



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, December 9th, 2024, at 1730 hr.

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

Zoom virtual meeting link:

<https://us02web.zoom.us/j/81244447713?pwd=o1Ta9EnZ4UpX7d4jhb64wXuBXT0lyr.1>

Meeting ID: 812 4444 7713

Passcode: 193350

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Badge Pinning		Shannon	Accept/Reject
2) Expenditures: Accts. Payable \$210,460.25 Payroll \$443,974.54 TOTAL: \$654,434.79 Warrants \$283,970.30 EFTs \$370,464.49	1-9	Shannon	Accept/Reject
3) Meeting Minutes a) November 11, 2024, General Meeting b) November 25, 2024, Workshop	10-13	Shannon	Accept/Reject
4) Admin Services Director Contract	14-18	Chief Drake	Accept/Reject

VIII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

IX. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Lt. Interviews		Chief Drake	
2) South Sound Solar - Grant		Shannon	

X. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME

XI. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	19-30	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	31	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (F) TO RECEIVE AND EVALUATE COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER OR EMPLOYEE. HOWEVER, UPON THE REQUEST OF SUCH OFFICER OR EMPLOYEE, A PUBLIC HEARING OR A MEETING OPEN TO THE PUBLIC SHALL BE CONDUCTED UPON SUCH COMPLAINT OR CHARGE. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 30 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

(G) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 30 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

XII. GOOD OF THE ORDER:

XIII. ADJOURNMENT:

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:39:31 Date: 12/11/2024

12/09/2024 To: 12/09/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
241201001 1st Security Bank	1980	12/09/2024	Claims	6700	1,201.83	
Invoice #	Rcvd Date	Due Date	Description		Amount	
USPS	12/04/2024	12/09/2024	Stamps		146.00	
WALMART	12/04/2024	12/09/2024	Rehab Supplies		28.92	
COSTCO	12/04/2024	12/09/2024	Rehab Supplies		22.99	
COLN CREEK LUMBAR	12/04/2024	12/09/2024	1-2 Littlerock Gym Repair (plywood)		400.62	
TRACTOR SUPPLY	12/04/2024	12/09/2024	1-2 Littlerock Gym Repair (floor mats)		493.60	
COLN CREEK LUMBAR	12/04/2024	12/09/2024	1-2 Littlerock Gym Repair		109.70	
241201002 Brookfield Group, The	1981	12/09/2024	Claims	6700	697.72	73435
Invoice #	Rcvd Date	Due Date	Description		Amount	
73435	11/27/2024	12/09/2024	Voice Hosted User Dec2024		697.72	
241201003 C W Nielsen Mfg Corp	1982	12/09/2024	Claims	6700	428.22	53039
Invoice #	Rcvd Date	Due Date	Description		Amount	
53039	11/20/2024	12/09/2024	Chief and Captain Pins (x4)		428.22	
241201004 Carefirst Bluecross Blueshield Payment Administrator	1983	12/09/2024	Claims	6700	286.00	243111003581
Invoice #	Rcvd Date	Due Date	Description		Amount	
243111003581	11/27/2024	12/09/2024	Harris Medical Premium		286.00	
241201005 Cascade Fire Equipment Company	1984	12/09/2024	Claims	6700	464.77	15721
Invoice #	Rcvd Date	Due Date	Description		Amount	
15721	11/20/2024	12/09/2024	Rhino Tool for Wildland (x3)		464.77	
241201006 Cedar Creek Correction Center	1985	12/09/2024	Claims	6700	511.05	2411.1817
Invoice #	Rcvd Date	Due Date	Description		Amount	
2411.1817	12/05/2024	12/09/2024	Nov 2024 Work Crews		511.05	
241201007 Citi Cards	1986	12/09/2024	Claims	6700	2,135.64	
Invoice #	Rcvd Date	Due Date	Description		Amount	
CITIBANK	12/04/2024	12/09/2024	Refund Late Fee		-39.00	
CITIBANK	12/04/2024	12/09/2024	Refund Interest Charge		-12.87	
AMAZON	12/04/2024	12/09/2024	Streamlight batteries		92.02	
AMAZON	12/04/2024	12/09/2024	1-6 Station Cache Supplies (swiffer wipes)		56.57	
AMAZON	12/04/2024	12/09/2024	1-6 Station Cache Supplies (canned air)		49.70	
AMAZON	12/04/2024	12/09/2024	Admin Supplies (tax forms, sharpies)		68.79	
AMAZON	12/04/2024	12/09/2024	Admin Supplies (erq mouse) Station Supplies (paper		149.96	
AMAZON	12/04/2024	12/09/2024	Admin Supplies (tax forms)		20.57	
AMAZON	12/04/2024	12/09/2024	Station Supplies (paper bowls)		23.82	
NESS MACHINE TECH	12/04/2024	12/09/2024	1-1 Grand Mound Gym Equipment Repair Parts		275.00	
NESS MACHINE TECH	12/04/2024	12/09/2024	1-2 Littlerock Gym Equipment Repair Parts		550.50	
NESS MACHINE TECH	12/04/2024	12/09/2024	1-6 Maytown Gym Equipment Repair Parts		364.07	
GRINDSTAFF	12/04/2024	12/09/2024	Cizitizen Recognition Plaques		238.26	
MECONIS	12/04/2024	12/09/2024	Volunteer Interview Meals		72.40	
MECONIS	12/04/2024	12/09/2024	Volunteer Interview Meals		72.40	
OFFICE DEPOT	12/04/2024	12/09/2024	Office Supplies (paper)		90.85	
WALMART	12/04/2024	12/09/2024	Decon Containers for Enqines		45.28	
ZOOM	12/04/2024	12/09/2024	Mnthly communications Service		17.32	
241201008 Cities Insurance Assoc Of Wa	1987	12/09/2024	Claims	6700	99,065.41	2024-45068-1031-2
Invoice #	Rcvd Date	Due Date	Description		Amount	
2024-45068-1031-2	11/20/2024	12/09/2024	2025 Liability Insurance Premiums		99,065.41	
241201009 City Of Olympia	1988	12/09/2024	Claims	6700	32,875.32	10403
Invoice #	Rcvd Date	Due Date	Description		Amount	
10403	11/20/2024	12/09/2024	A05 A1-4 Fuel Filter, Electric Step		4,170.17	
10403	11/20/2024	12/09/2024	A08 E1-4 Opticom Bulb, Batteries, Lights		3,429.59	
10403	11/20/2024	12/09/2024	A08 E1-4 Annual Service		3,508.57	
10403	11/20/2024	12/09/2024	A11 T1-3 Repair Primer Valve, Wheel Chalk Holders		4,035.73	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	10403	11/20/2024	12/09/2024	A11 T1-3 Pump Test	650.52	
	10403	11/20/2024	12/09/2024	A11 T1-3 Annual Service	2,758.00	
	10403	11/20/2024	12/09/2024	A19 A1-3 Locking Door Handle Part	404.55	
	10403	11/20/2024	12/09/2024	A21 E1-7 Check Engine Oil Leak, Replace Gauges and	8,794.81	
	10403	11/20/2024	12/09/2024	A22 E1-3 Pump Test	650.52	
	10403	11/20/2024	12/09/2024	A54 B1-6 Quarterly Service	2,608.69	
	10403	11/20/2024	12/09/2024	A70 SU1-8 Annual Service	613.23	
	10403	11/20/2024	12/09/2024	A73 U1-2 Annual Service	1,250.94	
241201010 City Sanitary Inc	1989	12/09/2024	Claims	6700	220.21	19049528S188, 19049344S188
	Invoice #	Rcvd Date	Due Date	Description		Amount
	19049528S188	12/04/2024	12/09/2024	1-1 Grand Mound Recycle		189.61
	19049344S188	12/04/2024	12/09/2024	1-3 Rochester Recycle		30.60
241201011 Clearfly	1990	12/09/2024	Claims	6700	227.29	666275
	Invoice #	Rcvd Date	Due Date	Description		Amount
	66627	12/04/2024	12/09/2024	Dec 2024 SIP Trunk Srvcs		227.29
241201012 Comcast	1991	12/09/2024	Claims	6700	1,041.47	Dec 2024
	Invoice #	Rcvd Date	Due Date	Description		Amount
	YCLE END DATE 12/09	12/05/2024	12/09/2024	1-2 Littlerock Phone/Cable		227.22
	YCLE END DATE 12/09	12/05/2024	12/09/2024	1-6 Maytown Phone/Cable		227.05
	YCLE END DATE 12/09	12/05/2024	12/09/2024	1-1 Grand Mound Phone/Cable		216.70
	YCLE END DATE 12/09	12/05/2024	12/09/2024	1-4 Scott Lake Phone		172.20
	YCLE END DATE 12/09	12/05/2024	12/09/2024	1-3 Rochester Phone/Cable		198.30
241201013 Crystal Springs	1992	12/09/2024	Claims	6700	475.00	029585
	Invoice #	Rcvd Date	Due Date	Description		Amount
	029585	11/22/2024	12/09/2024	1-2 Littlerock Water		128.87
	029585	11/22/2024	12/09/2024	1-6 Maytown Water		57.76
	029585	11/22/2024	12/09/2024	1-1 Grand Mound Water		203.34
	029585	11/22/2024	12/09/2024	1-3 Rochester Water		85.03
241201014 DE Lage Landen	1993	12/09/2024	Claims	6700	294.53	83273162
	Invoice #	Rcvd Date	Due Date	Description		Amount
	83273162	11/27/2024	12/09/2024	1-2 Littlerock Copier Lease		294.53
241201015 Davis Dustin James	1994	12/09/2024	Claims	6700	21.70	Lost Warrant Reissue
	Invoice #	Rcvd Date	Due Date	Description		Amount
	.OST WARRANT ISSUE	11/27/2024	12/09/2024	Lost Warrant Reissue 1599385		21.70
241201016 Department Of Natural Resources	1995	12/09/2024	Claims	6700	5,688.80	18024488
	Invoice #	Rcvd Date	Due Date	Description		Amount
	18024488	11/20/2024	12/09/2024	Wildland Tools/Gear (fire shelters, helmets, hose,		5,688.80
241201017 Eliason Nate Iver	1996	12/09/2024	Claims	6700	350.00	Lost Warrant Reissue
	Invoice #	Rcvd Date	Due Date	Description		Amount
	LOST WARRANT	12/04/2024	12/09/2024	Lost Warrant Reissue 1599388		350.00
241201018 Eric T. Quinn, P.S.	1997	12/09/2024	Claims	6700	600.00	1892
	Invoice #	Rcvd Date	Due Date	Description		Amount
	1892	12/04/2024	12/09/2024	Nov 2024 Legal Srvcs		600.00
241201019 First Choice Health Network	1998	12/09/2024	Claims	6700	141.12	0123143
	Invoice #	Rcvd Date	Due Date	Description		Amount
	0123143	12/04/2024	12/09/2024	EAP Srvcs Nov 2024		141.12
241201020 Harris, Mike	1999	12/09/2024	Claims	6700	8.73	Reimbursement
	Invoice #	Rcvd Date	Due Date	Description		Amount
	REIMBURSEMENT	11/27/2024	12/09/2024	RX: 7340633 Fred Meyer		8.73

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
241201021 Home Depot Credit Services	2000	12/09/2024	Claims	6700	212.14	9021396, 8614137, 8625570
	Invoice #	Rcvd Date	Due Date	Description		Amount
	8614137	11/27/2024	12/09/2024	Facility Maintenance (grease)		13.11
	9021396	11/27/2024	12/09/2024	Decon Supplies		108.47
	8625570	11/27/2024	12/09/2024	1-2 Littlerock Weight Room Project		90.56
241201022 Intelligent Technical Solutions, LLC	2001	12/09/2024	Claims	6700	4,207.21	Dec 2024
	Invoice #	Rcvd Date	Due Date	Description		Amount
	DEC 2024	12/04/2024	12/09/2024	Dec 2024 Mnthly Srvc		4,207.21
241201023 Joes Refuse Inc	2002	12/09/2024	Claims	6700	180.24	19045762S188, 19045628S188
	Invoice #	Rcvd Date	Due Date	Description		Amount
	19045628S188	12/04/2024	12/09/2024	1-3 Rochester Refuse		39.93
	19045762S188	12/04/2024	12/09/2024	1-1 Grand Mound Refuse		140.31
241201024 LN Curtis & Sons Inc	2003	12/09/2024	Claims	6700	2,550.83	887177, 885633, 8857515, 888431, 889884, 891716
	Invoice #	Rcvd Date	Due Date	Description		Amount
	8857515	11/20/2024	12/09/2024	Aluminum Foot Valve & Strainer (x3)		583.57
	885633	11/20/2024	12/09/2024	Fire & Emerqncy Services Instructor Book		81.71
	887177	11/20/2024	12/09/2024	Fire & Emerqncy Services Instructor Book		81.71
	888431	11/20/2024	12/09/2024	BC Pins/Badqes (Christenson, Smith)		46.62
	889884	11/20/2024	12/09/2024	Uniform Shirts/Pants/Name Taqs (Smith, Drake, Ruiz)		1,648.86
	891716	11/20/2024	12/09/2024	Uniform Name Taqs (x9)		108.36
241201025 Lincoln Creek Lumber	2004	12/09/2024	Claims	6700	10.74	447241
	Invoice #	Rcvd Date	Due Date	Description		Amount
	447241	11/27/2024	12/09/2024	Facility Maintenance (screws)		10.74
241201026 Northwest Water Systems	2005	12/09/2024	Claims	6700	747.18	19080, 18556, 19141
	Invoice #	Rcvd Date	Due Date	Description		Amount
	19080	11/21/2024	12/09/2024	1-1 Grand Mound Water Srvc & Coliform		231.17
	18556	11/21/2024	12/09/2024	1-2 Littlerock Water Srvc, Coliform & Salt		249.06
	19141	11/21/2024	12/09/2024	1-6 Maytown Water Srvc, Coliform & Salt (x2)		266.95
241201027 On-Hold Concepts Inc	2006	12/09/2024	Claims	6700	19.95	654645
	Invoice #	Rcvd Date	Due Date	Description		Amount
	654645	11/27/2024	12/09/2024	Mnthly On Hold Music		19.95
241201028 Pacific Northwest Fire Training	2007	12/09/2024	Claims	6700	400.00	378
	Invoice #	Rcvd Date	Due Date	Description		Amount
	378	11/21/2024	12/09/2024	Fire Instructor 1 Course (A. Kautz)		400.00
241201029 Pacific Northwest Hydro LLC	2008	12/09/2024	Claims	6700	2,000.00	Lost Warrant, inv. 243
	Invoice #	Rcvd Date	Due Date	Description		Amount
	243	11/21/2024	12/09/2024	Reissue Lost Warrant 1602599 from 10-14-2024		2,000.00
241201030 Paladin Background Screening LLC	2009	12/09/2024	Claims	6700	126.00	6239
	Invoice #	Rcvd Date	Due Date	Description		Amount
	6239	12/04/2024	12/09/2024	Backaroud Checks (Dean, E. Morales)		126.00
241201031 Parr Lumber Company	2010	12/09/2024	Claims	6700	151.28	115807, 123998, 73603
	Invoice #	Rcvd Date	Due Date	Description		Amount
	115807	11/21/2024	12/09/2024	Facility Maintenance (Circ Saw Blade)		27.99
	123998	11/21/2024	12/09/2024	Facility Maintenance (2x4 studs)		97.20
	73603	11/21/2024	12/09/2024	Facility Maintenance		26.09
241201032 Patraca Linda Ellen	2011	12/09/2024	Claims	6700	146.06	Reimbursement
	Invoice #	Rcvd Date	Due Date	Description		Amount

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
REIMBURSEMENT						
	11/27/2024	12/09/2024	QR 3 & 4	2024	146.06	Mileage Reimbursement
241201033 Propane Northwest	2012	12/09/2024	Claims	6700	3,124.34	1515214321, 1515391519, 1515367177, 1515355302
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1515214321	11/22/2024	12/09/2024	1-7 Old Hwy 99 Propane (307.40 gal)	585.22	
	1515391519	11/22/2024	12/09/2024	1-7 Old Hwy 99 Propane (261.70 gal)	533.76	
	1515367177	11/22/2024	12/09/2024	1-2 Littlerock Propane (594.50)	1,215.90	
	1515355302	11/22/2024	12/09/2024	1-3 Rochester Propane (386.00 gal)	789.46	
241201034 Puget Sound Energy	2013	12/09/2024	Claims	6700	4,468.17	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	200017639499	11/21/2024	12/09/2024	1-1 Grand Mound Bdqt Plan Oct 2024	1,975.00	
	220025935044	11/21/2024	12/09/2024	1-2 Littlerock Bdqt Plan Nov 2024	772.00	
	220025935051	11/21/2024	12/09/2024	1-4 Scott Lake Bdqt Plan Nov 2024	240.00	
	220025935077	11/21/2024	12/09/2024	1-5 Michiqan Hill Sep 2024	61.17	
	220025935069	11/21/2024	12/09/2024	1-6 Maytown Bdqt Plan Oct 2024	811.00	
	220006625754	11/21/2024	12/09/2024	1-7 Old Hwy 99 Bdqt Plan Oct 2024	164.00	
	2200338183829	11/21/2024	12/09/2024	1-3 Rochester Bdqt Plan Nov 2024	445.00	
241201035 Quest Diagnostics	2014	12/09/2024	Claims	6700	42.20	9212979064
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	9212979064	11/27/2024	12/09/2024	Druq Screen (S. Dean)	42.20	
241201036 Radia Inc PS	2015	12/09/2024	Claims	6700	93.00	ZCRL6CB
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	ZCRL6CB	11/27/2024	12/09/2024	CPT Code 71046 (Hoskison)	93.00	
241201037 Rochester Water Association	2016	12/09/2024	Claims	6700	57.30	100100
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	100100	12/04/2024	12/09/2024	1-3 Rochester Water Srvcs	57.30	
241201038 Scott Lake Maintenance Co C/O Northwest Water Syst	2017	12/09/2024	Claims	6700	119.20	2267600
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2267600	12/04/2024	12/09/2024	1-4 Scott Lake Water Srvcs	119.20	
241201039 Systems Design West LLC	2018	12/09/2024	Claims	6700	1,927.60	20242260
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	20242260	11/27/2024	12/09/2024	Oct 2024 Transports (x71) MCA Billing (x1)	1,927.60	
241201040 True North Emergency Equipment, Inc	2019	12/09/2024	Claims	6700	27,457.91	O05655
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	O05655	11/21/2024	12/09/2024	A22 E1-3 Repair Damaqe to Rear and Ladder Rack	27,457.91	
241201041 Verizon Wireless	2020	12/09/2024	Claims	6700	345.30	9978506330, 9979509752
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	9978506330	11/27/2024	12/09/2024	Apparatus Cells	51.48	
	9979509752	11/27/2024	12/09/2024	Chief, R&R Coordinator Cells	84.98	
	9979509752	11/27/2024	12/09/2024	Captain Cells	128.82	
	9979509752	11/27/2024	12/09/2024	Modems	80.02	
241201042 WHA Insurance Agency Inc	2021	12/09/2024	Claims	6700	9,906.50	Agent Comp
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AGENT COMP	11/27/2024	12/09/2024	Policy CIAW242545068 12-01-2024-12-01-2025	9,906.50	
241201043 Wells Fargo Financial Leasing	2022	12/09/2024	Claims	6700	160.28	5032090982
	Invoice #	Rcvd Date	Due Date	Description	Amount	

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5032090982	11/21/2024	12/09/2024	1-1	Grand Mound Copier Lease (11/7/24-12/6/24)	160.28	
241201044	West Thurston Fire & Life	2023	12/09/2024	Claims	6700	300.00 11192024A
	Invoice #	Rcvd Date	Due Date	Description		Amount
	11192024A	11/21/2024	12/09/2024	2025 Annual Dues		300.00
241201045	West Thurston Reg Fire PETTY CASH	2024	12/09/2024	Claims	6700	13.00
	Invoice #	Rcvd Date	Due Date	Description		Amount
	PETTY CASH	12/04/2024	12/09/2024	Repayment ACH Transaction Fees (Oct 2024)		13.00
241201046	Wilcox & Flegel	2025	12/09/2024	Claims	6700	4,959.01 0908843-IN, 0908844-IN, 0911860-IN, 0911867-IN, CL54012, 0914314-IN, 0914311-IN
	Invoice #	Rcvd Date	Due Date	Description		Amount
	0908843-IN	11/21/2024	12/09/2024	1-1 Grand Mound Diesel (155 qal)		618.01
	0908844-IN	11/21/2024	12/09/2024	1-2 Littlerock Diesel (190 qal)		757.55
	0911860-IN	11/21/2024	12/09/2024	1-1 Grand Mound Diesel (175 qal)		691.66
	0911867-IN	11/21/2024	12/09/2024	1-2 Littlerock Diesel (115 qal)		454.51
	CL54012	11/21/2024	12/09/2024	A71 STAF-2		23.07
	CL54012	11/21/2024	12/09/2024	A25 CH1-2		87.96
	CL54012	11/21/2024	12/09/2024	A14 SU1-8		141.11
	CL54012	11/21/2024	12/09/2024	A22 E1-3		123.27
	CL54012	11/21/2024	12/09/2024	A77 BN1-6		347.82
	CL54012	11/21/2024	12/09/2024	A24 BN1		163.87
	CL54012	11/21/2024	12/09/2024	A73 U1-2		318.25
	CL54012	11/21/2024	12/09/2024	A07 E1-7		107.26
	0914314-IN	11/21/2024	12/09/2024	1-1 Grand Mound Diesel (170 qal)		659.29
	0914311-IN	11/21/2024	12/09/2024	1-2 Littlerock Diesel (120 qal)		465.38

46 Vouchers:

210,460.25

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

13:37:53 Date: 12/11/2024

12/09/2024 To: 12/09/2024

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
241201047	Aflac	2026	12/09/2024	Payroll	6700	484.51	
241201048	Benefit Solutions Inc-WSCFF	2027	12/09/2024	Payroll	6700	2,250.00	
	EFT Bennett Matthew Shaun	1897	12/13/2024	Payroll	6700		
	EFT Bennett Matthew Shaun	1916	12/31/2024	Payroll	6700		
	EFT Berryman Thomas A	1951	12/11/2024	Payroll	6700		
	EFT Betts Brandon John	1917	12/31/2024	Payroll	6700		
	EFT Brownell Scott Lee	1952	12/11/2024	Payroll	6700		
	EFT Calica Reece Lewis	1953	12/11/2024	Payroll	6700		
	EFT Christenson Brian David	1918	12/31/2024	Payroll	6700		
	EFT Cooke Hans Robert	1919	12/31/2024	Payroll	6700		
	EFT Cooper Bailey Andrew	1920	12/31/2024	Payroll	6700		
	EFT Crabb William Nicholas	1954	12/11/2024	Payroll	6700		
	EFT Culleton Thomas P	1955	12/11/2024	Payroll	6700		
	EFT Davis Dustin James	1921	12/31/2024	Payroll	6700		
	EFT Dean Sarah Linnea	1922	12/31/2024	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1976	12/09/2024	Payroll	6700	36,858.43	
	EFT Department Of Retirement Systems Retirement	1977	12/09/2024	Payroll	6700	44,129.35	
	EFT Department Of The Treasury	1978	12/09/2024	Payroll	6700	53,888.61	
	EFT Devert Brent Nathaniel	1923	12/31/2024	Payroll	6700		
241201049	Dimartino Associates Brown & Brown of WA, Inc	2028	12/09/2024	Payroll	6700	2,454.83	
	EFT Drake Nathan Tyler	1924	12/31/2024	Payroll	6700		
	EFT Eliason Nate Iver	1956	12/11/2024	Payroll	6700		
	EFT Fox Timothy Andrew	1898	12/13/2024	Payroll	6700		
	EFT Fox Timothy Andrew	1925	12/31/2024	Payroll	6700		
	EFT Frasl Katy J	1957	12/11/2024	Payroll	6700		
	EFT Frasl Terry L	1958	12/11/2024	Payroll	6700		
241201050	GET Program	2029	12/09/2024	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	1899	12/13/2024	Payroll	6700		
	EFT Garza Isaac Wayne	1926	12/31/2024	Payroll	6700		
241201051	HRA VEBA Trust	2030	12/09/2024	Payroll	6700	7,675.00	
	EFT Hall Aaron David	1900	12/13/2024	Payroll	6700		
	EFT Hall Aaron David	1927	12/31/2024	Payroll	6700		
	EFT Harding Arthur James William	1959	12/11/2024	Payroll	6700		
	EFT Heilman Chris Douglas	1928	12/31/2024	Payroll	6700		
	EFT Hemminger Shannon Marie	1929	12/31/2024	Payroll	6700		
	EFT Hoskison Jordan Tyler	1930	12/31/2024	Payroll	6700		
	EFT Hull Nathan Scott	1931	12/31/2024	Payroll	6700		
	EFT Hull Shawwna Noel	1960	12/11/2024	Payroll	6700		
241201052	IAFF Local 3825 Treasurer	2031	12/09/2024	Payroll	6700	6,291.73	
	EFT Josselyn Jesse West	1961	12/11/2024	Payroll	6700		
	EFT Kaleiwahea Angelene Carter	1962	12/11/2024	Payroll	6700		
	EFT Kaleiwahea Blake William	1932	12/31/2024	Payroll	6700		
	EFT Kautz Austin Robert	1963	12/11/2024	Payroll	6700		
	EFT Kondrack Andrew Joseph	1933	12/31/2024	Payroll	6700		
241201111	Linn Catherine Louise	1964	12/11/2024	Payroll	6700		
	EFT Lohse Ryan Jacob	1934	12/31/2024	Payroll	6700		
	EFT Loofbourow Josh Kenneth	1965	12/11/2024	Payroll	6700		
	EFT Lyon Colby Wayne	1901	12/13/2024	Payroll	6700		
	EFT Lyon Colby Wayne	1935	12/31/2024	Payroll	6700		
	EFT McGeary Michael C	1966	12/11/2024	Payroll	6700		
	EFT Miller Devann Munroe	1936	12/31/2024	Payroll	6700		
	EFT Morales Emily Ann	1967	12/11/2024	Payroll	6700		
	EFT Morales Michael Lawrence	1937	12/31/2024	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

13:37:53 Date: 12/11/2024

12/09/2024 To: 12/09/2024

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Palmerson Erik Morgan	1902	12/13/2024	Payroll	6700		
EFT Palmerson Erik Morgan	1938	12/31/2024	Payroll	6700		
EFT Parker Gregory Jerel	1903	12/13/2024	Payroll	6700		
EFT Parker Gregory Jerel	1939	12/31/2024	Payroll	6700		
EFT Patraca Linda Ellen	1940	12/31/2024	Payroll	6700		
EFT Reynoldson Andrea Gail	1941	12/31/2024	Payroll	6700		
241201115 Ricks John Rual	1968	12/11/2024	Payroll	6700		
EFT Ruiz Steve Shane	1942	12/31/2024	Payroll	6700		
EFT Santee Ricardo Leon	1943	12/31/2024	Payroll	6700		
241201116 Santee Trisha Leann	1969	12/11/2024	Payroll	6700		
EFT Scott Robert William	1970	12/11/2024	Payroll	6700		
EFT Sexton Thomas Edward	1944	12/31/2024	Payroll	6700		
EFT Singleton Charles Ed	1945	12/31/2024	Payroll	6700		
EFT Smith Eric David	1946	12/31/2024	Payroll	6700		
EFT Spiegelberg John Steven	1971	12/11/2024	Payroll	6700		
EFT Stone Roger Lee	1947	12/31/2024	Payroll	6700		
EFT Swecker Joel Anthony	1904	12/13/2024	Payroll	6700		
EFT Swecker Joel Anthony	1948	12/31/2024	Payroll	6700		
241201119 Teitzel Steven David	1972	12/11/2024	Payroll	6700		
EFT Trautman Alexander Paul	1949	12/31/2024	Payroll	6700		
EFT Trott Thomas John	1950	12/31/2024	Payroll	6700		
241201053 Trusteed Plans	2032	12/09/2024	Payroll	6700	52,128.74	
241201120 Vargas Julio Cesar	1973	12/11/2024	Payroll	6700		
EFT Vaughn Catcher Nathan	1974	12/11/2024	Payroll	6700		
EFT Visser Miranda Louise	1975	12/11/2024	Payroll	6700		
EFT Washington State Support Registry	1979	12/09/2024	Payroll	6700	768.66	
241201054 West Thurston Fire - House Funds	2033	12/09/2024	Payroll	6700	205.00	
				80 Vouchers:	443,974.54	



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

November 11, 2024 – Governing Board Business Meeting at 18720 Sargent Rd SW, St. 1-1

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

Commissioners: Scott, Ricks, Culleton, Merryman present. Commissioner Reed Excused

Chief: N. Drake

Battalion Chief: R. Stone,

Captain: M. Morales

Lieutenants: I. Garza, J. Swecker, E. Palmerson

Firefighters: T. Sexton, S. Ruiz

Volunteer: J. Spiegelberg

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

Union Representative: A. Trautman

Guests: Ron Wright, Terri Duncan, Rick Jones, Rebecca Edwards, Paxton Russell, Kenzi Laprain, Jarred Green, Hayley Aho, Bailey Green, Cody Morton, Christine Edwards, Chylla Dobbins, Randi Paulsen, Corey Paulsen, Taya Paulsen, Marissa Laprain, Brandi Green, Allie Green, Dan Green, Jacob Edwards, Shar DeMar, Buck Graham, Rebecca Vlosick, Kristi Alcorn, McKena Russell, Heidi Russell, Ethan Russell, Matt Russell, Victoria & Carl Lindholm, Richard & Jean Lindholm, Collin Hornby, Moses Hornby, Julie Lindholm, Deanna Lindholm. Zoom – Diana Balsam, Linda Shea, St. 1-3.

Additions/Deletions to the Agenda: Citizen Life Saving Award presentation to, Carl Lindholm, Jarred Green, Paxton Russell, Dylan Smith.

Public Comments/Presentations: None

Labor Management: A. Trautman, one FF/EMT to return on 11-20-2024, and one FF/EMT still remains out.

New Business:

1. Expenditure Approval – Commissioner Scott moved to approve the total expenditure amount of \$548,590.08. Commissioner Culleton seconded the motion. Motion carried 5-0.
2. Meeting Minutes – Commissioner Merryman moved to approve the October 14, 2024, meeting minutes. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. RFQ Install of new station radios – Commissioner Scott would like to see price come down, look in house for install possibilities or a different installer. Chief Drake will look into further.
4. Board Chair Appointment – Tom Culleton is next candidate to hold the position. Commissioner Ricks moved to approve Tom Culleton as the new Board Chair. Commissioner Merryman seconded the motion. Motion carried 5-0. Commissioner Dahl suggested there be a Vice Chair position that would be held by the outgoing Chair. Further discussion to be scheduled.

Unfinished Business (action items): None

Unfinished Business (non-action items): None

Communications: None

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

Recruit & Retention Coordinator Update: Refer to printed report.

Commissioner Reports: Commissioner Ricks reported on Medic One’s draft Comprehensive Plan, and an update on Narcan usage. Commissioner Culleton reported that the Thurston County Fire Commissioner meetings are now going to in person meetings.

Commissioners have requested the Safety Officer attend the next meeting.

Good of the Order: None

Adjournment: The board adjourned the meeting at 1855 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Calvin Dahl, Board Member

John Ricks, Board Member

Robert Scott, Board Member

Tom Culleton, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

November 25, 2024 – Governing Board Workshop 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, Merryman present. Commissioner Reed Excused

Chief: N. Drake

Battalion Chief: E. Smith, B. Christenson

Captain: M. Morales

Lieutenants: C. Lyon, J. Swecker (Zoom)

Firefighters: R. Lohse (Zoom), B. Kaleiwahea (Zoom), J. Loofbourow (Zoom)

Volunteer: E. Morales

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

Union Representative: A. Trautman

Guests: Linda Shea,

Additions/Deletions to the Agenda: Commissioner Dahl presented his letter of retirement, with this being his last Board Meeting.

Public Comments/Presentations: None

Labor Management: A. Trautman addressed the board on the lack of professionalism displayed at the November 11, 2024, Board Meeting. Trautman stated the inner arguing amongst the Board Members is unprofessional and makes the organization as a whole look back.

New Business:

1. 2025 Budget – Commissioner Culleton moved to approve the 2025 Budget as presented. Commissioner Scott seconded the motion. Motion carried 5-0
2. Resolution 2024-008 2025 Budget Approved – Commissioner Culleton moved to approve Resolution 2024-008 2025 Budget. Commissioner Scott seconded the motion. Motion carried 5-0
3. M & O Levy – Board Secretary Hemminger shared information from a meeting between herself and an individual who works with the Legislators in getting information out to the voters. The Board discussed the need to run an M & O Levy in 2025 with better information going out to the voters.
4. Board Responsibility and Conduct – Board Secretary Hemminger reminded the Board of their responsibilities and appropriate meeting conduct sighting the WFCB Handbook.

Unfinished Business (action items): None

Unfinished Business (non-action items): None

Communications: None

Chief/Training/EMS/Shift Reports: None

Recruit & Retention Coordinator Update: None

Commissioner Reports: None

Good of the Order: Commissioner Merryman shared that UW has grants available.

Adjournment: The board adjourned the meeting at 1848 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Calvin Dahl, Board Member

John Ricks, Board Member

Robert Scott, Board Member

Tom Culleton, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member



**Administrative Services Director
Agreement and Contract
Term: January 1, 2025, to December 31, 2030.**

Index of Sections:

Section 1:Agreement

Section 2:Term and Amendments

Section 3:.....Compensation

Section 4:.....Insurance

Section 5 :.....Hours of Duty and Compensatory Time

Section 6:.....Holidays

Section 7:..... Vacations

Section 8:.....Sick and Bereavement Leave

Section 9:.....Job Performance and Evaluation Reports

Section 10:.....General Conditions

Section 11:.....Uniforms and Protective Clothing

Section 12:.....Separation from Service

Section 13:.....Governing Law and Venue

Section 14:Mergers, Acquisitions, Consolidations, Restructure

Section 1 – Agreement:

- 1.1 The sections contained herein constitute an agreement between the West Thurston Regional Fire Authority Governing Board, hereinafter referred to as the "Agency/WTRFA" and **Shannon Hemminger**, hereinafter referred to as "Administrative Service Director", governing wages, benefits, and terms of employment.
- 1.2 This agreement replaces and supersedes any previous agreement or contract.

Section 2 – Term:

- 2.1 Employment conditions hereunder shall begin January 1, 2025, and will be in effect for a period of five years, unless terminated pursuant to section 12.
- 2.2 Upon thirty days' notice, either party may request the other to meet for negotiations amending this agreement.

Section 3 – Compensation:

- 3.1 For all the services rendered by the Administrative Services Director under this agreement, the Agency/WTRFA will provide the following compensation: \$8679.72 per month beginning January 1, 2025.
- 3.2 Compensation will be increased by 5% on January 1, 2026, and thereafter on January 1st through the end of this contract. Yearly COLA will be based on June-to-June Seattle-Tacoma-Bellevue CPI-U.

Section 4 – Insurance and Retirement:

- 4.1 The Administrative Services Director and his/her qualifying dependents are eligible for the Agency/WTRFA group Medical, dental, vision benefits.
- 4.2 The Administrative Services Director will receive the same benefits as afforded union personnel in the current bargaining agreement (Local 3825), including VEBA, wellness incentives, deferred compensation, long-term disability, life Insurance and Longevity benefits.
- 4.3 Benefit modifications will be negotiated.
- 4.4 This position is subject to the PERS retirement system.
- 4.5 If the Administrative Services Director is not eligible by rule to receive a benefit similar or the same as the Local 3825 agreement (such as MERP) a proportionate amount will be authorized to be applied to another qualifying benefit.

Section 5-Hours of Duty and Compensatory Time:

- 5.1 The Administrative Services Director's workweek may be more or less than forty hours depending on workload. The only requirement is that the work is completed in a timely manner.
- 5.2 The Administrative Services Director shall utilize the agency's time recording system to show hours of work and hours of compensatory time, annual vacation and sick leave taken.
- 5.3 Compensatory time is authorized up to 80 hours per year, with no yearly roll over. Separation from service shall not require compensation for any unused compensatory time.
- 5.4 The Administrative Services Director works four 10-hour shifts per week, vacation, sick, and personal holidays will be credited to the leave bank at 10 hours per month beginning January 2025 and will subsequently increase by one hour each year thereafter.

Section 6 –Holidays:

- 6.1 The Administrative Services Director will receive ten (10), ten-hour paid holidays each year, and two ten (10 hour) personal holidays.
- 6.2 Nothing in this clause will prevent the Administrative Services Director from working on a holiday and taking another day off.

Section 7 -Vacations:

- 7.1 The Administrative Services Director will accrue vacation leave consistent with Section 5 of this contract.
- 7.2 Vacation may be accumulated for a period not to exceed two years' worth of time; provided that in the event of retirement, dismissal or resignation, vacation pay will be limited to 240 hours for cash out purposes.

Section 8 –Sick and Bereavement Leave:

- 8.1 The Administrative Services Director will accrue sick leave consistent with Section 5 of this contract, with a maximum of 1040 hours accrual.
- 8.2 Upon retirement, the Administrative Services Director will have the option to use 25% of accrued sick leave towards his/her VEBA account upon separation from service. This lump sum payment to VEBA has no cash value option to the Administrative Services Director.
- 8.3 If separated from service for any reason other than retirement, the Administrative Services Director will not be compensated for unused sick leave.
- 8.4 Upon notification, the Administrative Services Director will be granted bereavement leave with pay in the event of a death in the immediate family in accordance with Policy 2021.

Section 9-Job Performance and Evaluation Reports:

- 9.1 The Administrative Services Director will be evaluated thereafter by the Fire Chief on or before **November 30th** of each calendar year. The performance evaluation will be based on the performance objectives agreed to by both parties.
- 9.2 Any concerns relating to the job performance will be defined in writing and corrections required will be stipulated in writing. In the absence of any identified concerns, it is understood that the job performance is above average.
- 9.3 The Administrative Services Director will have an opportunity to review a preliminary draft of each evaluation and may request a review session with the Fire Chief prior to the evaluation becoming permanent and being placed in the Administrative Services Director file.

Section 10 –General Conditions:

- 10.1 The Administrative Services Director is authorized to utilize Agency/WTRFA staff car(s) as available and necessary to adequately perform required Agency/WTRFA work.
- 10.2 It is a benefit to the Agency/WTRFA that the Administrative Services Director attend outside educational programs to keep current with changing practices. The Administrative Services Director is encouraged to attend these functions to the extent that they are budgeted for and approved by the Fire Chief.

Section 11-Uniforms and Protective Clothing:

- 11.1 The Agency/WTRFA will provide and maintain all required protective clothing and equipment.
- 11.2 The Agency/WTRFA will provide 4 WTRFA button-down or polo style shirts, one T-shirt and one overlay item with a department logo (vest, sweater, jacket) yearly.

Section 12- Separation from Service:

- 12.1 Resignation of or dismissal from the Agency/WTRFA constitutes separation from service in the following manner:
 - a) Resignation: The Administrative Services Director may request to be released from this agreement by notifying the Fire Chief at least fourteen (14) calendar days before the requested resignation would be effective. Resignation does not warrant severance pay.
 - b) Dismissal: The Fire Chief may dismiss or suspend the Administrative Services Director for cause, by delivering at least thirty (30) calendar days before the effective date thereof, a written statement of specific charges in person or by certified mail to the Administrative Services Director. The Agency/WTRFA may withdraw or modify the dismissal or suspension anytime within the thirty (30) calendar days after the original notice is delivered. Dismissal will be subject to the following limitations:
 - 1) Mental or physical unfitness for the position as determined by an Independent Medical Evaluator (IME).
 - 2) Persistent incompetence, inefficiency, inattention to or dereliction to duty of which the Administrative Services Director has received written notification and failed to correct.
 - 3) Gross insubordination, or egregious discourteous treatment of the public or a fellow employee or any other act or omission or commission tending to injure the public service or any other willful failure on the part of the Administrative Services Director to maintain proper conduct.
 - 4) Conviction of a job-related felony.
- 12.3 In the event of dismissal under Section 12.1(b)1 above, the Administrative Services Director will be given ninety (90) days severance pay with paid medical benefits. In any event, the Administrative Services Director is entitled to an appeal of the WTRFA Governing Board. For non-criminal matters, the decision of this Board is binding on both the Chief and the Agency/WTRFA

Section 13 –Governing Law and Venue:

- 13.1 The validity, interpretation and execution of this contract and the performance of the rights accruing under this contract are all to be governed by the laws of the State of Washington. Should it be necessary to file an action concerning the terms of this agreement, venue will be in Thurston County Superior Court, State of Washington.

Section 14 –Mergers, Consolidations, and Regionalization, Restructuring, or personnel reductions:

- 14.1 For the term of this agreement if West Thurston Regional Fire Authority merges, consolidates contracts, regionalizes (RFA), restructures, reduces personnel or combines in any form which forces the Agency/WTRFA to eliminate the Administrative Services Director position, West Thurston RFA will reappoint the Administrative Services Director to the next lower level position (if available) for the remainder of the term

stated herein. During the remainder of the term the Administrative Services Director will maintain all wages and benefits defined herein.

Dated this 9th day of December, 2024

Vacant Governing Board Member

Robert Scott, WTRFA Governing Board Member

Jeff Merryman, WTRFA Governing Board Chair

John Ricks, WTRFA Governing Board Member

Tom Culleton, WTRFA Governing Board Chair

Mike Reed, WTRFA Governing Board Member

Shannon Hemminger, WTRFA Administrative Services Director

Nathan Drake, Fire Chief



WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | November 2024

Fire Chief N. Drake

CHIEF'S RECAP

Staffing

Our staffing continued to stabilize in November. We still had 2 firefighters out on injury/illness with one expected to return December 10th. We also had 1 person on light duty till mid-November when light duty ended due to no further light duty work. Due to that we did see an increase in sick time use to 501 hours (from 419) but we saw our shift OT decrease to 169 (from 369). We had no mandatory OT for the month.

Promotions

Lieutenant promotional testing is ongoing with the positions expected to be filled and in place by January. This is to fill the shift lieutenant spot vacated by Captain Morales promotion to Training Captain. We will be doing an entry level test to fill the Firefighter vacancy in early 2025. My goal is for us to be at full staffing levels by the 2nd quarter of 2025.

Probation Complete

1. Congratulations FF Baily Cooper, FF Dustin Davis, and FF Ryan Lohse . They all completed their 1-year probation and passed final evaluations.
2. Congratulations FF Austin Kautz for passing the IFSAC FF1 testing.

TCERN Radio System

The new Thurston County Emergency Response Network (TCERN) radio system went live on November 19th at 08:00 with no major issues. This system will provide increased coverage, increased channel availability, and advanced safety features.

Apparatus Maintenance

1. App #22 (E1-3) has returned from repairs to body and ladder rack. The engine is back in service. Thank you to BC Stone for working on a quick turnaround for a major repair.
2. App 30 (E1-2) is currently at True North in Oregon for body and roll up door repair.

Facility Maintenance

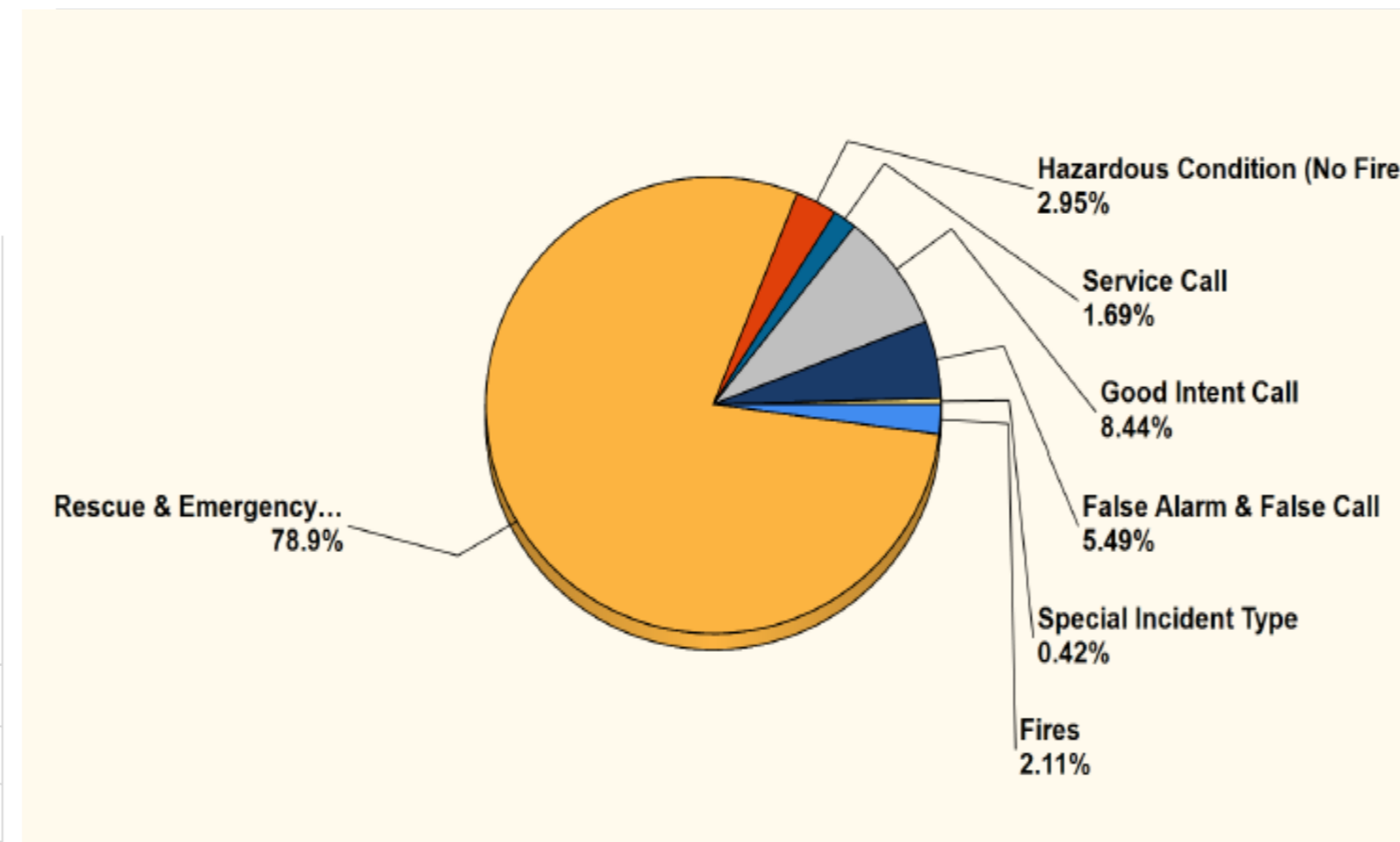
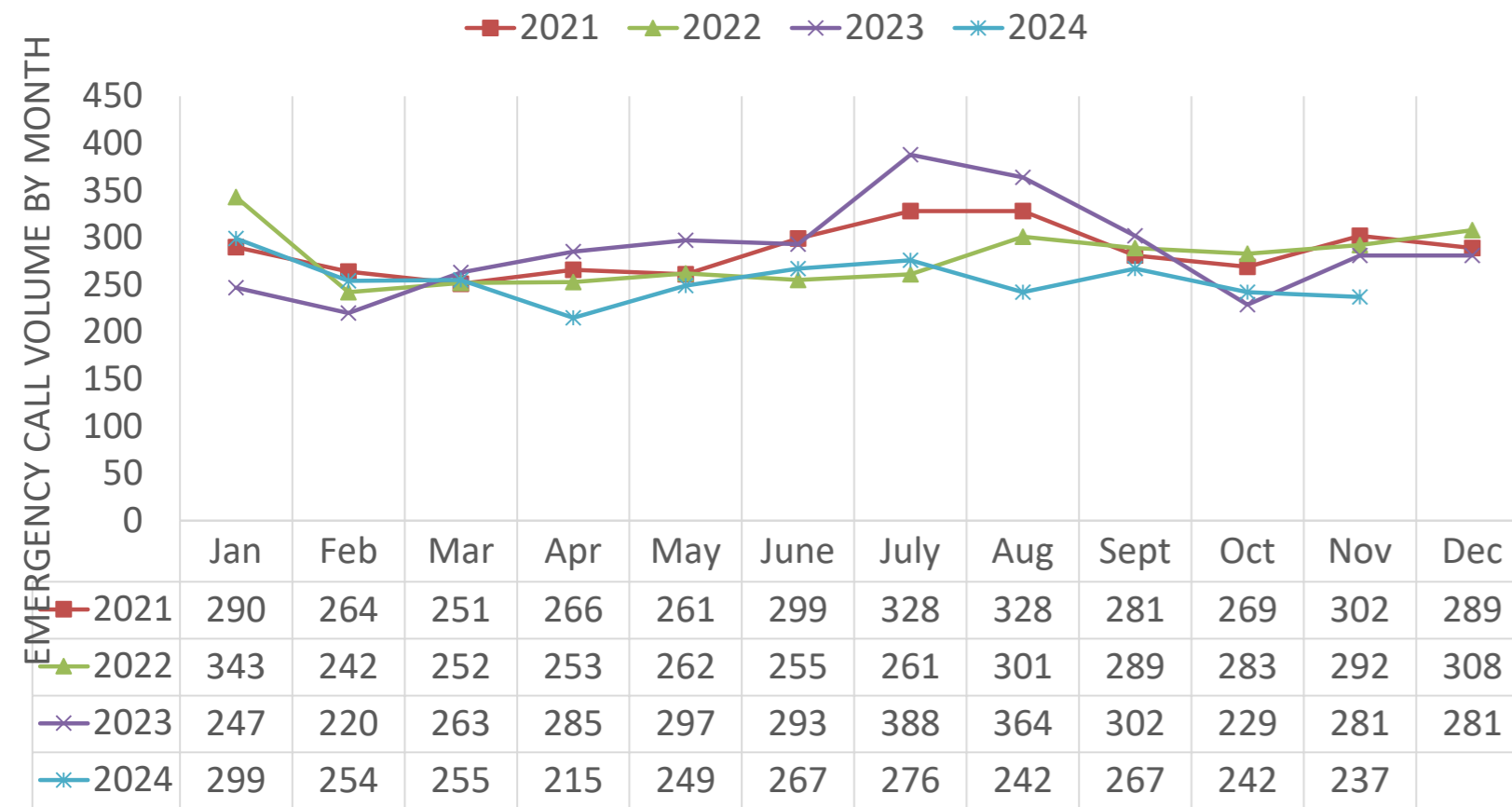
1. BC Christenson and Chris have been working on cost estimate for a fence around the drain field at Station 1-4. This is to prevent damage to the mound system.
2. Will be looking at options for radio installation at the station.

WEST THURSTON REGIONAL FIRE AUTHORITY

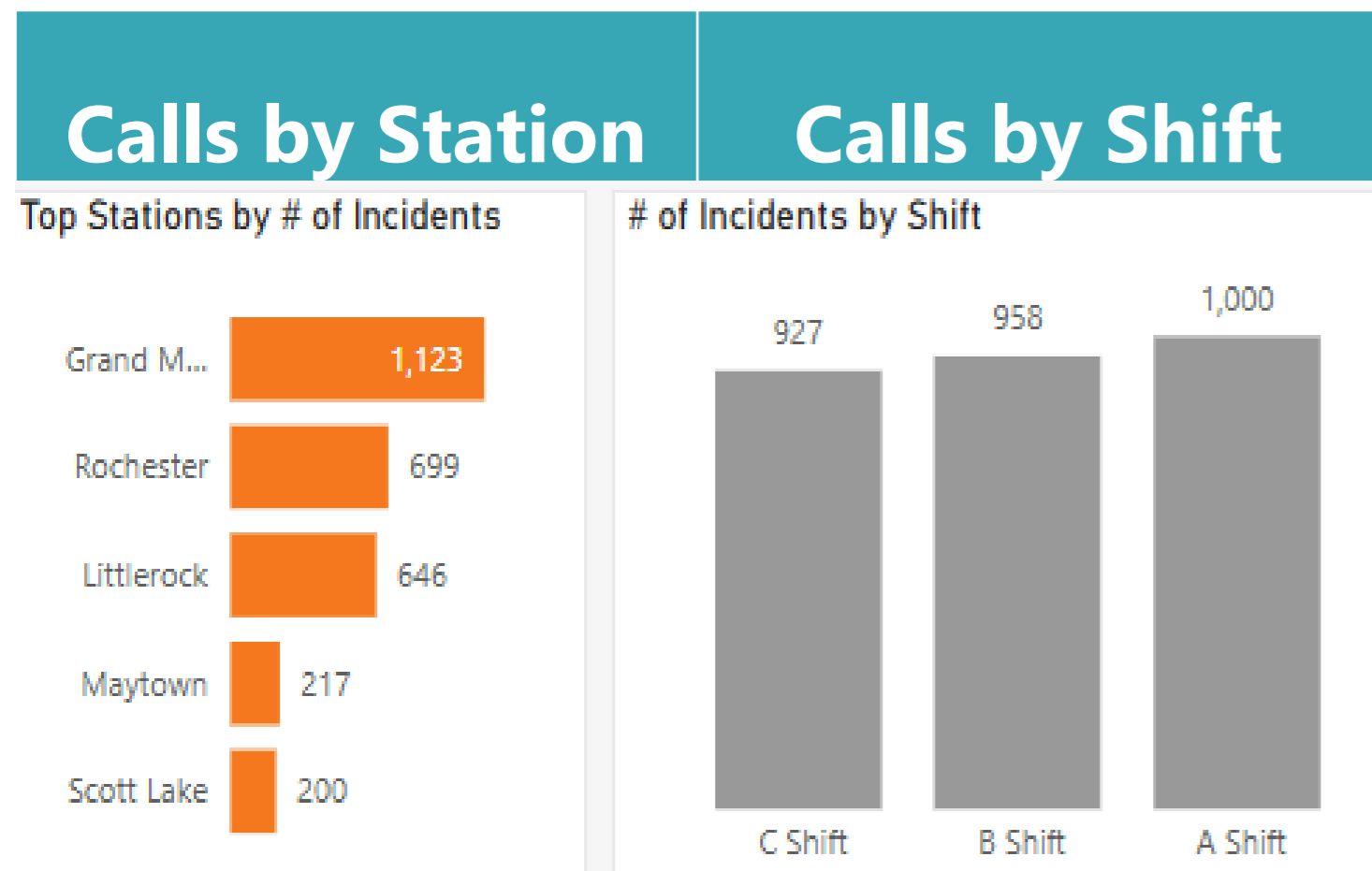


2024 BY THE NUMBERS – Monthly Report November 2024
Chief Nathan Drake

4-YEAR INCIDENT VOLUME COMPARISON BY MONTH
2021-2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.11%
Rescue & Emergency Medical Service	187	78.9%
Hazardous Condition (No Fire)	7	2.95%
Service Call	4	1.69%
Good Intent Call	20	8.44%
False Alarm & False Call	13	5.49%
Special Incident Type	1	0.42%
TOTAL	237	100%



2891

FOR YEAR

3168

PRIOR YEAR

-277

CHANGE PYTD

-8%

% PYTD

NOVEMBER AVERAGE PRIMARY RESPONSE TIME 7:36

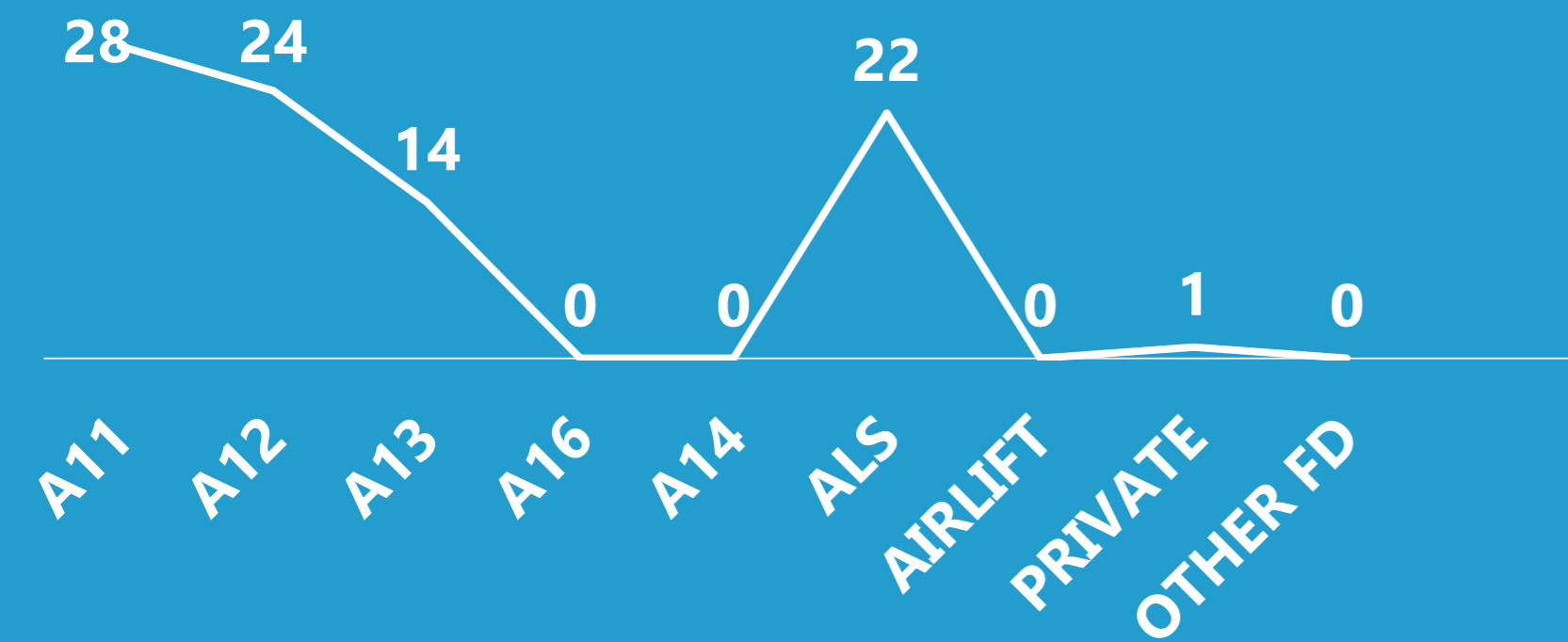
NOVEMBER CALLS = 237

35% OVERLAPPING CALLS (83) IN NOVEMBER

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – NOVEMBER



YTD WTRFA TRANSPORTS



735

NOVEMBER WTRFA TRANSPORTS



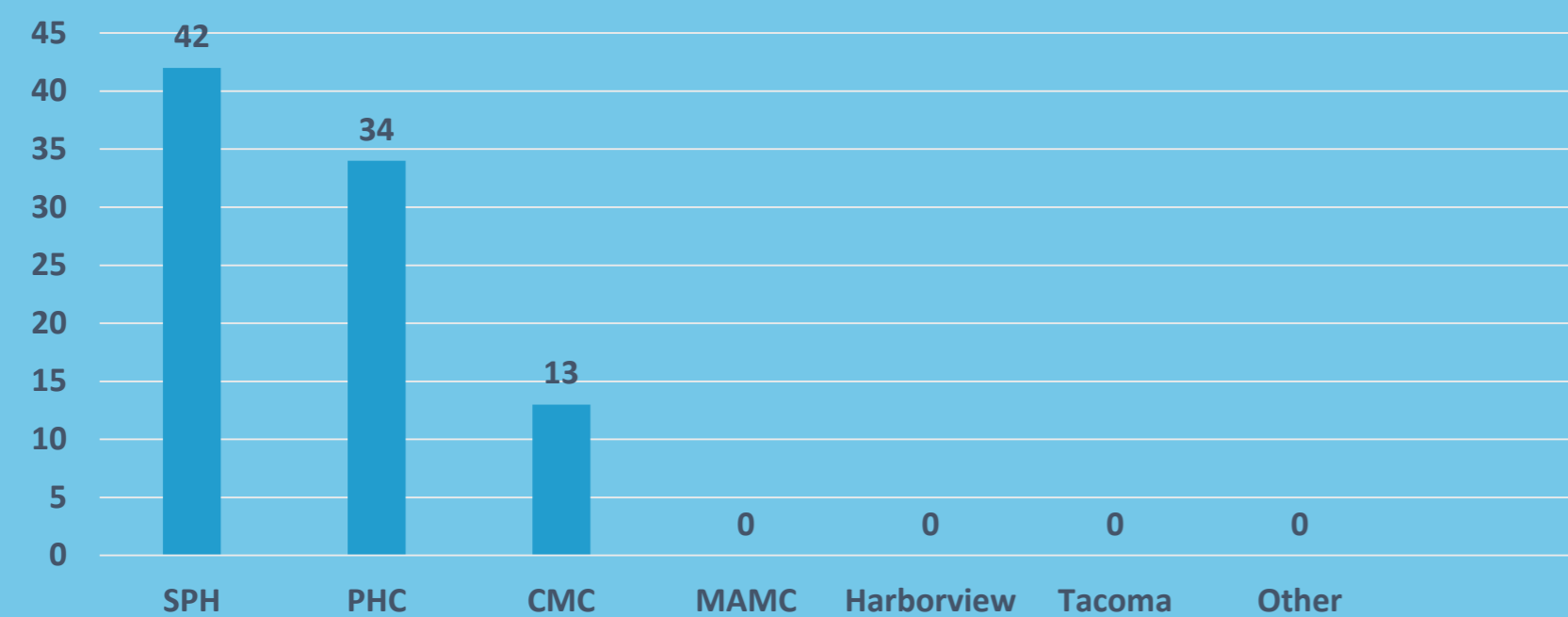
66

Total Transports YTD

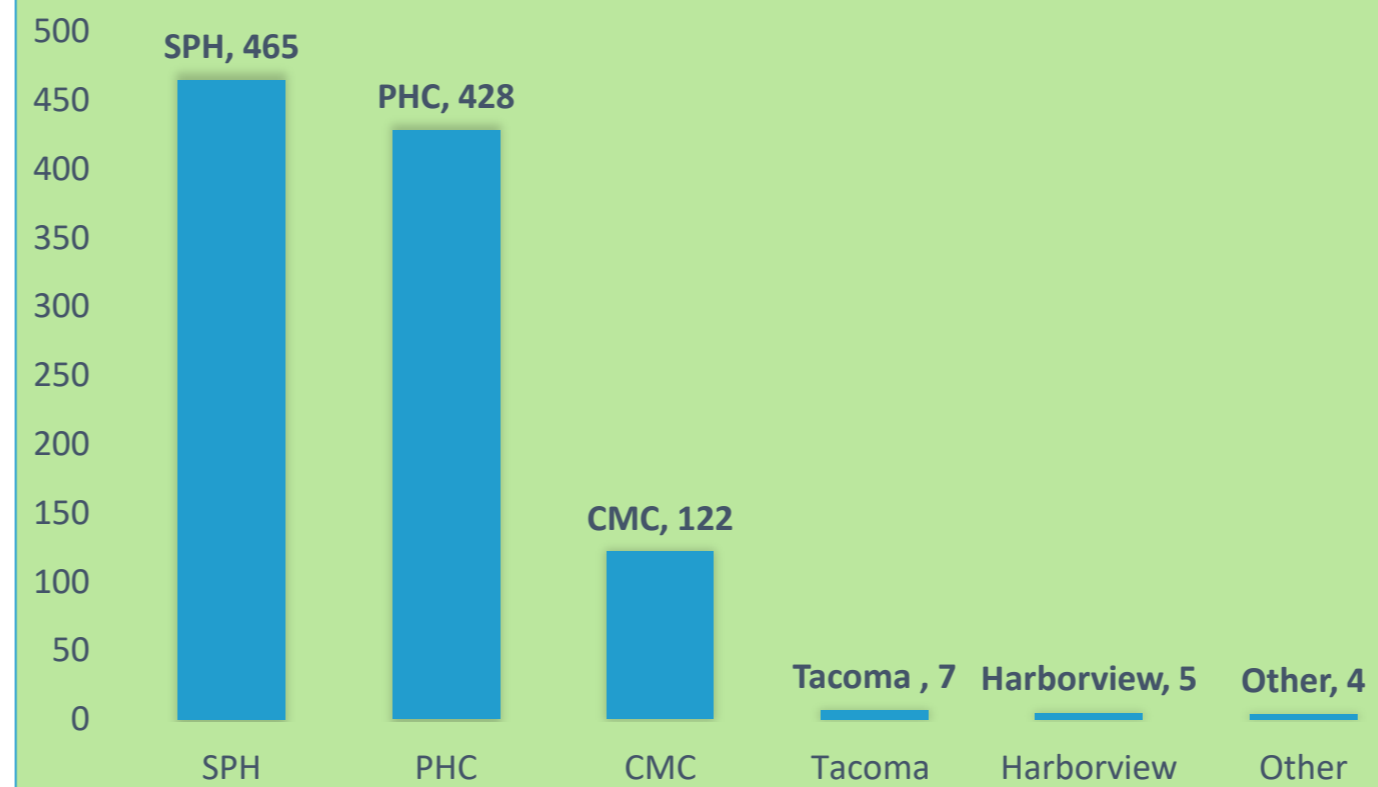


ALS = 263
BLS = 766

TRANSPORT DESTINATION – NOVEMBER



DESTINATION - YTD



MUTUAL AID/AUTO AID FOR NOVEMBER



AID GIVEN: 7
AID RECEIVED: 3

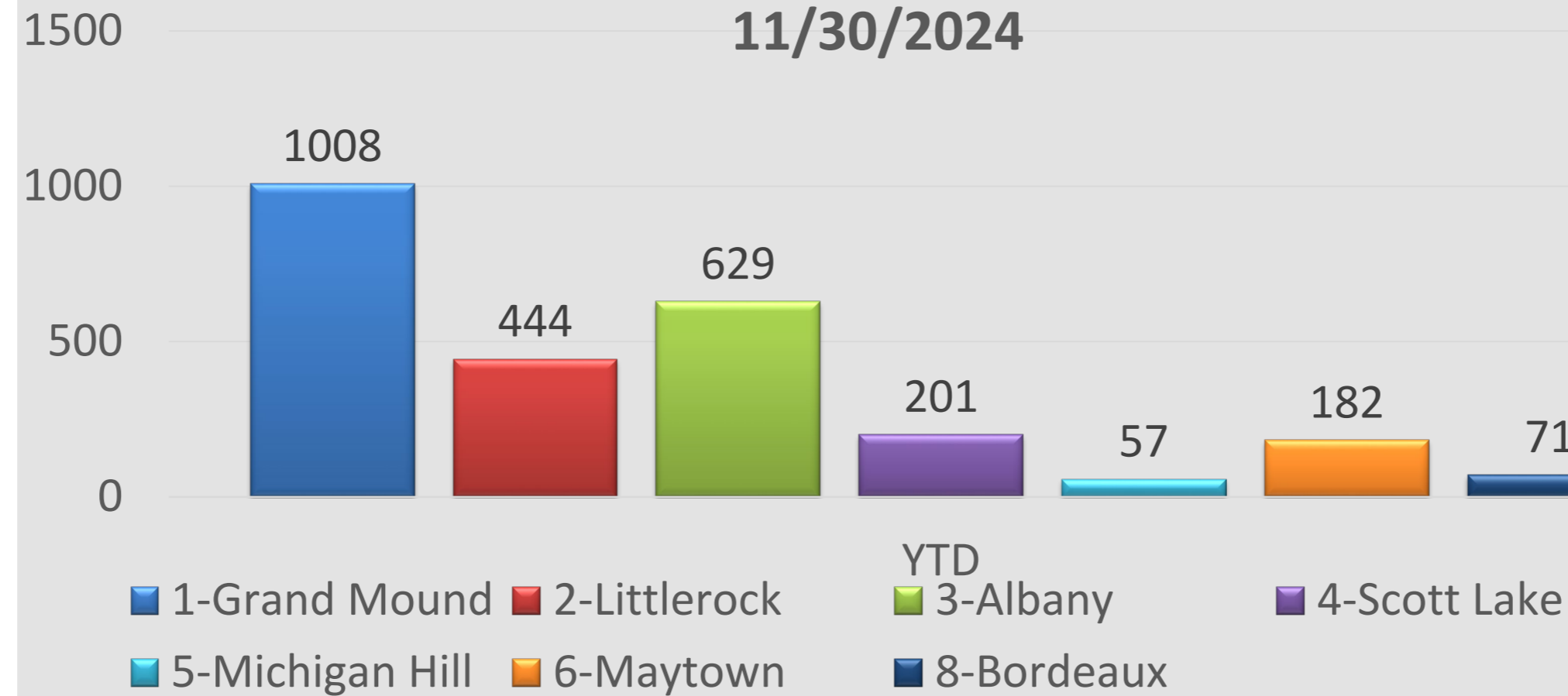
Average Response Time COMPLIANCE YTD



7:48 *ER1645 Initial Unit
Arrival in Primary Zones
1,2,3,4,6

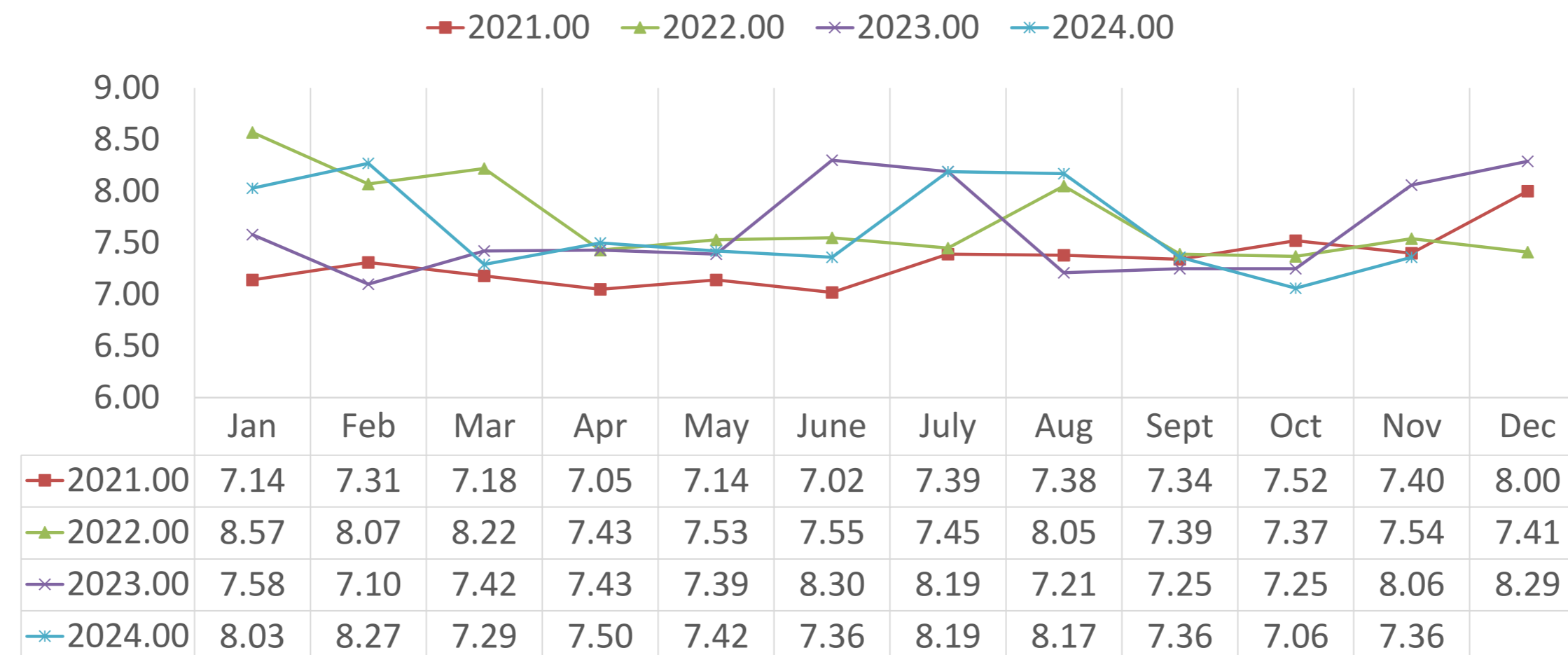
YTD Incident Count By Response Zone

YTD Incident Count by Response Zone ER#270 through
11/30/2024



Average Response Time By Month

2021-2024 AVERAGE RESPONSE TIME BY MONTH

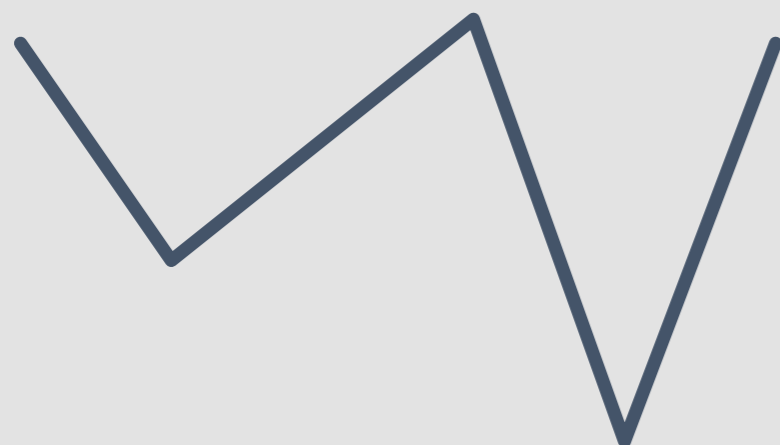


Breakdown per Zone November

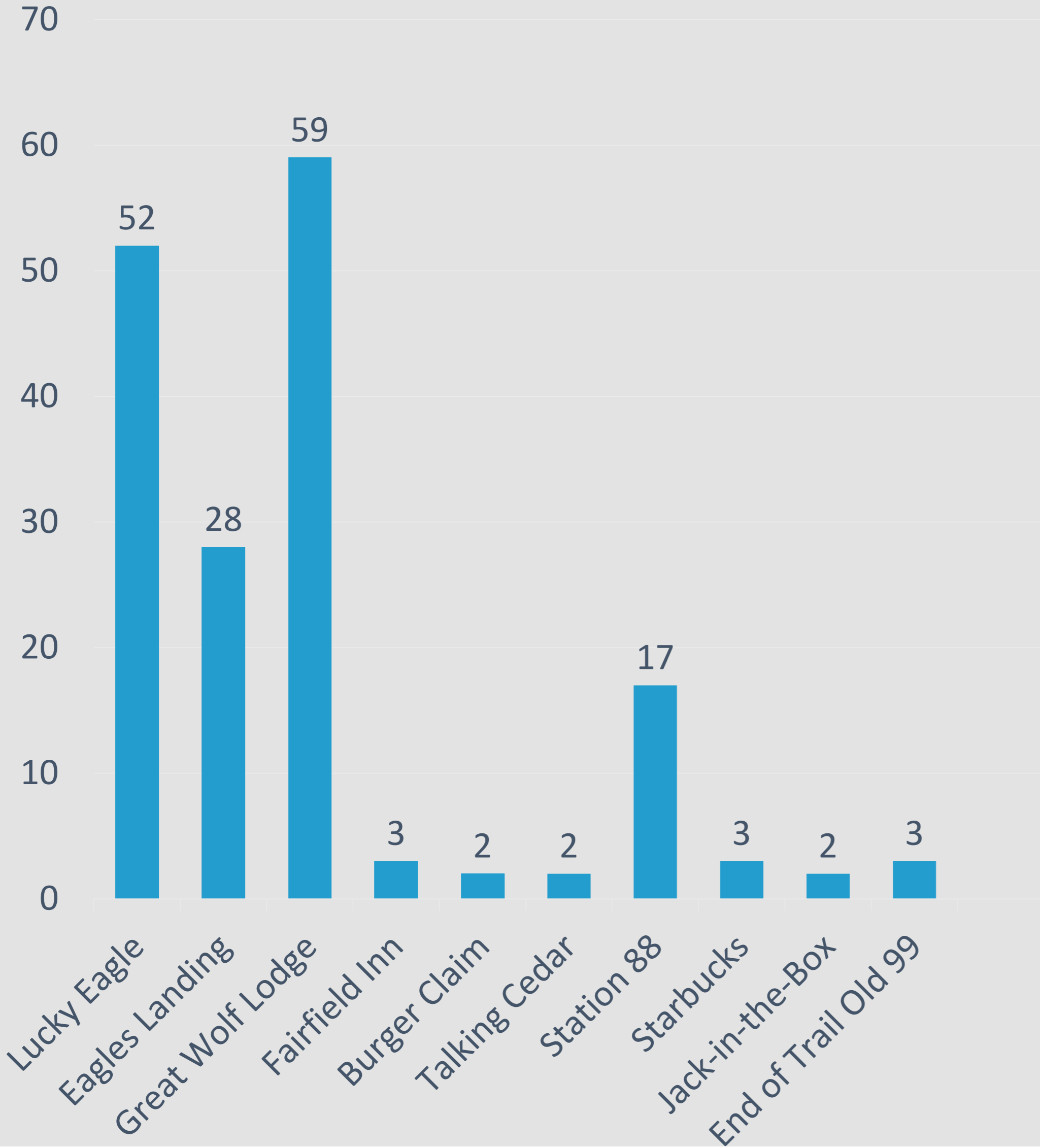
ZONE	# INCIDENTS
1 - Grand Mound	93
2 - Littlerock	35
3 - Rochester	47
4 - Scott Lake	16
5 - Michigan Hill	5
6 - Maytown	14
8 - Bordeaux / Mima / Gate	9
Capitol Forest - Capitol Forest Zone	3
I-5 Sta 1 - I-5 Station 1-1 Area	1
I-5 Sta 2 - I-5 Station 1-2 Area	2
I-5 Sta 6 - I-5 Station 1-6 Area	5
MA-FD 9 - TCFD 9 - McLane / Black Lake	4
MA-Lewis - Lewis County	2
MA-TFD - Tumwater FD	1

TOTAL: 237

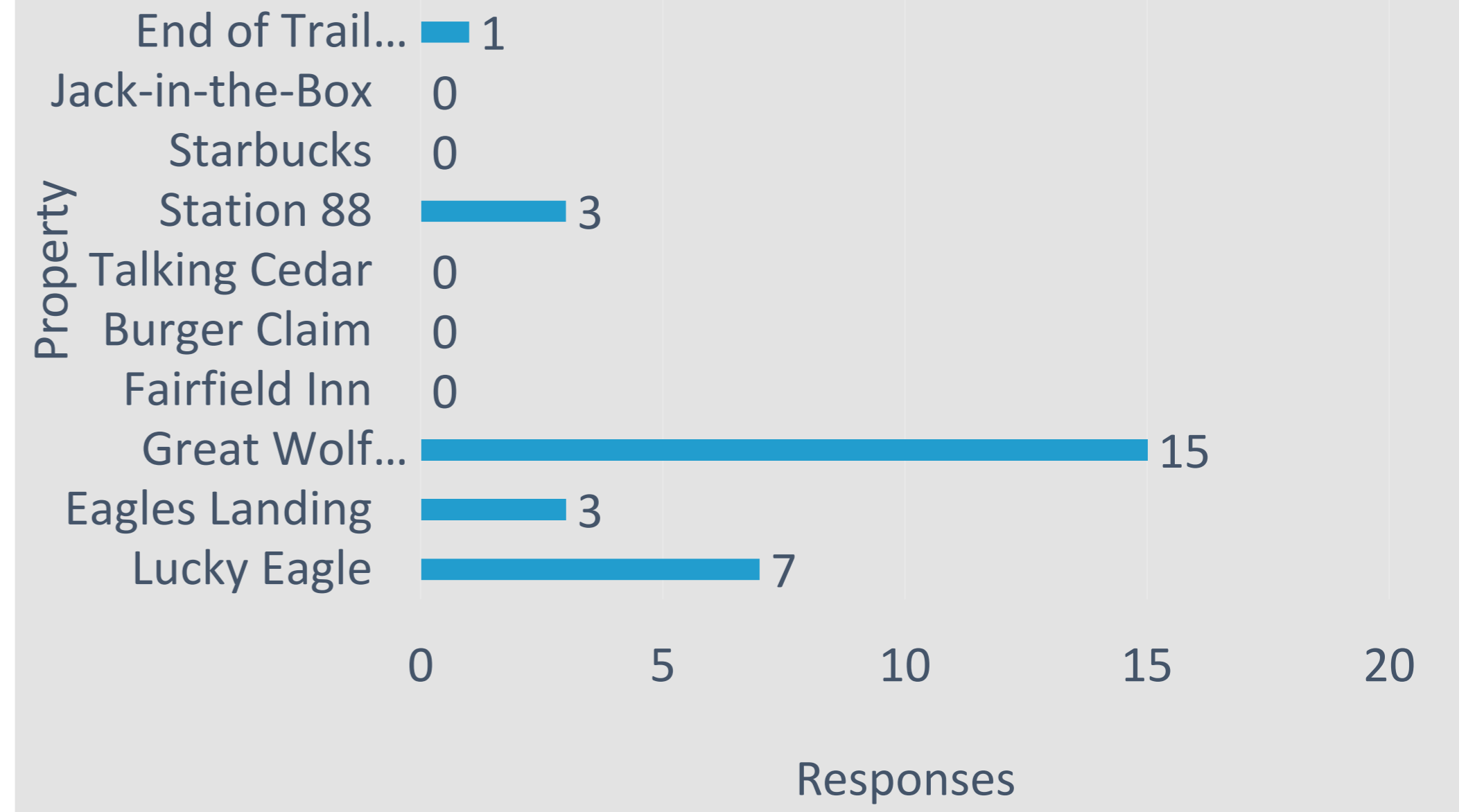
36.04% Overlapping Calls (1040) YTD



TRIBAL PROPERTY RESPONSES - YTD



TRIBAL PROPERTY RESPONSES – NOVEMBER



6,119

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

169

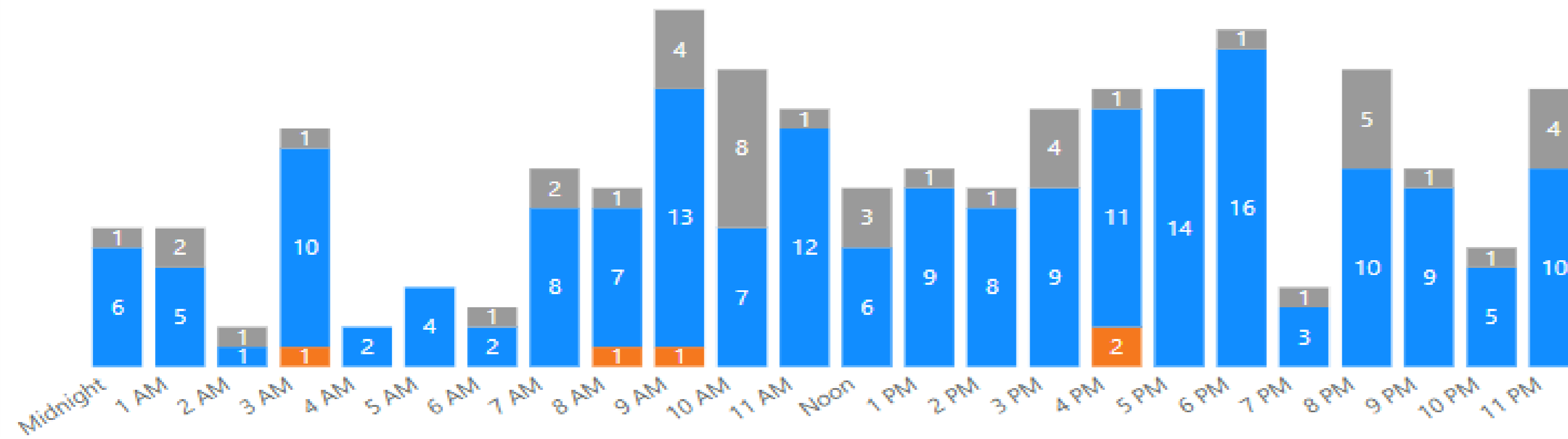
Shift Overtime Hours
November

501

Sick Leave Hours
October

of Incidents by Hour of the Day

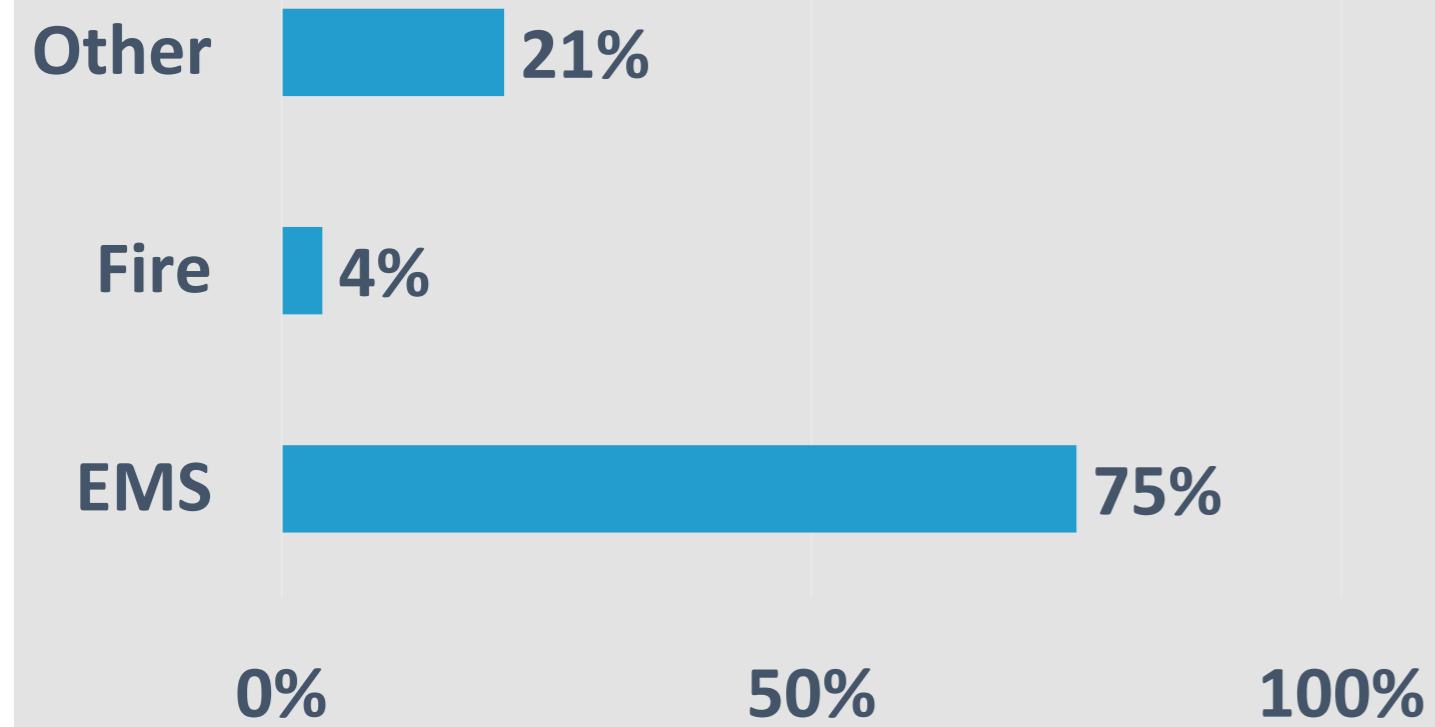
Incident Category ● Fire ● EMS ● Other



Busiest Days of the Week November

Friday

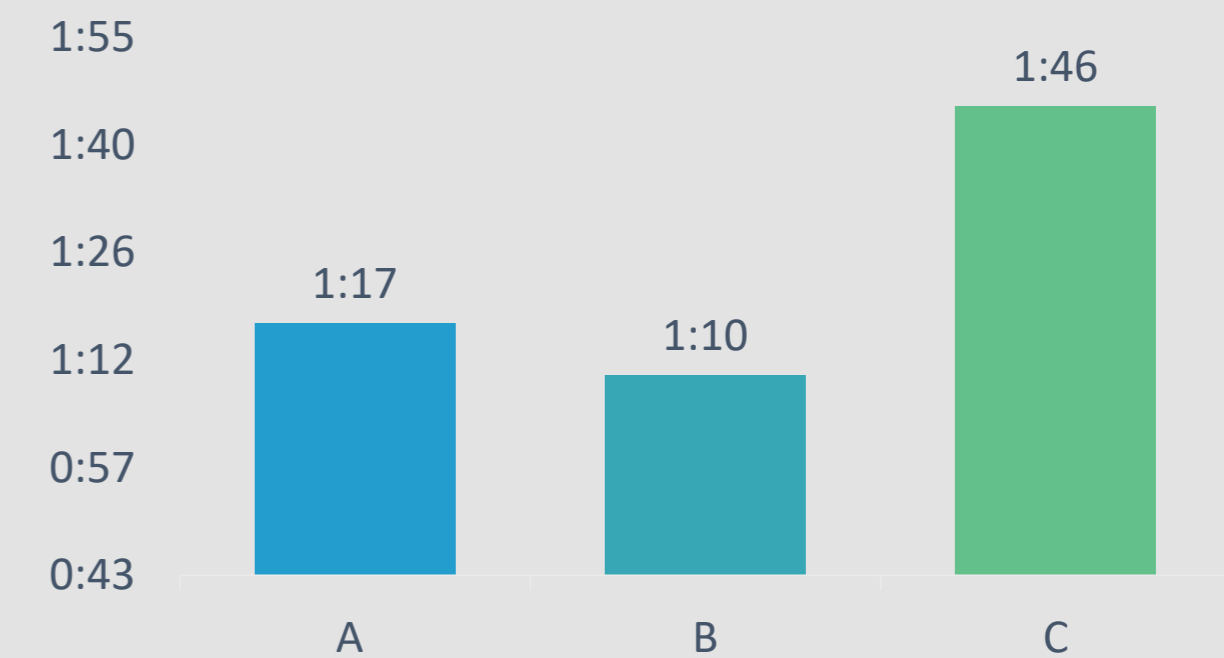
2024 Incidents by Category



75%

EMS calls make up
the largest
percentage of calls

Average Turnout Time Per Shift For October



OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

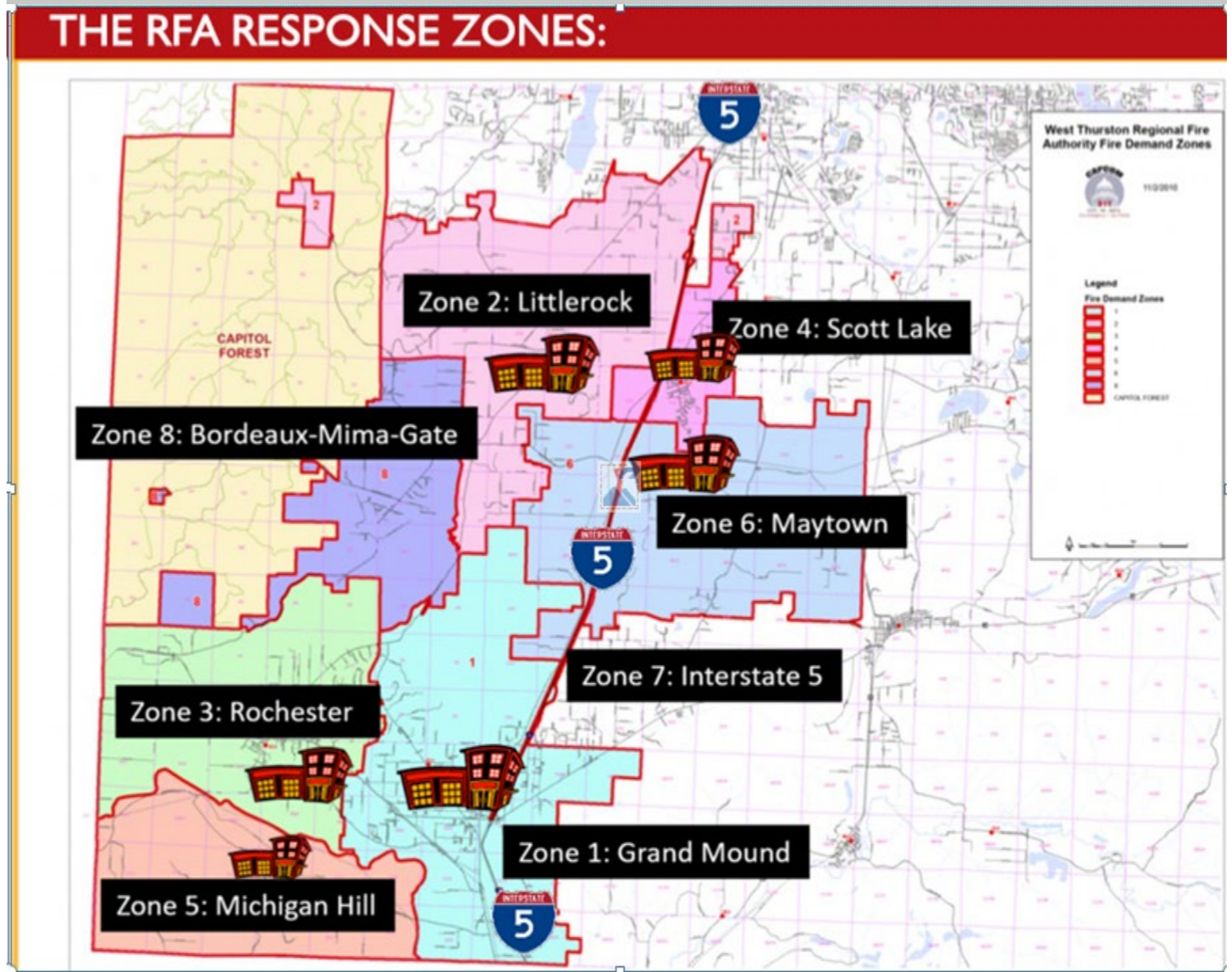
MISSION

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.

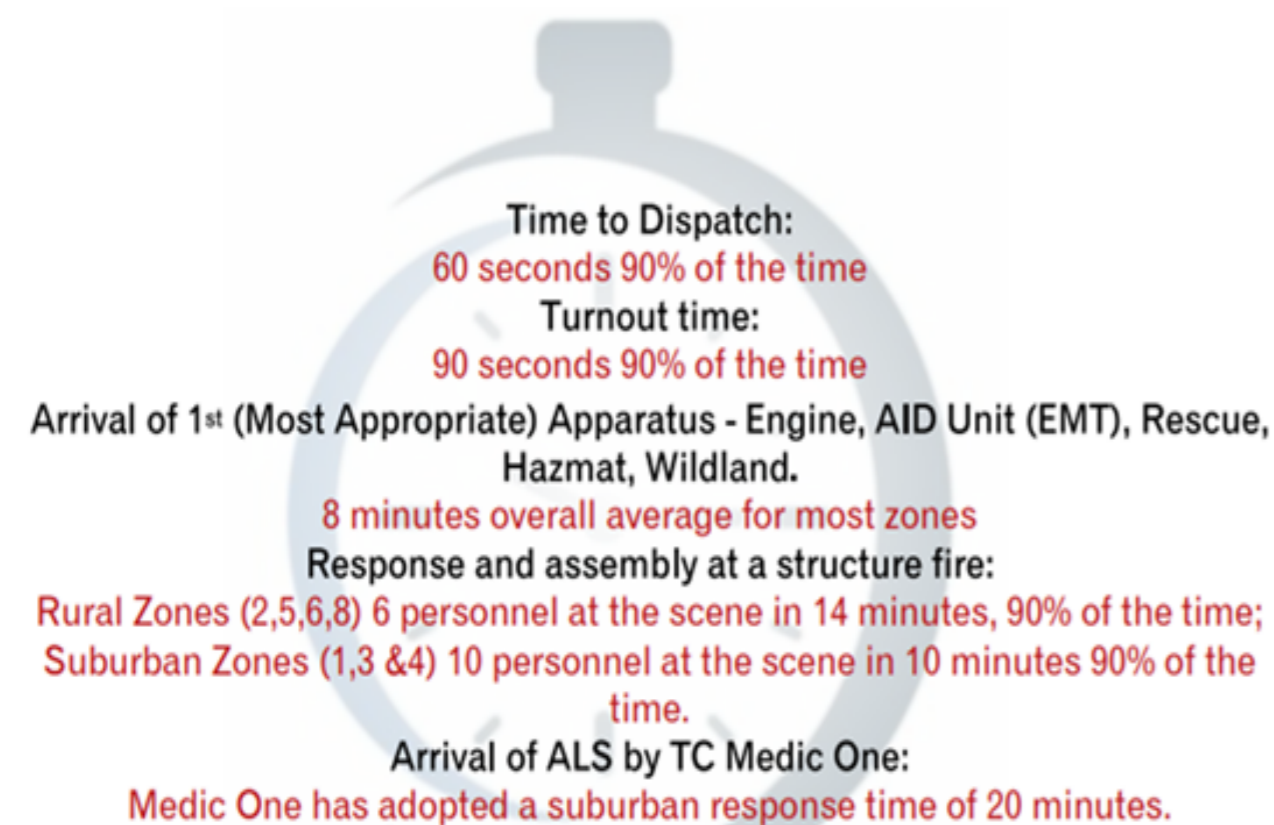
OUR DISTRICT



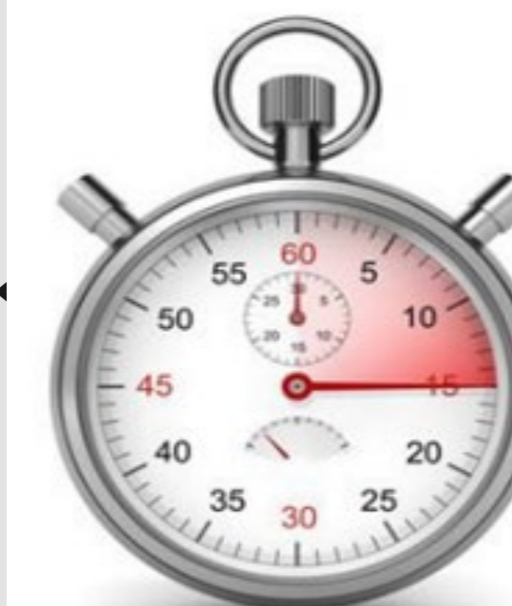
OUR COMMUNITIES



■ Population Served	25,000
■ Communities Served	9



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 November 2024 Month End Report

By BC Stone

Greater Alarms

- 1.) Had already addressed one of November's major incident at the Nov 11Th. Meeting where we acknowledged the four individuals for their Community Life Saving Award for all their efforts on the Hwy 12 accident.

PEER Support

- 1.) Still dealing with past horrific incidents from the Month October. The group is spending time outreaching with a few of our responders and families. Also we are having a change in support members. A couple are moving on to focus on other department needs, but looks like we'll be having two or three new members stepping up in & to the group.

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.) Hose testing has been rescheduled Dec 9Th and 10th.
- 2.) Went down brought E1-3 back from Oregon. This unit was at 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.) Took E1-2 down to True North to bring E1-3 back. 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. When this unit is completed I'll have Mike Shea take me down to bring E1-2 back.
- 4.) Recall work is continuing to get caught up on our light vehicles. B1-3 was completed. Still have those outstanding recall work on all three interceptors as we are still waiting on parts. At least 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.

5.) Did take an opportunity to cook up lunch for all the entire shop members. This was for all their efforts to keep our vehicles maintained & safe.

Shift concerns

- 1.) Still dealing with Light Duty & Sick Leave personnel creating a hard impact on scheduling. One individual is still waiting to be cleared by the Dr. Had a CPAT scheduled for 11/20/24 although due to power outage had to reschedule. New test date is scheduled for 12/4.
- 2.) The other individual is completely out through 01/31/2025.



Olympia Fire Department

Nov 14 · 🌐

Thankful Thursday at OFD!!

Chief Roger Stone from West Thurston Fire Authority brought AND cooked the Vehicle Repair Facility staff lunch last week to show their appreciation for keeping their vehicles maintained and safe.

We wanted to say thank you Chief for the time and effort you put into this delicious thank you!!

[#OlyFire](#) [#OlympiaFirefighters](#)
[#ThankfulBreadBreaking](#) [#OFDFireFamily](#)
[#OFD](#) [#OlyFireFleetLove](#)



B Shift November 2024

BC Christenson

Greater Alarms:

- On 11/26/2024 a Tribal Police unit and TCSO unit were trying to catch up to a vehicle that was in excess of 90 MPH eastbound on highway 12, the vehicle was traveling so fast they had yet to close the gap and initiate lights. The driver went directly into the roundabout at Sargent and managed to jump the entire roundabout and land on the other side. After landing the vehicle rolled several times. West Thurston Units and Medic 14 arrived the patient had self-extricated. The Patient was apparently under the influence and not belted. He was packaged and transported to SPH. We found out a few days later that the Patient died from his injuries unfortunately.

Training:

- Chief Drake supplied me a list of individuals re-certifying for EMT at the end of the year and everyone on my shift has turned in the proper paperwork.
- Bailey Cooper has successfully completed both his probation book and final engine company evaluation and as of December 1st he will be off Probation!

Personnel and Projects:

- 11/26/24 The North end crews had the pleasure to participate in the Littlerock Elementary Thanksgiving feast for both the students and parents.
- Chief Drake, Chris has supplied me with the cost of materials for the protective fence for the septic at Station 1-4, he has the material plus tax coming in about \$1300. In comparison, a company to come out and install the same thing was in the range of \$4500. If this suits our needs Chris can wait until a day when he has the CCCC Inmates and complete it. We have a good idea from the septic schematics where he will need to dig to avoid damaging the intake pipe.

- On 11/14/24 Knight Fire went around to all the stations for our annual inspection.



WEST THURSTON REGIONAL FIRE AUTHORITY

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

November 30, 2024

To: Chief Nathan Drake
From: Battalion Chief Eric Smith
RE: November 2024 Report

Chief,

The following is a brief synopsis C-shift and pre-fire plan activities for November 2024.

Major events-

November 18, 2024- Our members spent a full day preparing for a “bomb cyclone”. Activities included sandbag inventory, propane tank level accounting and storm preparation. The storm never materialized but the majority of seasonal weather event preparation was accomplished.

Pre-fire plan/preparation-

Conducted a review and made changes to the designated CAPCOM AirliftNW and Lifelight Landing zones within WTRFA. We ensured addresses and coordinates were correct and deleted some landing zones that were in other districts.

Training-

C-Shift continued to train on the radio channel changeover. We are practicing with the changes that are occurring with the new radio system when responding mutual aid to out of county neighbors. We are finishing Ongoing Medical Training for our EMT’s and their fourth quarter requirements.

No injury or other events to report.

Thank you and please contact me with any questions.

Battalion Chief Eric Smith



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

December 2024

Recruit and Retention Coordinator Report

Event and Activities November

- Continuing study sessions for both EMT and Fire recruits. Focusing on all the final evaluations for each group.
- We have given 8 conditional offers for our next round of Volunteer Firefighter/EMT candidates. And completed their orientation.
- Food drive up and running with boxes for donations at each station, the deadline will be December 20th.
- Kautz completed his Hazmat operations test at the Washington State Fire Academy and now is working through his Task book for probation. He is our newest fully certified FF/EMT.

Upcoming Event and Activities December and January

- Boot Drive December 7th for both North and South
- We will start our next round of PACT drills for the new recruits coming on, our focus for PACT nights will be EMT.
- EMT students graduating this month will focus their efforts into obtaining their NREMT, and completing their EMS Task Book. Once there is a date for fire academy, we will schedule PACT nights for the 8 being accepted into fire academy.
- Fire will complete their Fire1 middle of December and then January complete their Hazmat Awareness and Operations. We will schedule a few nights for them to focus on their Hazmat skills and study sessions.
- Santa Breakfast (December 14th) planning is underway. We are accepting donations in raffle items or food.
- Santa Sleigh will be December 17th and 18th.
- January 30th we are planning a volunteer appreciation night at station 1-2 for volunteers to bring their families in to meet crews and give station tours.