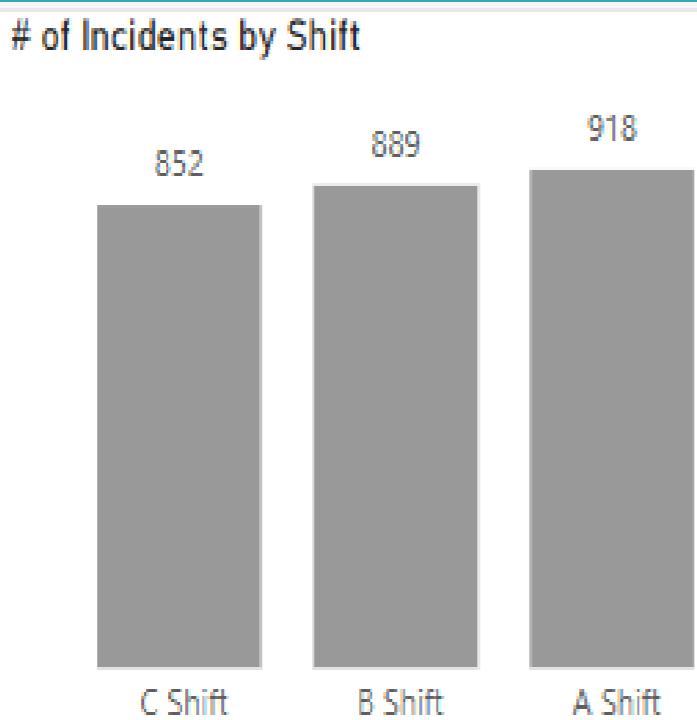
## Calls by Station

### Top Stations by # of Incidents



## Calls by Shift

### # of Incidents by Shift



2654

FOR YEAR

2887

PRIOR YEAR

-233

CHANGE PYTD

-8%

% PYTD



OCTOBER AVERAGE PRIMARY  
RESPONSE TIME 7:06



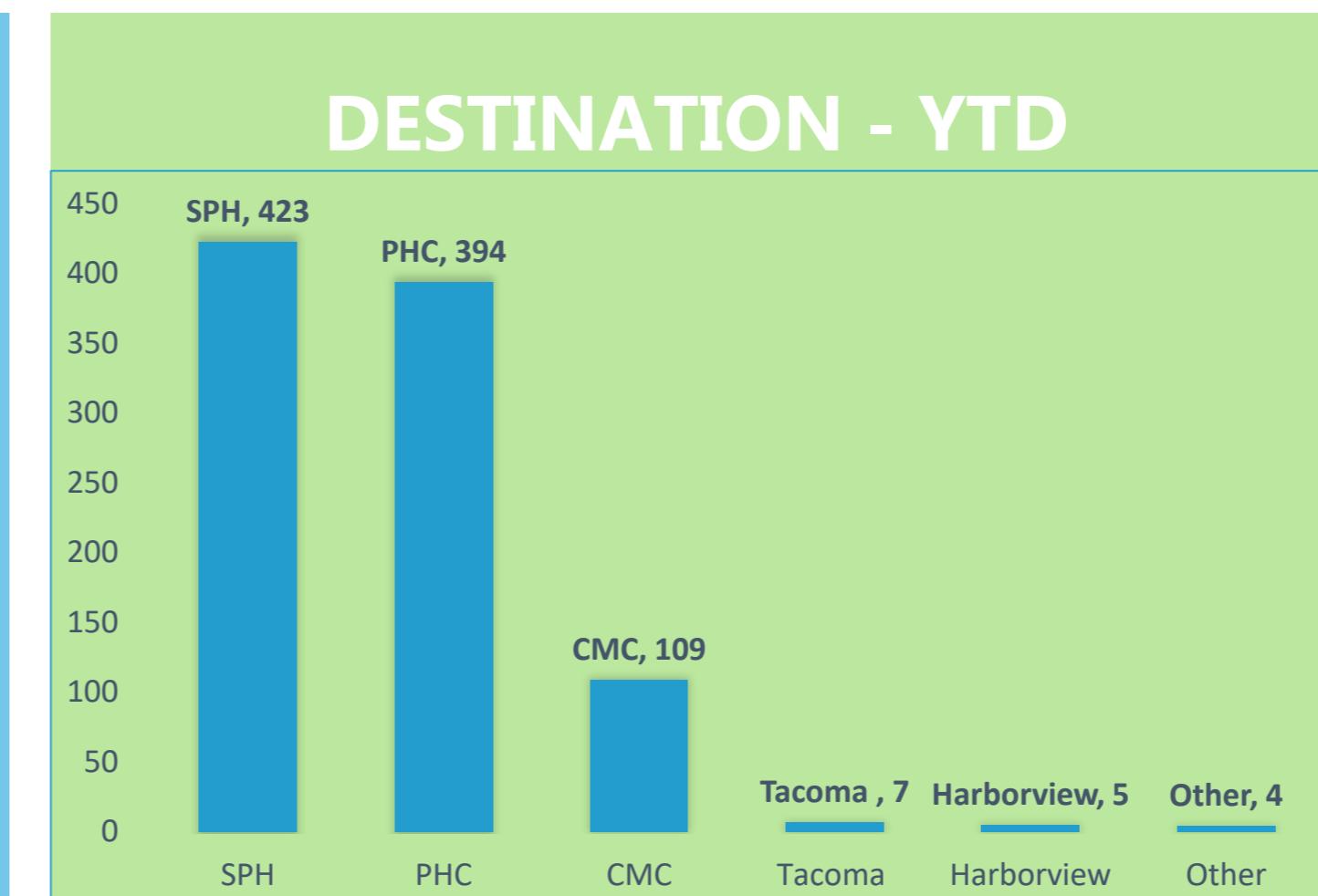
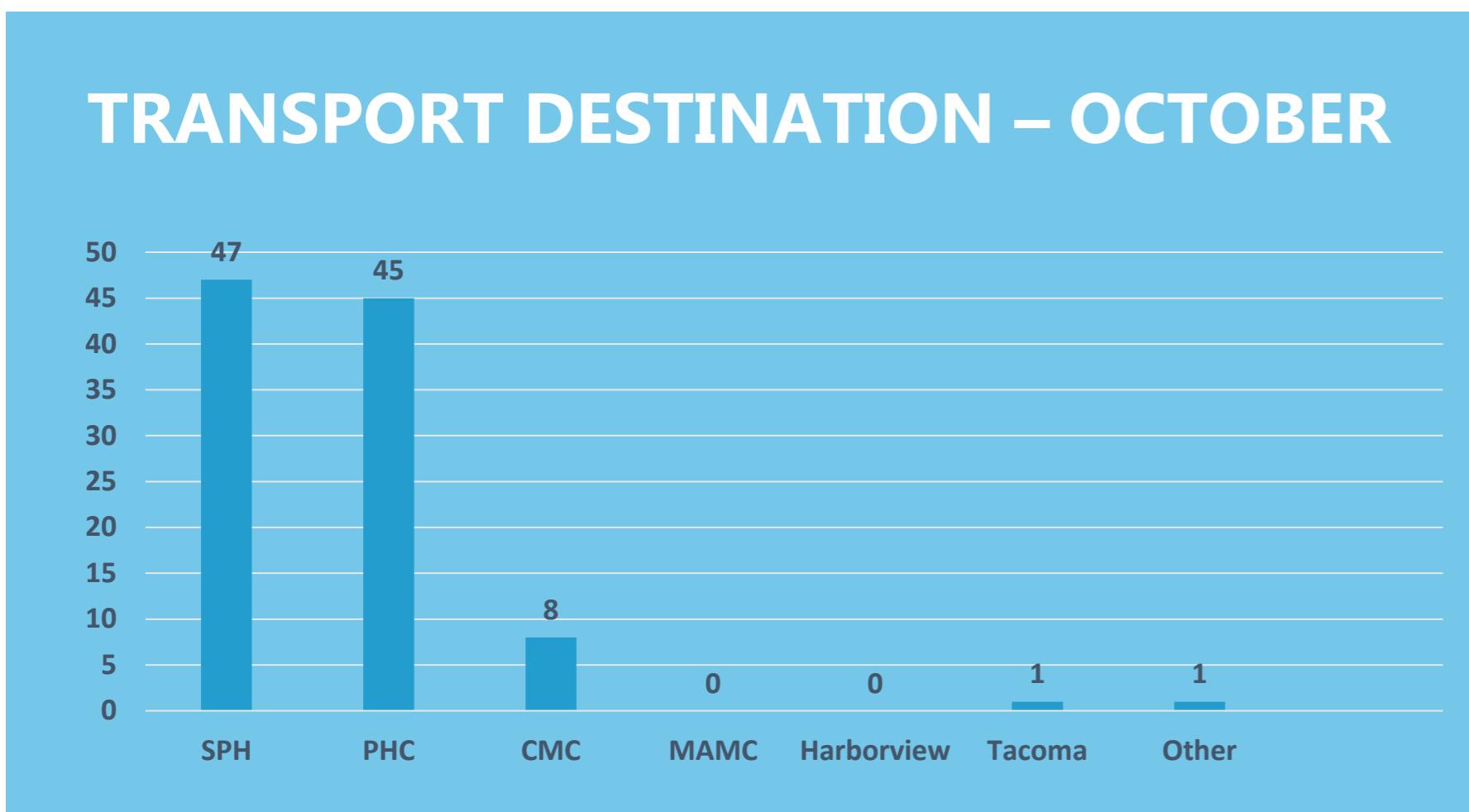
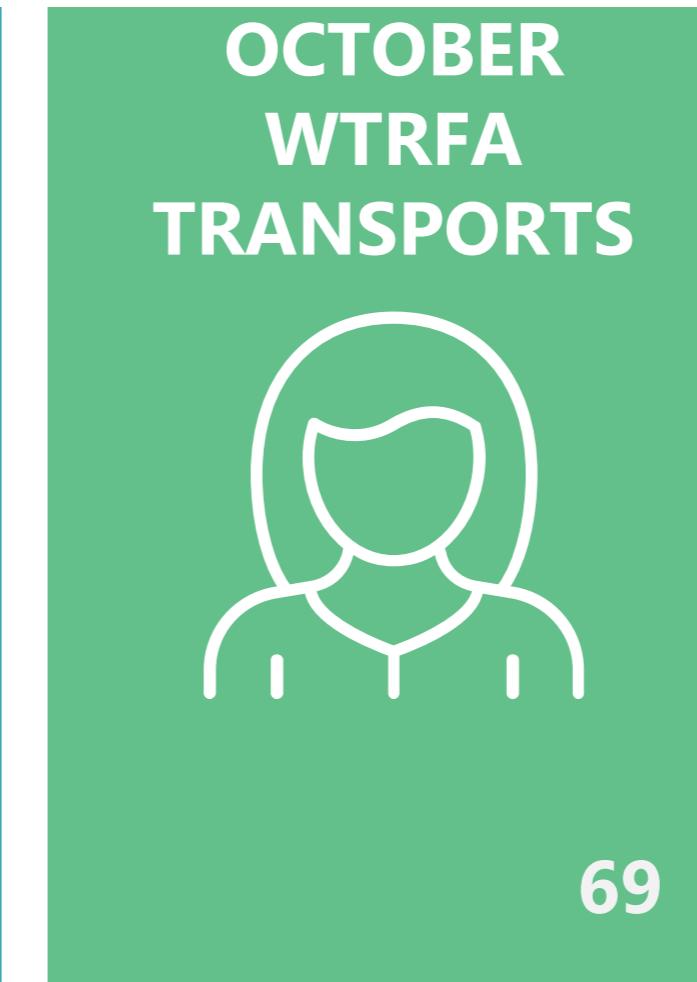
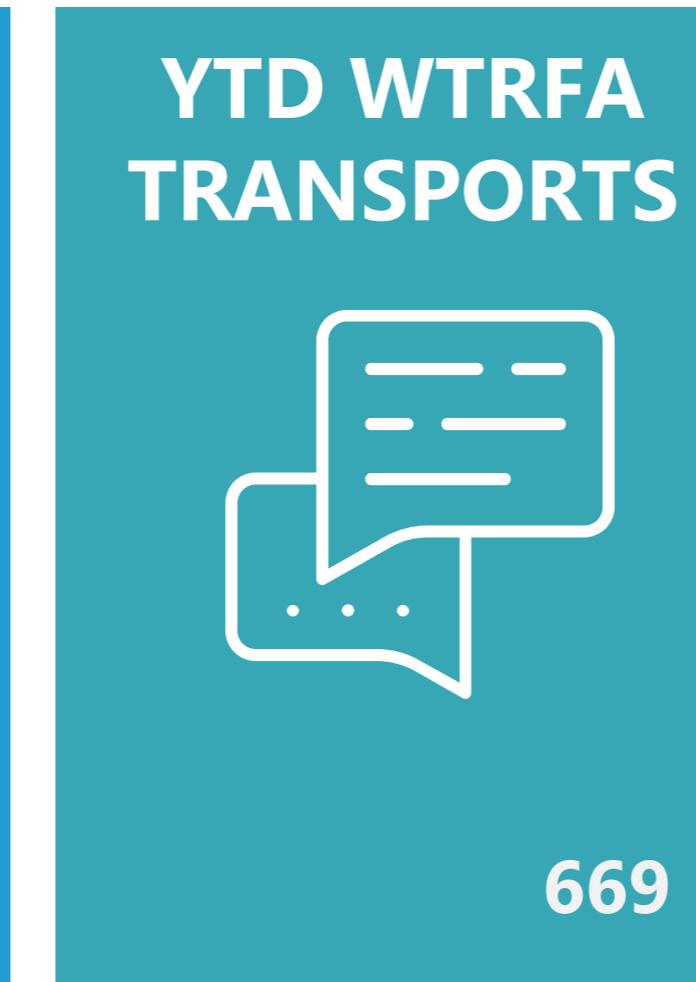
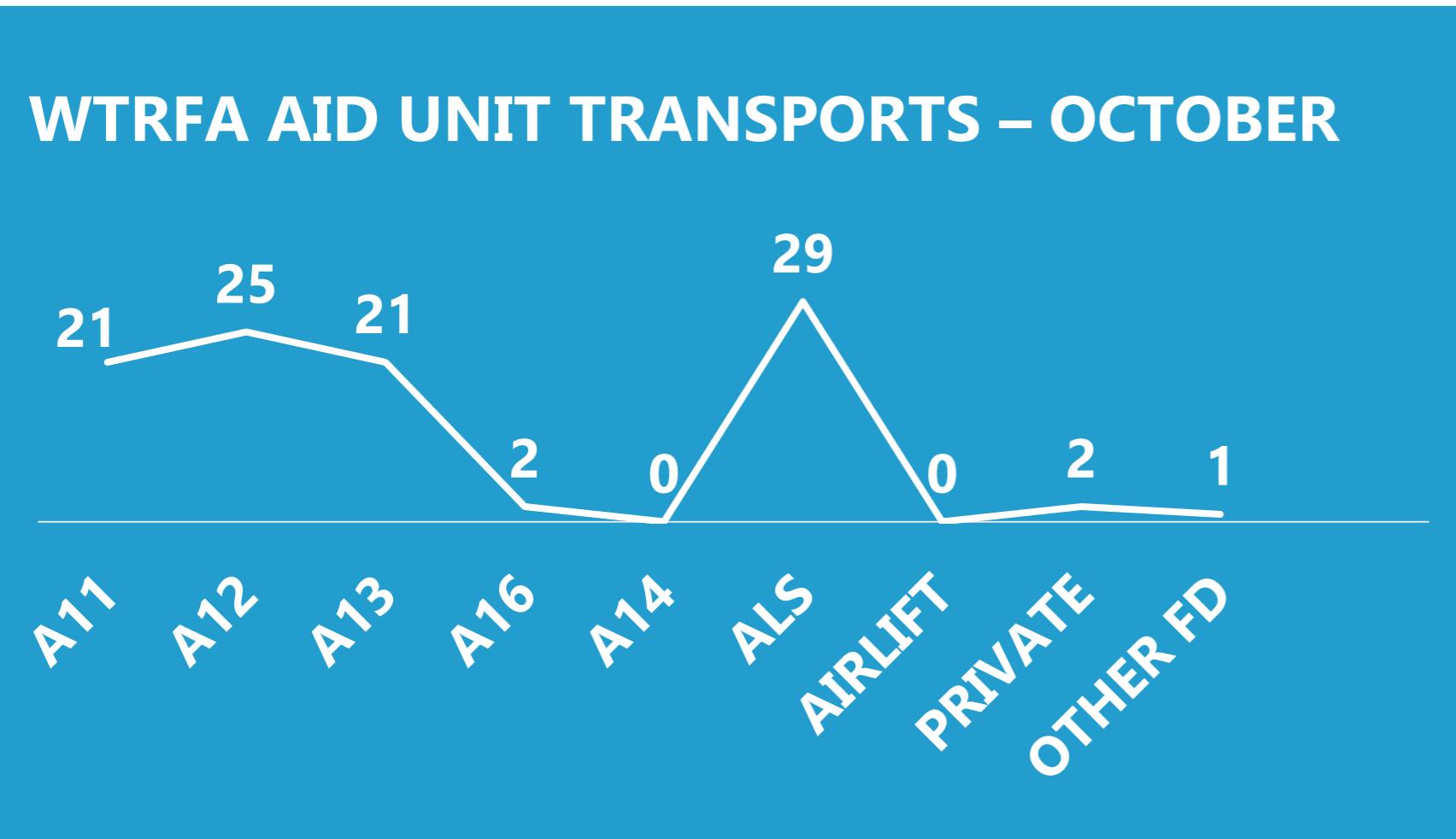
OCTOBER CALLS = 242



31% OVERLAPPING  
CALLS (75) IN OCTOBER

# WTRFA INCIDENT RESPONSE SUMMARY

## PATIENT TRANSPORTS



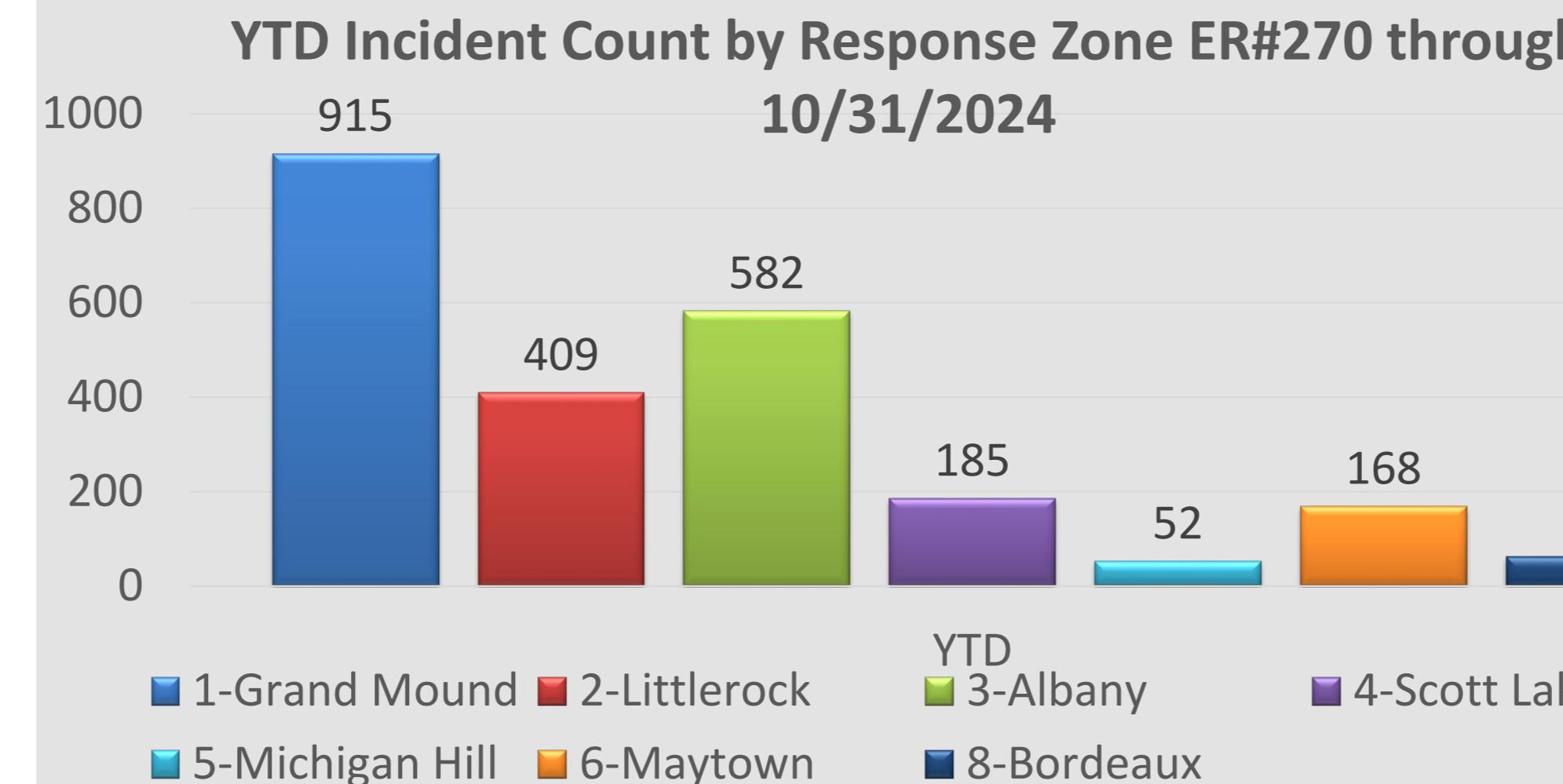
## Average Response Time COMPLIANCE YTD



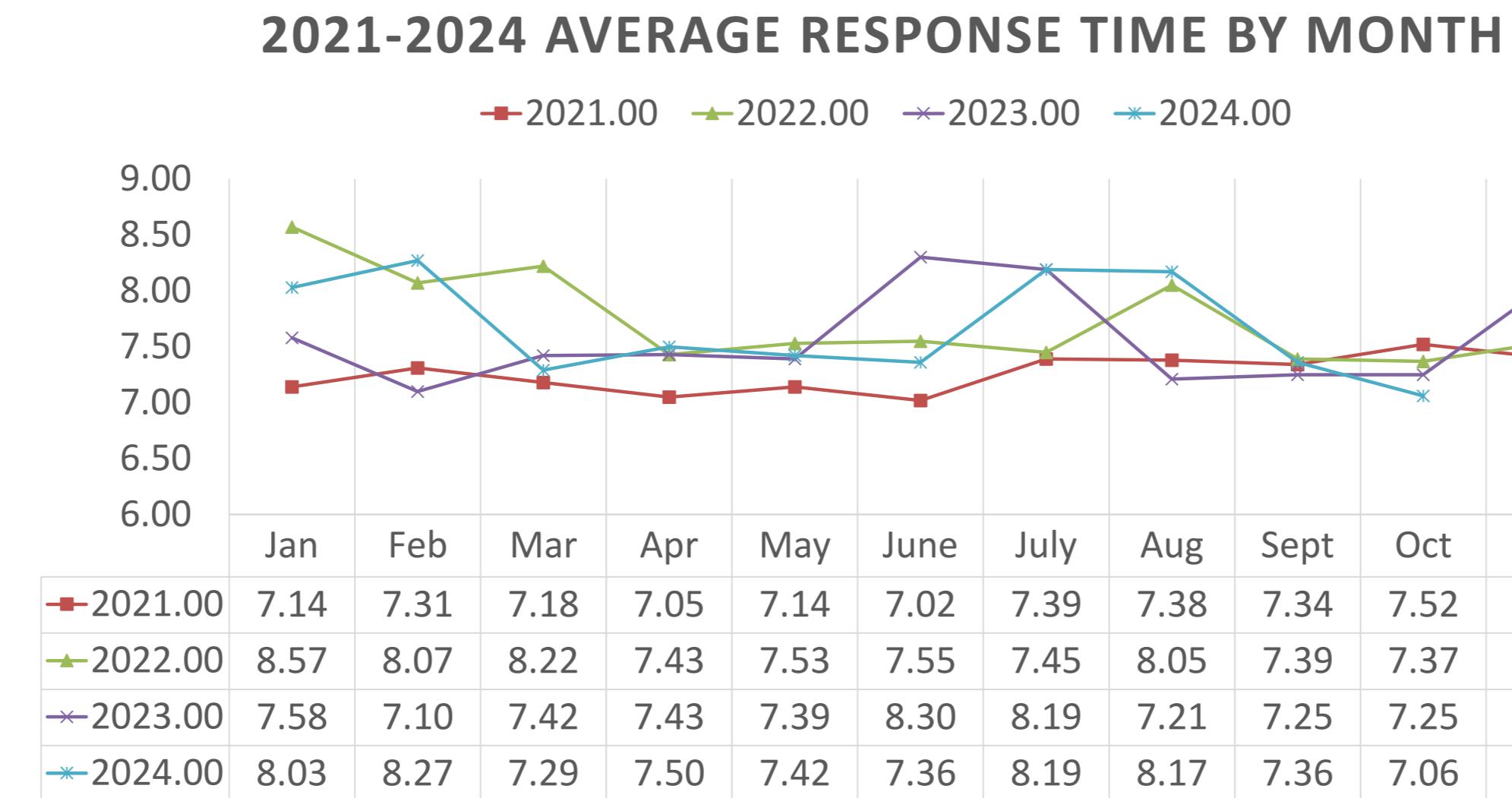
7:50 \*ER1645 Initial Unit  
Arrival in Primary Zones  
1,2,3,4,6

**36.13% Overlapping  
Calls (957) YTD**

## YTD Incident Count By Response Zone



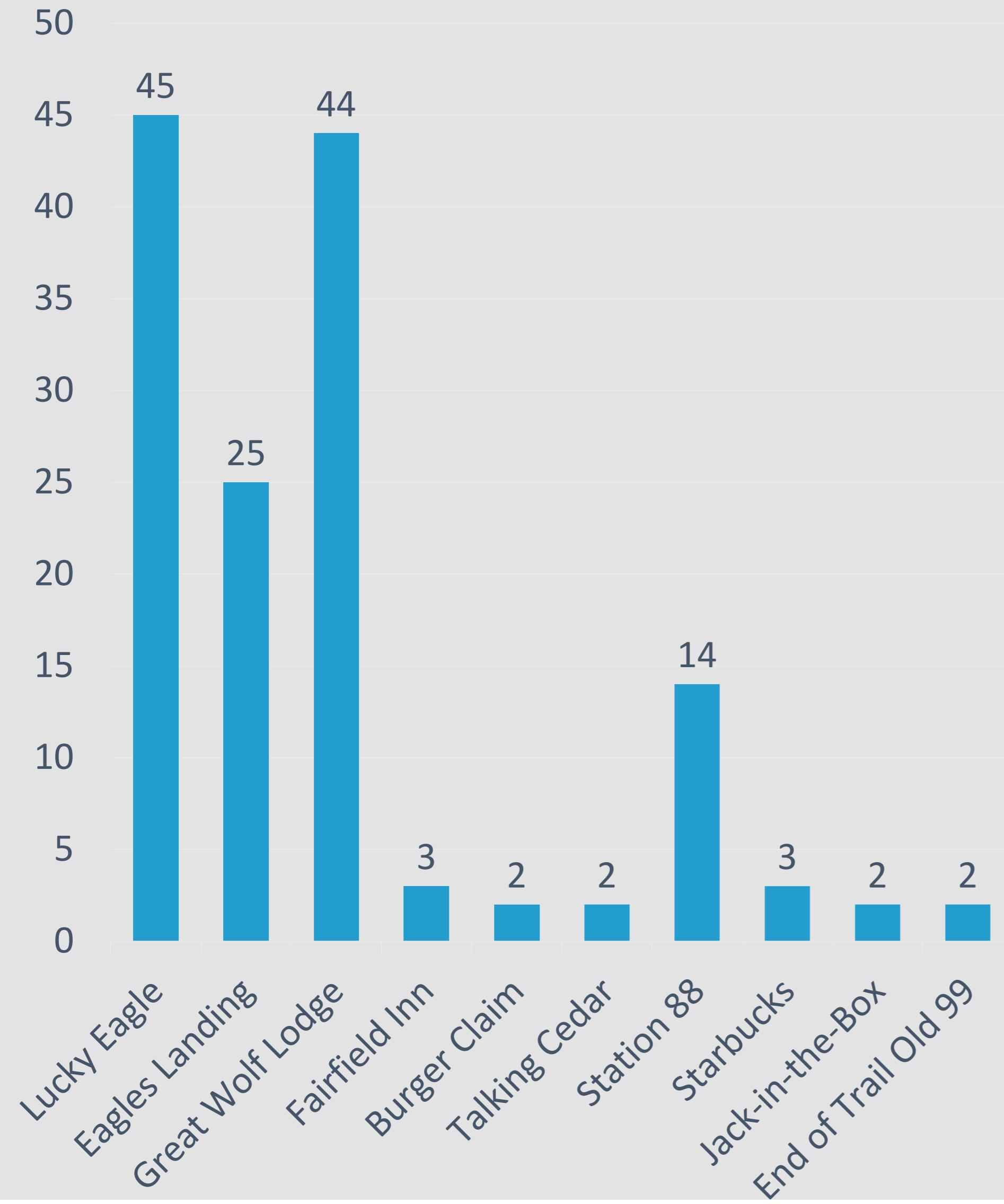
## Average Response Time By Month



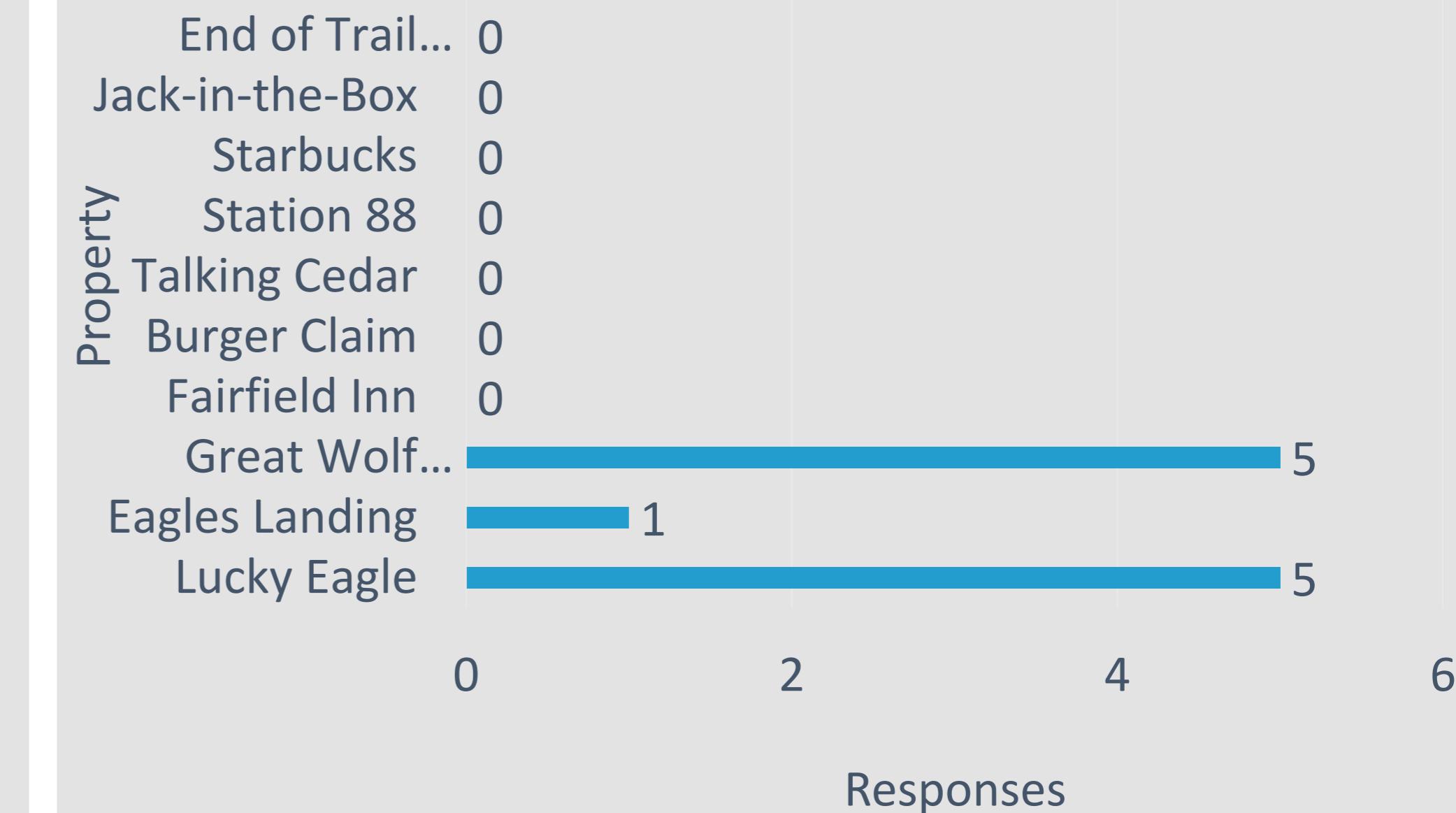
## Breakdown per Zone October

ZONE	# INCIDENTS
1 - Grand Mound	83
2 - Littlerock	41
3 - Rochester	49
4 - Scott Lake	17
5 - Michigan Hill	3
6 - Maytown	16
8 - Bordeaux / Mima / Gate	10
Capitol Forest - Capitol Forest Zone	4
I-5 Sta 1 - I-5 Station 1-1 Area	4
I-5 Sta 2 - I-5 Station 1-2 Area	3
I-5 Sta 6 - I-5 Station 1-6 Area	5
MA-BFD - Bucoda FD	3
MA-FD 4 - TCFD 4 - Tenino	1
MA-FD 6 - TCFD 6 - East Olympia	1
MA-Grays Harbor - Grays Harbor County	1
MA-TFD - Tumwater FD	1
<b>TOTAL:</b>	<b>242</b>

## TRIBAL PROPERTY RESPONSES - YTD



## TRIBAL PROPERTY RESPONSES – OCTOBER



**7,478**

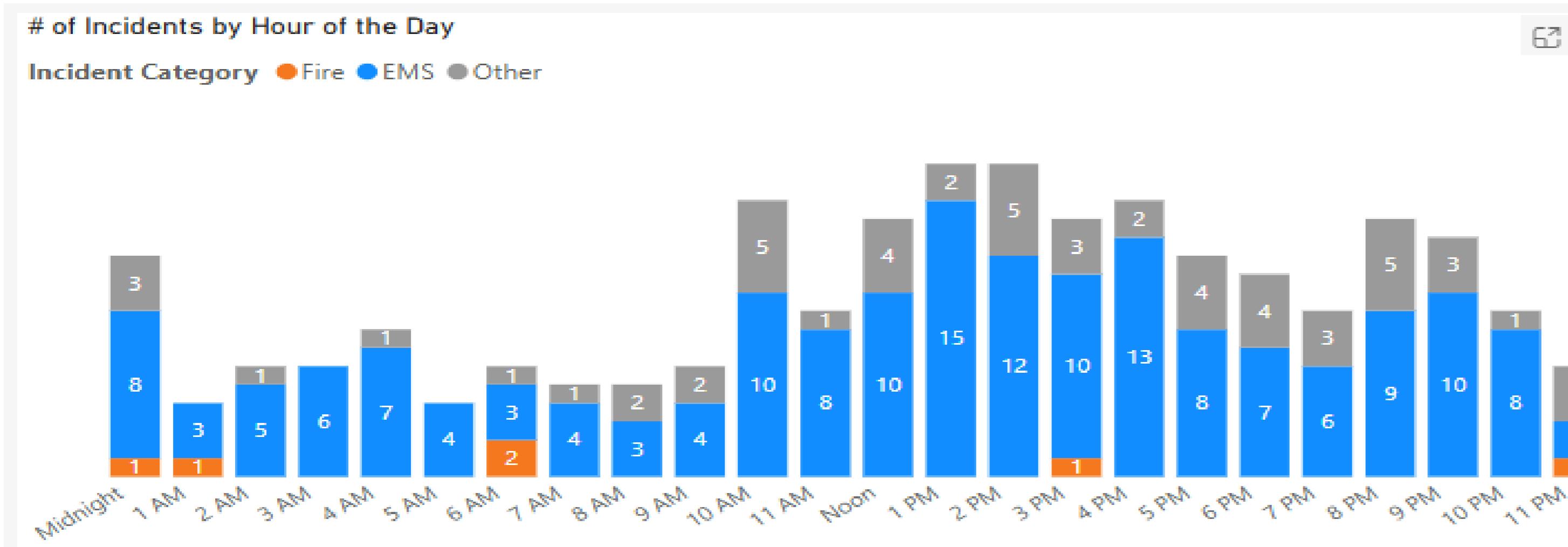
Total Personnel Hours  
October  
(Includes all volunteer  
and career time)

**369**

Shift Overtime Hours  
October

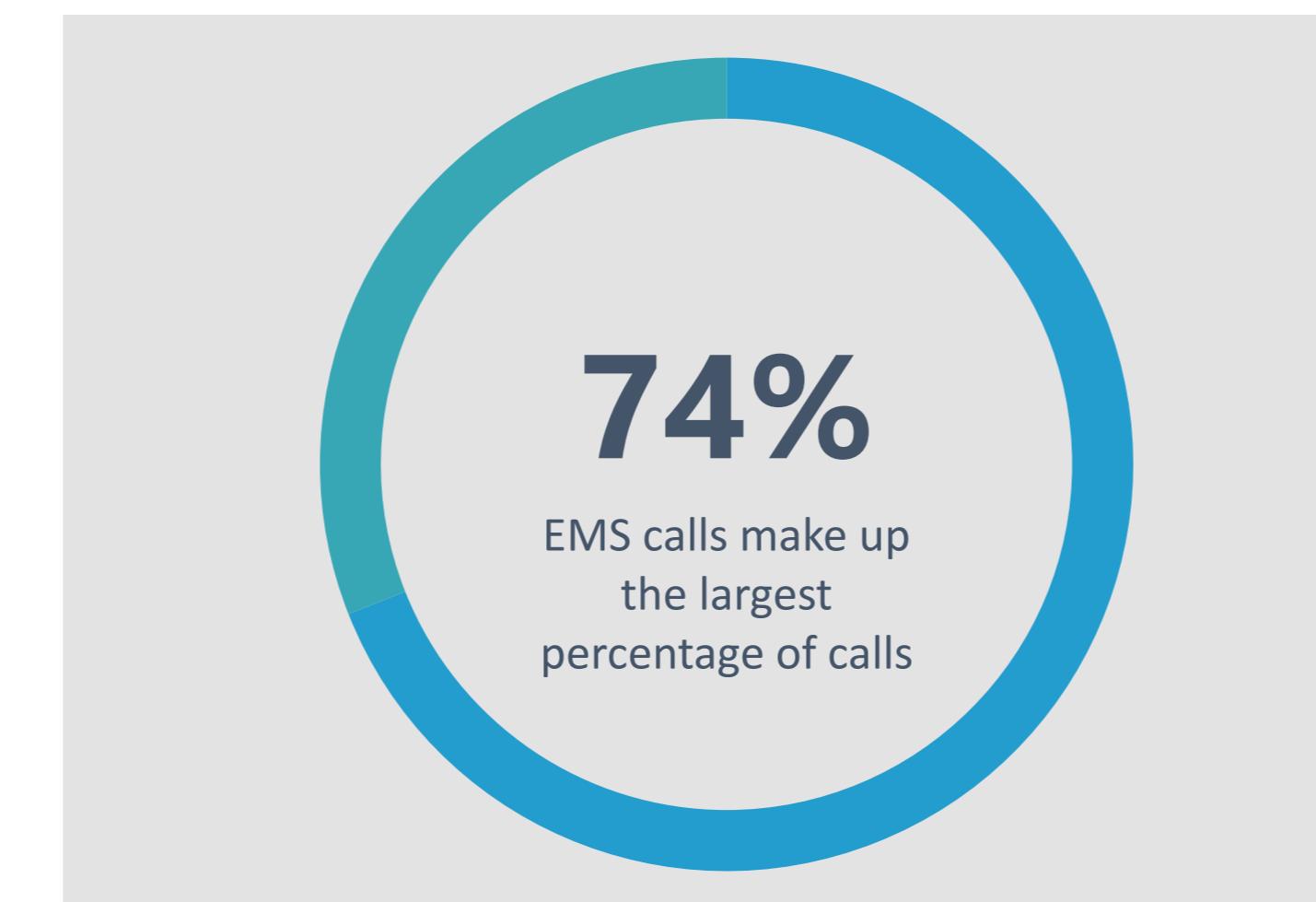
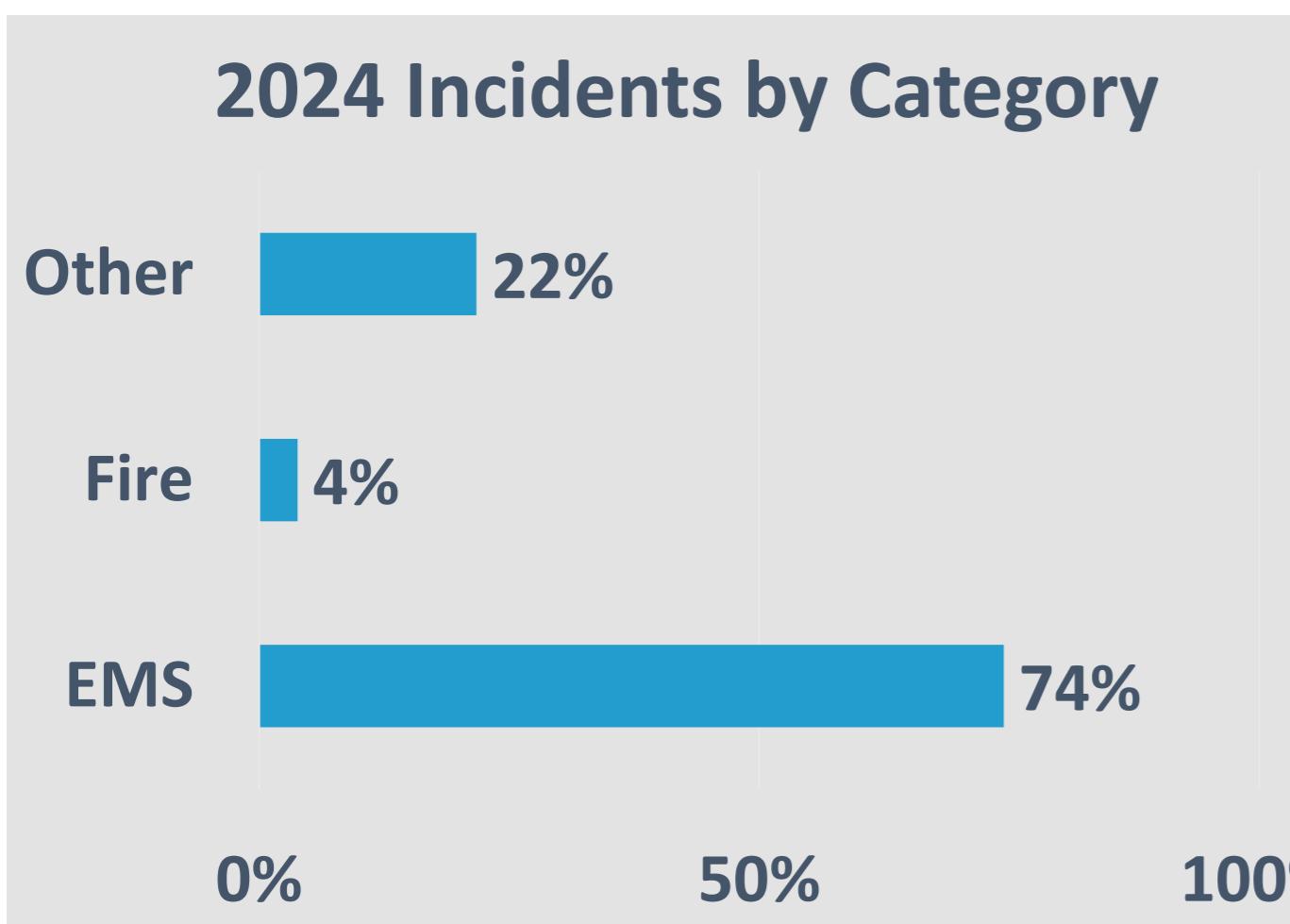
**419**

Sick Leave Hours  
October

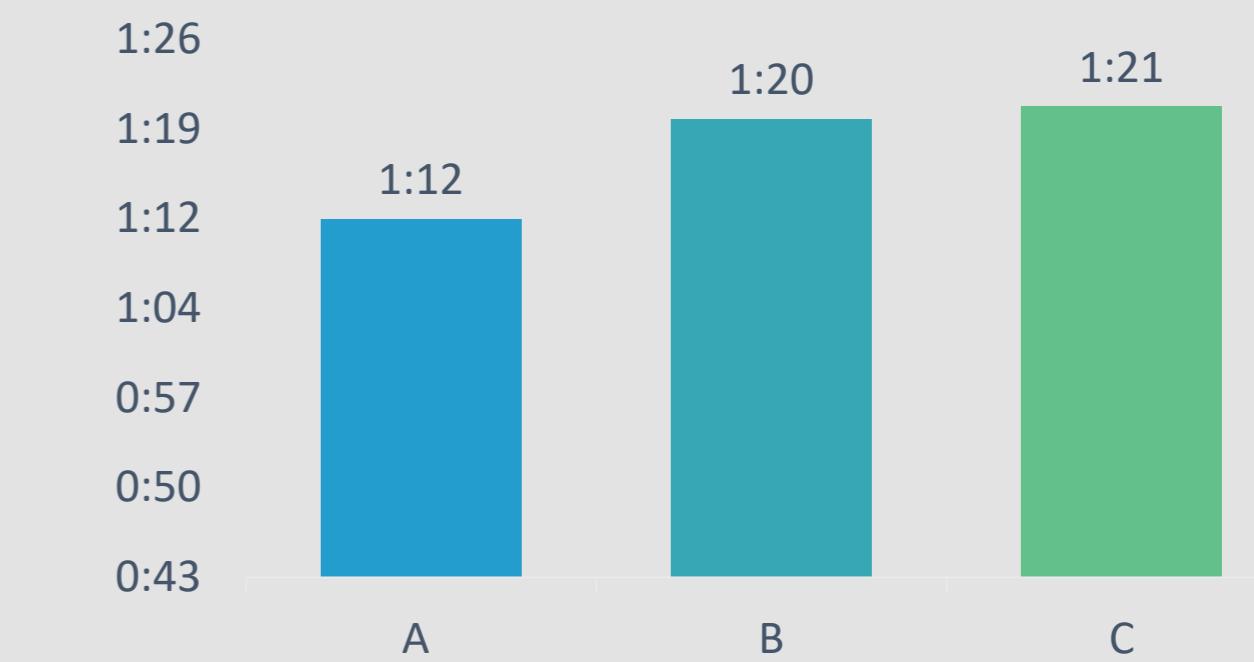


## Busiest Days of the Week October

# Thursday



## Average Turnout Time Per Shift For October



## OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

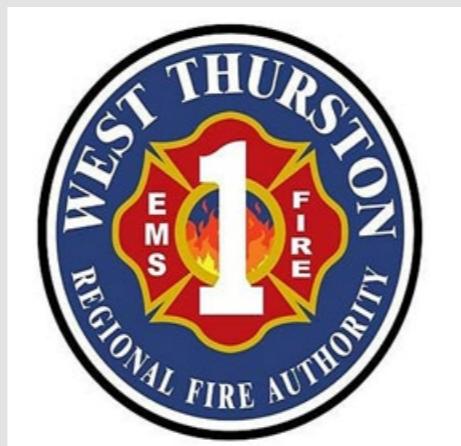
### MISSION

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 COMMUNITIES



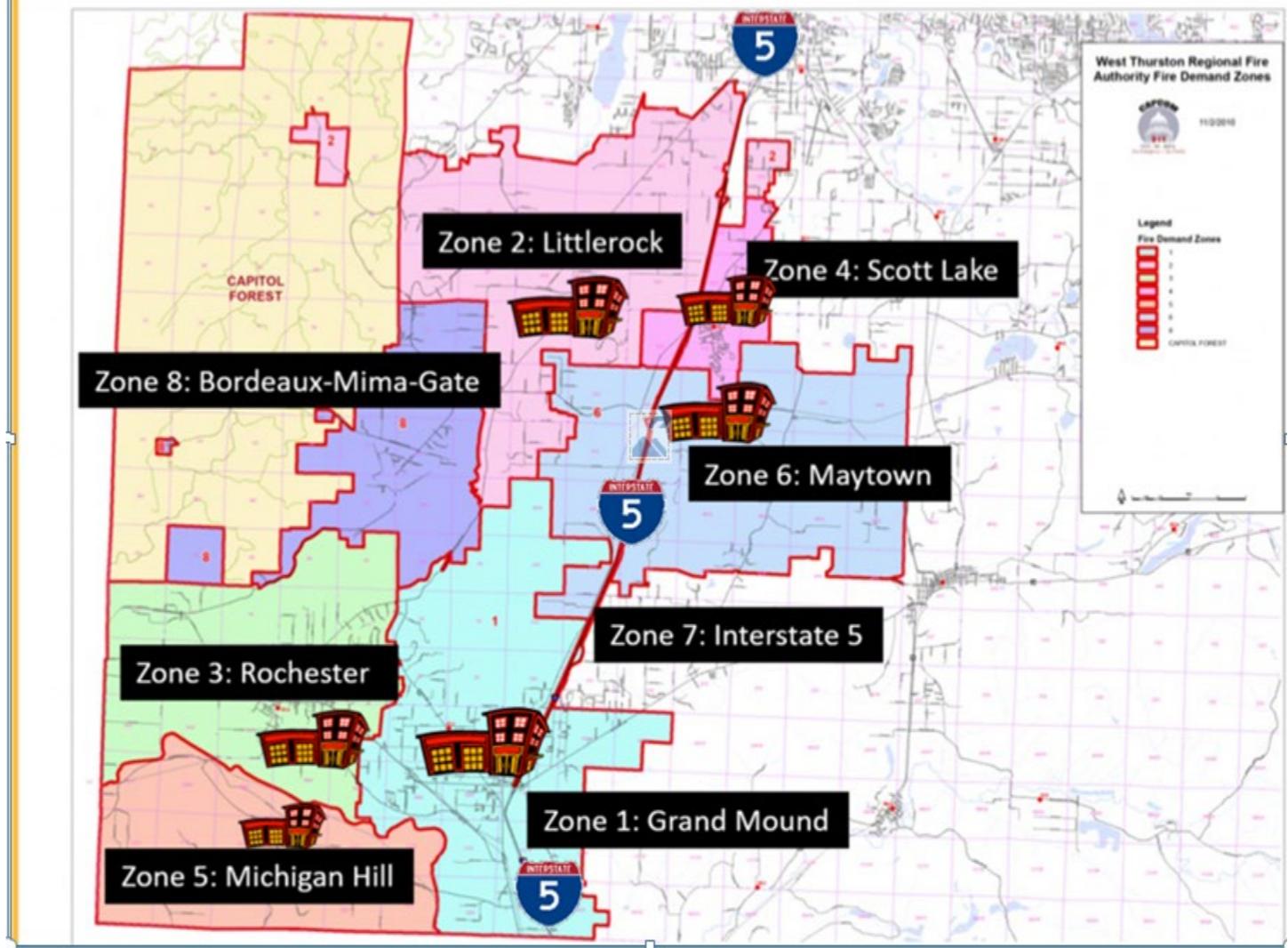
Population Served	25,000
Communities Served	9

Time to Dispatch:  
60 seconds 90% of the time  
Turnout time:  
90 seconds 90% of the time

Arrival of 1<sup>st</sup> (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.

### OUR DISTRICT

#### THE RFA RESPONSE ZONES:



#### 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

# **A-Shift October2024 Month End Report**

## **By BC Stone**

### **Greater Alarms**

- 1.) No working structure fires to report for our shift for the entire month of October. What does happen this time of year is the increase volumes of residential alarm activation. This comes from heater collecting dust, or say even toys getting placed in units. Then as people power up their heating units this creates smoke & odor.
- 2.) With the change of weather Funny how everyone comments on how "I bet your glad fire season is over!" Then besides residential alarm activations increasing, motor vehicle accidents, and wire & trees down we're right back to where we started on other types of added call volumes...

### **PEER Support**

- 1.) Have had several horrific incidents over this past month. The group has been spending a lot of time with a few of our responders and families.

### **Training**

- 1.) OTEP'S. This year's medical training events have been completed
- 2.) 4th Quarter Computer based training are starting this month. More and more Blue Card training is involving more members at all levels departmentally.

### **Apparatus/Projects**

- 1.) Next month we'll be conducting hose testing.
- 2.) E1-3 is now down in Oregon @ True North's shop in Hillsboro Oregon having repairs done secondary to being involved in a backing accident causing damage to the ladder racks, ladders, body, and rear compartment.
- 3.) E1-2 will be taken down to True North once E1-3 is completed. E1-2 was damaged from hitting a gate several months ago. The intent was to have a local collision center do the repairs, but after prolonged response from them best bet is to have the factory take care of the problem.
- 4.) Recall work is continuing on our light vehicles. Still have outstanding recall work on all three interceptors as we are waiting on parts. Between finishing up on other current recalls we have several other vehicles where more recalls are being adding to the list. The only silver lining is no cost to us.

## **Shift concerns**

- 1.) Still dealing with Light Duty & Sick Leave personnel creating a hard impact on scheduling. One individual has been cleared although waiting on a CPAT which is scheduled for 11/20/24.



P.O. Box 879  
Rochester WA 98579  
360.273.5582

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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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To: Chief N. Drake  
From: Lt. Joel Swecker- Safety Officer  
Subject: October 2024 Safety Report  
Date: 11/6/2024  
CC: 2024 Safety File

Chief Drake & Board of Commissioners

The following report is a recap of October's safety topics, concerns, reported accident/injuries/near misses, and completed tasks/assignments. I was only on-duty 1 day of the month, therefore the information will be limited for the month of October.

#### **Accident/Injury Reports-**

1. 10/1/24 – (#24-10) Accident report involving Engine 1-3 being backed into Station 1-3 with damage sustained to ladder rack. Investigated and findings by Shift Officer BC R. Smith. Violation of policy occurred.
2. 10/21/2024- (#24-11) Injury report secondary member getting his finger caught in a closing door of the battalion unit. No loss of work occurred secondary to injury, recorded for information at this time.

#### **Monthly Safety Topic-**

- IDLH (Immediate Danger to Life & Health) zones and air monitoring for on scene operations- Online/Target Solutions.

#### **Safety Committee**

- Next meeting November- dates TBD.

#### **Station Safety Inspections**

1. Station 1- No Issues at this time.
2. Station 2- No Issues at this time.
3. Station 3- Outlet covers fixed, no issues at this time.

4. Station 4-Need of padlock to the fence surrounding generator system. No other issues
5. Station 6- No issues at this time.

### **FIIRE Safety (L&I) Program**

- Given back to HSO (Chief R. Smith was handling previously).
- 3<sup>rd</sup> Quarter Safety Improvement Plan (SIP) submitted 11/1/24 to L&I.

### **Upcoming-**

1. Ongoing focus for injury free workplace.
2. Quarterly Safety Reports.
3. Final implementation of 2024 SIP goals to include:
  - decontamination bags on all structural engines
  - Quarterly requirement of bunker gear washing despite being in IDLH situations
4. Start of 2024 OSHA 300 forms.

### **Completed-**

1. 3<sup>rd</sup> Quarter FIIRE Program SIP submittal.

Respectfully Submitted,

Lt. J. Swecker – HSO  
11/7/2024  
West Thurston Regional Fire Authority



**WEST THURSTON REGIONAL FIRE AUTHORITY**  
10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

## November 2024

### Recruit and Retention Coordinator Report

#### Event and Activities October

- Continuing study sessions for both EMT and Fire recruits. Still receiving positive feedback from each of the recruits and how confident they are feeling.
- Safety prevention week was October 6-12<sup>th</sup>. We did a demonstration at Rochester Primary with the 2<sup>nd</sup> grade class with a demonstration on smoke alarms for fire prevention education. We also were able to do a fire safety demonstration at Littlerock Elementary as well.
- Multiple trunk or treats and haunted bus barn events went great. Applegate, Field of Dreams and Scott Lake were a success on our wet and soggy Halloween.
- We had a staffed aid unit at the RHS football games with 1 career and 1 volunteer. Football season has come to an end.
- Completed the next round of interviews, we interviewed 14 candidates over the course of 2 days. We have established a list. Once we have a number of volunteers that we will accept, letters will be sent and schedule an orientation.
- VAC Meeting was November 5<sup>th</sup>. The VAC has grown, and the involvement from both career and volunteer is amazing. We debriefed on our interviews and changes we want to make for our next round with both questions and our FF physical to make the more streamline. We dove into retention and what we want to see moving forward for our volunteers in both support and incentives. Shift schedules and consistency are something we plan to work on. Along with boosting our mentor program.

#### Upcoming Event and Activities November and December

- We will be starting the food drive in November this year with a deadline of December 20<sup>th</sup>.
- November 25<sup>th</sup> for our next blood drives at station 1-1.
- Boot Drive December 7<sup>th</sup> for both North and South
- Continuing study sessions for both EMT and Fire recruits. Still receiving positive feedback from each of the recruits and how they are feeling confident. EMT students will graduate at the beginning of December. Fire will complete their Fire1 middle of December and then January complete their Hazmat Awareness and Operations.
- Santa Breakfast (December 14<sup>th</sup>) planning is underway. We are accepting donations in raffle items or food.
- Santa Sleigh will be December 17<sup>th</sup> and 18<sup>th</sup>.