



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 September 11, 2023, at 1700 hrs.**

**18720 Sargent Rd SW, Rochester, WA St. 1-1**

*Zoom virtual meeting link:*

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

*Meeting ID: 863 9943 4512*

*Passcode: 148054*

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts Payable   \$ 85,309.89 Payroll           \$ 417,191.05 <b>TOTAL:</b> \$ 502,500.94 <i>Warrants \$152,333.84</i> <i>EFTs \$350,167.10</i>	<i>1-10</i>	Shannon	Approve/Reject
2) Meeting Minutes a) August 14, 2023, General Meeting b) August 25, 2023, Special Meeting	<i>11-14</i>	Shannon	Approve/Reject
3) Grant Acceptance – Volunteer Recruitment and Retention Coordinator Position (Grant Funded – Full Time – Limited Term Position)	<i>N/A</i>	Chief Smith	Approve/Reject
4) Dist. 1 Commissioner Vacancy Announcement.	<i>15</i>	Chief Smith	Informational
5) Policy 2018 Staffing Priority Call Out Revision - 1 <sup>st</sup> Review.	<i>16-21</i>	Chief Smith	Informational

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Assistant Chief Job Description – Final	22-25	Chief Smith	Approve/Reject
2) Assistant Chief Recruitment – Final	26-28	Chief Smith	Approve/Reject
3) Volunteer Firefighter/EMT Policy Update – Final	29-36	Chief Smith	Approve/Reject
4) Medic One Lease Contract	N/A	Chief Smith	Approve/Reject

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Q3 Open Work Order List	37-38	Shannon	Informational

**IX. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for Aug 2023	39-42	Shannon	Informational
2) Aug 2023 Budget Report to Date	43-46	Shannon	Informational
3) Thank You to WTRFA Volunteer Committee	N/A	Chief Smith	Informational

**X. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	47-65	Chief Smith	Informational
2) Commissioner Meetings		BOFC	Informational

**XI. GOOD OF THE ORDER: CONGRATULATIONS FF/EMT FOX AND HOSKINSON.**

**XII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

08:13:20 Date: 09/07/2023

09/11/2023 To: 09/11/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230901001 1st Security Bank	1408	09/11/2023	Claims	6700	1,758.79	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
CHEVRON	08/30/2023	09/11/2023	A09 B1-7 West Hallett Mobe		91.75	
SAFEWAY	08/30/2023	09/11/2023	A09 B1-7 West Hallett Mobe		81.34	
CHENEY MART	08/30/2023	09/11/2023	A09 B1-7 West Hallett Mobe		97.44	
CHENEY MART	08/30/2023	09/11/2023	A09 B1-7 West Hallett Mobe		12.64	
SHELL	08/30/2023	09/11/2023	A09 B1-7 West Hallett Mobe		143.78	
CHEVRON	08/30/2023	09/11/2023	Ice - Rehab		42.00	
SAFEWAY	08/30/2023	09/11/2023	A61 T1-2 - Toothacre Mobe		131.86	
MAVERICK	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		137.89	
BOB MART	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		80.00	
BOB MART	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		131.02	
BOB MART	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		64.61	
BOB MART	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		89.62	
PILOT	08/30/2023	09/11/2023	A61 T1-2 - Oreagon Mobe		200.99	
SAFEWAY	08/30/2023	09/11/2023	A14 - Toothacre Mobe		84.01	
MAVERICK	08/30/2023	09/11/2023	A14 - Oreagon Mobe		38.52	
BOB MART	08/30/2023	09/11/2023	A14 - Oreagon Mobe		86.12	
BOB MART	08/30/2023	09/11/2023	A14 - Oreagon Mobe		71.87	
BOB MART	08/30/2023	09/11/2023	A14 - Oreagon Mobe		84.26	
PILOT	08/30/2023	09/11/2023	A14 - Oreagon Mobe		89.07	
230901002 Bigfoot Pest Management LLC	1409	09/11/2023	Claims	6700	513.50	13227, 13231, 13226, 13234, 13232
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
13227	09/06/2023	09/11/2023	1-1 Grand Mound Pest Control		102.70	
13231	09/06/2023	09/11/2023	1-2 Littlerock Pest Control		102.70	
13226	09/06/2023	09/11/2023	1-3 Rochester Pest Control		102.70	
13232	09/06/2023	09/11/2023	1-4 Scott Lake Pest Control		102.70	
13234	09/06/2023	09/11/2023	1-6 Maytown Pest Control		102.70	
230901003 Brookfield Group, The	1410	09/11/2023	Claims	6700	772.92	67714, 67930
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
67714	08/29/2023	09/11/2023	1-2 Littlerock Connect Emergency Call Box		156.75	
67930	08/29/2023	09/11/2023	Voice-Hosted Basic User Sep 2023		616.17	
230901004 C W Nielsen Mfg Corp	1411	09/11/2023	Claims	6700	1,011.82	48920
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
48920	09/05/2023	09/11/2023	FF Badqes (x10)		1,011.82	
230901005 Capitol Duct Cleaning	1412	09/11/2023	Claims	6700	538.34	87500974, 87500975
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
87500974	08/31/2023	09/11/2023	1-1 Grand Mound Dryer Vent Duct Cleaning		269.17	
87500975	08/31/2023	09/11/2023	1-2 Littlerock Dryer Vent Duct Cleaning		269.17	
230901006 Carefirst Bluecross Blueshield Payment Administrator	1413	09/11/2023	Claims	6700	261.00	232170010089
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
232170010089	08/22/2023	09/11/2023	Harris Medical Premium		261.00	
230901007 Cedar Creek Correction Center	1414	09/11/2023	Claims	6700	365.31	2308.1609
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
2308.1609	09/06/2023	09/11/2023	Aug 2023 Work Crews		365.31	
230901008 Champion Cleaning Services LLC	1415	09/11/2023	Claims	6700	3,069.76	23-0809, 23-0808, 23-0810
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
23-0809	08/22/2023	09/11/2023	1-1 Grand Mound Semi Annual Carpet Cleaning		1,417.92	
23-0810	08/22/2023	09/11/2023	1-2 Littlerock Semi Annual Carpet Cleaning		1,341.44	
23-0808	08/22/2023	09/11/2023	1-3 Rochester Semi Annual Carpet Cleaning		310.40	
230901009 Citi Cards	1416	09/11/2023	Claims	6700	3,609.76	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	

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AMAZON	08/31/2023	09/11/2023	1-1	Grand Mound Bay Door Rollers	356.60	
AMAZON	08/31/2023	09/11/2023	1-2	Littlerock Conference Speaker plus 3 yr Warranty	165.37	
AMAZON	08/31/2023	09/11/2023	1-3	Rochester Freezer Pack	15.39	
ARMOR COIN	08/31/2023	09/11/2023		FF Appreciation Challenge Coins	575.45	
CITI CARD	08/31/2023	09/11/2023		Late Fees	39.00	
CITI CARD	08/31/2023	09/11/2023		Interest Charged	70.44	
CHEVRON	08/31/2023	09/11/2023		Ice - Rehab	42.00	
GODADDY.COM	08/31/2023	09/11/2023		WTRFA Annual Website (.Org) Renewal	70.72	
MICROSOFT	08/31/2023	09/11/2023		New Surface Pro MDT Tablet	1,536.60	
SAFELITE	08/31/2023	09/11/2023		A68 B1-2 Windsheild Replacement	518.86	
SEARS	08/31/2023	09/11/2023	1-3	Rochester Dishwasher Diaqnosis	139.45	
WALMART	08/31/2023	09/11/2023		#262 John Deer Lawnmower Battery - Return Core	-12.00	
WALMART	08/31/2023	09/11/2023		A78 B1-3 Cooler	74.59	
ZOOM	08/31/2023	09/11/2023		Mnthly communications Service	17.29	
<hr/>						
230901010 City Of Olympia	1417	09/11/2023	Claims	6700	10,790.75	10403/17256
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
10403/17256	08/22/2023	09/11/2023	A09 B1-7 Repair AC		572.58	
10403/17256	08/22/2023	09/11/2023	A19 A1-3 Repair AC		933.14	
10403/17256	08/22/2023	09/11/2023	A62 E1-1 Towed to Shop		1,058.80	
10403/17256	08/22/2023	09/11/2023	A62 E1-1 Replace Resistor & Trans Dipstick		354.02	
10403/17256	08/22/2023	09/11/2023	A63 Repair Stuck Valves after Pump Test		388.73	
10403/17256	08/22/2023	09/11/2023	A68 B1-2 Replace Tailpipe & Check Pump Motor		3,032.33	
10403/17256	08/22/2023	09/11/2023	A74 B1-1 Annual Servicer		1,613.10	
10403/17256	08/22/2023	09/11/2023	A74 B1-1 Repair Front Bumper		761.03	
10403/17256	08/22/2023	09/11/2023	A74 B1-1 Pump Test		463.19	
10403/17256	08/22/2023	09/11/2023	A75 A1-1 Check Shifter		90.89	
10403/17256	08/22/2023	09/11/2023	A80 T1-1 Prepare for Service		1,522.94	
<hr/>						
230901011 City Sanitary Inc	1418	09/11/2023	Claims	6700	205.80	17242461S188, 17242273S188
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
17242273S188	09/05/2023	09/11/2023	1-3 Rochester Recycle		28.60	
17242461S188	09/05/2023	09/11/2023	1-1 Grand Mound Recycle		177.20	
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230901012 Clearfly	1419	09/11/2023	Claims	6700	223.92	543579
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
543579	09/05/2023	09/11/2023	Sep 2023 SIP Trunk		223.92	
<hr/>						
230901013 Comcast	1420	09/11/2023	Claims	6700	986.02	1030
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
1030	08/22/2023	09/11/2023	1-2 Littlerock Phone/Cable		223.00	
1030	08/22/2023	09/11/2023	1-6 Maytown Phone		201.86	
1030	08/22/2023	09/11/2023	1-1 Grand Mound Phone/Cable		212.44	
1030	08/22/2023	09/11/2023	1-4 Scott Lake Phone		154.29	
1030	08/22/2023	09/11/2023	1-3 Rochester Phone/Cable		194.43	
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230901014 Cummins Inc	1421	09/11/2023	Claims	6700	6,826.43	01-97549, 01-98088, 01-98078, 01-98091, 01-98096
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
01-97549	08/29/2023	09/11/2023	1-4 Scott Lake Annual Generator Maintenance/Replace		1,989.97	
01-98088	08/29/2023	09/11/2023	1-1 Grand Mound Annual Generator		1,395.26	
01-98078	08/29/2023	09/11/2023	1-2 Littlerock Annual Generator Maintenance/Replace		1,219.81	
01-98091	08/29/2023	09/11/2023	1-3 Rochester Annual Generator Maintenance/Replace		1,056.33	
01-98096	08/29/2023	09/11/2023	1-6 Maytown Annual Generator Maintenance/Replace		1,165.06	
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230901015 DE Lage Landen	1422	09/11/2023	Claims	6700	559.96	78642499 Relssue, 80815360
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
78642499	08/22/2023	09/11/2023	Warrant Cancellation Re-Issue 1-2 Littlerock Copier		279.98	
80815360	08/22/2023	09/11/2023	1-2 Littlerock Copier Lease		279.98	
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230901016 DH Pace Company Inc.	1423	09/11/2023	Claims	6700	3,175.54	125330, 125331, 125450, 125449, 125498

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230901017 Dept Of Labor & Industries	1424	09/11/2023	Claims	6700	119.60	366314																																								
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230901018 ESO Solutions, Inc.	1425	09/11/2023	Claims	6700	629.04	118716																																								
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118716	09/05/2023	09/11/2023	Sep 2023 Srvcs	629.04																																										
230901019 First Choice Health Network	1426	09/11/2023	Claims	6700	141.12	0114553																																								
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0114553	09/06/2023	09/11/2023	Aug 2023 EAP Srvcs	141.12																																										
230901020 Home Depot Credit Services	1427	09/11/2023	Claims	6700	1,464.18																																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Invoice #</b></th> <th style="text-align: left;"><b>Rcvd Date</b></th> <th style="text-align: left;"><b>Due Date</b></th> <th style="text-align: left;"><b>Description</b></th> <th style="text-align: right;"><b>Amount</b></th> </tr> </thead> <tbody> <tr> <td>2514646</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Paint Supplies (door project)</td> <td style="text-align: right;">12.94</td> </tr> <tr> <td>2162483</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Paint Supplies (door project)</td> <td style="text-align: right;">219.60</td> </tr> <tr> <td>3164135</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Asphalt Sealer</td> <td style="text-align: right;">62.28</td> </tr> <tr> <td>7162037</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Asphalt Sealer</td> <td style="text-align: right;">73.69</td> </tr> <tr> <td>8161976</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>Facility Maintenance - Bee Killer, Paint thinner, raqs,</td> <td style="text-align: right;">204.79</td> </tr> <tr> <td>902970</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-3 Rochester New Dishwasher</td> <td style="text-align: right;">873.40</td> </tr> <tr> <td>7162075</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Paint Supplies (door project)</td> <td style="text-align: right;">17.48</td> </tr> </tbody> </table>							<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	2514646	08/22/2023	09/11/2023	1-2 Littlerock Paint Supplies (door project)	12.94	2162483	08/22/2023	09/11/2023	1-2 Littlerock Paint Supplies (door project)	219.60	3164135	08/22/2023	09/11/2023	1-2 Littlerock Asphalt Sealer	62.28	7162037	08/22/2023	09/11/2023	1-2 Littlerock Asphalt Sealer	73.69	8161976	08/22/2023	09/11/2023	Facility Maintenance - Bee Killer, Paint thinner, raqs,	204.79	902970	08/22/2023	09/11/2023	1-3 Rochester New Dishwasher	873.40	7162075	08/22/2023	09/11/2023	1-2 Littlerock Paint Supplies (door project)	17.48
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230901021 Intelligent Technical Solutions, LLC	1428	09/11/2023	Claims	6700	3,937.62	131370																																								
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230901022 Joes Refuse Inc	1429	09/11/2023	Claims	6700	176.69	17238906S188, 17238762S188																																								
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230901023 Knight Fire Protection Inc	1430	09/11/2023	Claims	6700	105.94	77573																																								
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230901024 LN Curtis & Sons Inc	1431	09/11/2023	Claims	6700	286.17	717911, 742880																																								
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230901025 Lincoln Creek Lumber	1432	09/11/2023	Claims	6700	67.80	432611																																								
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230901026 Mountain Mist Water	1433	09/11/2023	Claims	6700	295.59	029585																																								
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029585	09/05/2023	09/11/2023	1-3 Rochester Water	54.44																																										
230901027 Munsell Barbara	1434	09/11/2023	Claims	6700	55.00	Sep 01, 2023																																								

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:13:20 Date: 09/07/2023

09/11/2023 To: 09/11/2023

Page: 4

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>SEP 01, 2023</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>Patch Sew On (x5), Repair Pants (x4)</td> <td style="text-align: right;">55.00</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	SEP 01, 2023	09/05/2023	09/11/2023	Patch Sew On (x5), Repair Pants (x4)	55.00																																													
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230901028 Northwest Water Systems	1435	09/11/2023	Claims	6700	576.75	23-07759, 23-07759, 23-07592																																																							
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230901029 Olympia Sheet Metal Inc	1436	09/11/2023	Claims	6700	3,780.26	66793, 66791, 66792																																																							
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230901030 On-Hold Concepts Inc	1437	09/11/2023	Claims	6700	19.95	614983																																																							
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230901031 Paladin Background Screening LLC	1438	09/11/2023	Claims	6700	204.00	4128																																																							
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4128	09/06/2023	09/11/2023	Background Screening (Kautz, Calica, Hoskison, Casey)	204.00																																																									
230901032 Pilot Travel Centers LLC	1439	09/11/2023	Claims	6700	481.66	623070565																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>623070565</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>A77 BN1-6</td> <td style="text-align: right;">283.51</td> </tr> <tr> <td>623070565</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>A68 B1-2</td> <td style="text-align: right;">13.74</td> </tr> <tr> <td>623070565</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>A71 STAF-2</td> <td style="text-align: right;">41.35</td> </tr> <tr> <td>623070565</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>A25 CH1-2</td> <td style="text-align: right;">73.85</td> </tr> <tr> <td>623070565</td> <td>09/05/2023</td> <td>09/11/2023</td> <td>A24 BN1</td> <td style="text-align: right;">69.21</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	623070565	09/05/2023	09/11/2023	A77 BN1-6	283.51	623070565	09/05/2023	09/11/2023	A68 B1-2	13.74	623070565	09/05/2023	09/11/2023	A71 STAF-2	41.35	623070565	09/05/2023	09/11/2023	A25 CH1-2	73.85	623070565	09/05/2023	09/11/2023	A24 BN1	69.21																									
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623070565	09/05/2023	09/11/2023	A25 CH1-2	73.85																																																									
623070565	09/05/2023	09/11/2023	A24 BN1	69.21																																																									
230901033 Precision Alignment, L.L.C	1440	09/11/2023	Claims	6700	755.30	8154																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>8154</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>A80 T1-1 Front Axle Cherk &amp; Set Angles, Check Front</td> <td style="text-align: right;">755.30</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	8154	08/22/2023	09/11/2023	A80 T1-1 Front Axle Cherk & Set Angles, Check Front	755.30																																													
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8154	08/22/2023	09/11/2023	A80 T1-1 Front Axle Cherk & Set Angles, Check Front	755.30																																																									
230901034 Professional Health Services, Inc.	1441	09/11/2023	Claims	6700	8,205.08	823F																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>823F</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>IAFF Physicals (x13)</td> <td style="text-align: right;">8,205.08</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	823F	08/22/2023	09/11/2023	IAFF Physicals (x13)	8,205.08																																													
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823F	08/22/2023	09/11/2023	IAFF Physicals (x13)	8,205.08																																																									
230901035 Propane Northwest	1442	09/11/2023	Claims	6700	1,109.32	1510857414, 1510936980																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1510857414</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Propane (478.40 qal)</td> <td style="text-align: right;">871.92</td> </tr> <tr> <td>1510936980</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-7 Old Hwy 99 Propane (130.70 qal)</td> <td style="text-align: right;">237.40</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	1510857414	08/22/2023	09/11/2023	1-2 Littlerock Propane (478.40 qal)	871.92	1510936980	08/22/2023	09/11/2023	1-7 Old Hwy 99 Propane (130.70 qal)	237.40																																								
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1510936980	08/22/2023	09/11/2023	1-7 Old Hwy 99 Propane (130.70 qal)	237.40																																																									
230901036 Puget Sound Energy	1443	09/11/2023	Claims	6700	3,264.75																																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>200017639499</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-1 Grand Mound Jul 2023</td> <td style="text-align: right;">1,823.00</td> </tr> <tr> <td>220025935044</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-2 Littlerock Aug 2023</td> <td style="text-align: right;">762.00</td> </tr> <tr> <td>220025936018</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-3 Rochester Jul 2023</td> <td style="text-align: right;">362.56</td> </tr> <tr> <td>220025935051</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-4 Scott Lake Aug 2023</td> <td style="text-align: right;">87.54</td> </tr> <tr> <td>220025935069</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-6 Maytown Jul 2023</td> <td style="text-align: right;">173.96</td> </tr> <tr> <td>220006625754</td> <td>08/22/2023</td> <td>09/11/2023</td> <td>1-7 Old Hwy 99 Jul 2023</td> <td style="text-align: right;">55.69</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	200017639499	08/22/2023	09/11/2023	1-1 Grand Mound Jul 2023	1,823.00	220025935044	08/22/2023	09/11/2023	1-2 Littlerock Aug 2023	762.00	220025936018	08/22/2023	09/11/2023	1-3 Rochester Jul 2023	362.56	220025935051	08/22/2023	09/11/2023	1-4 Scott Lake Aug 2023	87.54	220025935069	08/22/2023	09/11/2023	1-6 Maytown Jul 2023	173.96	220006625754	08/22/2023	09/11/2023	1-7 Old Hwy 99 Jul 2023	55.69																				
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230901037 Rochester Lumber	1444	09/11/2023	Claims	6700	83.65	1210227, 1211123, 1212011, 1212557
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
1210227	08/22/2023	09/11/2023	1-1 Grand Mound Liquid Glue (base boards)			21.60
1211123	08/22/2023	09/11/2023	1-1 Grand Mound Dorm Room Light Bulbs			12.42
1212011	08/22/2023	09/11/2023	Facility Maintenance Supplies (face shield, sand disk,			31.26
1212557	08/22/2023	09/11/2023	1-3 Rochester - Screws			18.37
230901038 Rochester Water Association	1445	09/11/2023	Claims	6700	56.09	100100
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
100100	08/29/2023	09/11/2023	1-3 Rochester Wate Srvc			56.09
230901039 Scott Lake Maintenance Co C/O Northwest Water Syst	1446	09/11/2023	Claims	6700	115.00	2165
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
2165	09/06/2023	09/11/2023	1-4 Scott Lake Water Srvcs			115.00
230901040 South Puget Sound Community College	1447	09/11/2023	Claims	6700	3,800.00	WA240TPC1668
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
WA240TPC1668	08/22/2023	09/11/2023	Fire Academy (Kautz, Skrei)			3,800.00
230901041 Stryker Sales Corp	1448	09/11/2023	Claims	6700	2,592.24	9204435347, 9204588468
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
9204435347	08/22/2023	09/11/2023	A76 A1-2 Cot Battery & Labor			1,354.49
9204588468	08/22/2023	09/11/2023	Cot Maintenance Agreement 09-01-2023 to			1,237.75
230901042 Systems Design West LLC	1449	09/11/2023	Claims	6700	2,440.42	20231707
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
20231707	08/31/2023	09/11/2023	July Transports (x94)			2,440.42
230901043 Thurston Co Solid Waste	1450	09/11/2023	Claims	6700	18.00	2208453
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
2208453	08/22/2023	09/11/2023	Solid Waste Disposal (08-22-2023)			18.00
230901044 Tumwater Printing	1451	09/11/2023	Claims	6700	199.99	123281
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
123281	08/30/2023	09/11/2023	#10 Regular Envelopes			199.99
230901045 Verizon Wireless	1452	09/11/2023	Claims	6700	299.44	9941816654, 9942788193
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
9941816654	08/22/2023	09/11/2023	Apparatus Cells (x5)			48.42
9942788193	08/22/2023	09/11/2023	Captain Cells			171.00
9942788193	08/22/2023	09/11/2023	Modems			80.02
230901046 WHA Insurance Agency Inc	1453	09/11/2023	Claims	6700	8,346.00	891071
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
891071	08/30/2023	09/11/2023	Policy PRCO93869WA10040 Group Ins. 11/15/2022 -			8,346.00
230901047 Wells Fargo Financial Leasing	1454	09/11/2023	Claims	6700	159.99	5026287880
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
5026287880	08/22/2023	09/11/2023	1-1 Grand Mound Copier Lease			159.99
230901048 West Thurston Reg Fire PETTY CASH	1455	09/11/2023	Claims	6700	473.13	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
CHRIS HEILMAN	08/23/2023	09/11/2023	Reimbursement - Ice - Rehab/Mobe			77.73
IRS	08/23/2023	09/11/2023	Late pymnt for April 941			395.40
230901049 Wilcox & Flegel	1456	09/11/2023	Claims	6700	6,380.50	0810678-IN, 0810673-IN, 0813864-IN, 0813858-IN, CL95234
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
0810678-IN	08/22/2023	09/11/2023	1-1	Grand Mound Diesel (245 qal)	1,162.06	
0810673-IN	08/22/2023	09/11/2023	1-2	Littlerock Diesel (135 qal)	640.32	
0813864-IN	08/22/2023	09/11/2023	1-1	Grand Mound Diesel (280 qal)	1,447.42	
0813858-IN	08/22/2023	09/11/2023	1-2	Littlerock Diesel (295 qal)	1,524.96	
CL95234	08/22/2023	09/11/2023	A19	A1-3	56.81	
CL95234	08/22/2023	09/11/2023	A61	T1-2	159.42	
CL95234	08/22/2023	09/11/2023	A14	SU1-8	67.36	
CL95234	08/22/2023	09/11/2023	A73	U1-2	437.42	
CL95234	08/22/2023	09/11/2023	A77	BN1-6	688.69	
CL95234	08/22/2023	09/11/2023	A25	CH1-2	110.51	
CL95234	08/22/2023	09/11/2023	A07	E1-7	85.53	

49 Vouchers:

85,309.89



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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
230901050	Aflac	1457	09/11/2023	Payroll	6700	460.85	
230901051	Benefit Solutions Inc-WSCFF	1458	09/11/2023	Payroll	6700	2,175.00	
	EFT Bennett Matthew Shaun	1335	09/15/2023	Payroll	6700		
	EFT Bennett Matthew Shaun	1368	09/29/2023	Payroll	6700		
230901099	Berryman Thomas A	1348	09/13/2023	Payroll	6700		
	EFT Betts Brandon John	1369	09/29/2023	Payroll	6700		
	EFT Brownell Scott Lee	1349	09/13/2023	Payroll	6700		
	EFT Christenson Brian David	1370	09/29/2023	Payroll	6700		
	EFT Cooke Hans Robert	1371	09/29/2023	Payroll	6700		
230901101	Davis Dustin James	1350	09/13/2023	Payroll	6700		
	EFT Dean Sarah Linnea	1372	09/29/2023	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1404	09/11/2023	Payroll	6700	31,236.53	
	EFT Department Of Retirement Systems Retirement	1405	09/11/2023	Payroll	6700	45,402.84	
	EFT Department Of The Treasury	1406	09/11/2023	Payroll	6700	52,341.67	
	EFT Devert Brent Nathaniel	1373	09/29/2023	Payroll	6700		
230901052	Dimartino Associates Brown & Brown of WA, Inc	1459	09/11/2023	Payroll	6700	2,293.50	
	EFT Drake Leah Noel	1351	09/13/2023	Payroll	6700		
	EFT Drake Nathan Tyler	1374	09/29/2023	Payroll	6700		
	EFT Elkins Ben M	1352	09/13/2023	Payroll	6700		
230901104	Fitzgerald Thomas J	1353	09/13/2023	Payroll	6700		
	EFT Fox Timothy Andrew	1354	09/13/2023	Payroll	6700		
	EFT Fox Timothy Andrew	1375	09/29/2023	Payroll	6700		
230901053	GET Program	1460	09/11/2023	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	1336	09/15/2023	Payroll	6700		
	EFT Garza Isaac Wayne	1376	09/29/2023	Payroll	6700		
230901054	HRA VEBA Trust	1461	09/11/2023	Payroll	6700	5,600.00	
	EFT Hall Aaron David	1337	09/15/2023	Payroll	6700		
	EFT Hall Aaron David	1377	09/29/2023	Payroll	6700		
230901106	Harding Arthur James William	1355	09/13/2023	Payroll	6700		
	EFT Heilman Chris Douglas	1356	09/13/2023	Payroll	6700		
	EFT Heilman Chris Douglas	1378	09/29/2023	Payroll	6700		
	EFT Hemminger Shannon Marie	1379	09/29/2023	Payroll	6700		
	EFT Hoskison Jordan Tyler	1357	09/13/2023	Payroll	6700		
	EFT Hoskison Jordan Tyler	1380	09/29/2023	Payroll	6700		
	EFT Hull Nathan Scott	1381	09/29/2023	Payroll	6700		
230901055	IAFF Local 3825 Treasurer	1462	09/11/2023	Payroll	6700	5,759.36	
230901109	Jernigan Jeff M	1358	09/13/2023	Payroll	6700		
	EFT Kaleiwahea Blake William	1382	09/29/2023	Payroll	6700		
	EFT Kondrack Andrew Joseph	1383	09/29/2023	Payroll	6700		
230901110	Linn Catherine Louise	1359	09/13/2023	Payroll	6700		
	EFT Lyon Colby Wayne	1338	09/15/2023	Payroll	6700		
	EFT Lyon Colby Wayne	1384	09/29/2023	Payroll	6700		
	EFT Matson Collin Reid	1385	09/29/2023	Payroll	6700		
	EFT McGeary Michael C	1360	09/13/2023	Payroll	6700		
	EFT Means Cameron Jack	1361	09/13/2023	Payroll	6700		
	EFT Miller Devann Munroe	1386	09/29/2023	Payroll	6700		
	EFT Morales Michael Lawrence	1387	09/29/2023	Payroll	6700		
	EFT Nelson Jacob Matthew	1362	09/13/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	1339	09/15/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	1388	09/29/2023	Payroll	6700		
	EFT Parker Gregory Jerel	1340	09/15/2023	Payroll	6700		
	EFT Parker Gregory Jerel	1389	09/29/2023	Payroll	6700		
	EFT Patraca Linda Ellen	1390	09/29/2023	Payroll	6700		

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EFT Pethia David C	1363	09/13/2023	Payroll	6700	[REDACTED]	
230901115 Ricks John Rual	1364	09/13/2023	Payroll	6700	[REDACTED]	
EFT Santee Ricardo Leon	1391	09/29/2023	Payroll	6700	[REDACTED]	
EFT Sexton Thomas Edward	1392	09/29/2023	Payroll	6700	[REDACTED]	
EFT Singleton Charles Ed	1393	09/29/2023	Payroll	6700	[REDACTED]	
230901116 Skrei Kaitlyn Amber	1365	09/13/2023	Payroll	6700	[REDACTED]	
EFT Smith Eric David	1341	09/15/2023	Payroll	6700	[REDACTED]	
EFT Smith Eric David	1394	09/29/2023	Payroll	6700	[REDACTED]	
EFT Smith Rob Dean	1395	09/29/2023	Payroll	6700	[REDACTED]	
EFT Spiegelberg John Steven	1366	09/13/2023	Payroll	6700	[REDACTED]	
EFT Stone Roger Lee	1396	09/29/2023	Payroll	6700	[REDACTED]	
EFT Swecker Joel Anthony	1342	09/15/2023	Payroll	6700	[REDACTED]	
EFT Swecker Joel Anthony	1397	09/29/2023	Payroll	6700	[REDACTED]	
230901118 Teitzel Steven David	1367	09/13/2023	Payroll	6700	[REDACTED]	
EFT Trautman Alexander Paul	1398	09/29/2023	Payroll	6700	[REDACTED]	
EFT Trott Thomas John	1399	09/29/2023	Payroll	6700	[REDACTED]	
230901056 Trusteed Plans	1463	09/11/2023	Payroll	6700	48,529.71	
EFT Washington State Support Registry	1407	09/11/2023	Payroll	6700	768.66	
230901057 West Thurston Fire - House Funds	1464	09/11/2023	Payroll	6700	185.00	
EFT White Christopher Charles	1400	09/29/2023	Payroll	6700	[REDACTED]	
73 Vouchers:					417,191.05	



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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August 14, 2023 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-1

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 17:00 hours.

**Commissioners:** Elkins, Culleton, Ricks, Pethia, and Jernigan. Dahl-Excused

**Chief:** R. Smith,

**Battalion Chief:** R. Stone

**Captains:**

**Lieutenants:** I. Garza, E. Palmerson

**Firefighters:** A. Trautman, M. Bennett, T. Fox, C. Matson (Zoom)

**Volunteer:**

**Admin:** Admin Svcs Director/Secretary S. Hemminger, Admin Asst. L. Patraca

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

**Guests:** Becca Lensegrav, Jeff Merryman

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

**Public Comments/Presentations:** Jeff Merryman – Congratulations on the passing of the Levy Lid Lift. Addressed citizen concerns regarding heavy management levels and why the department needs levy funds.

**Labor Management:** Lt. Garza thanked everyone for being part of the Levy passing, and discussed phase two will be filling vacant positions. Lt. Garza announced this would be his last meeting as the Labor Management liaison, and Alex Trautman will be taking the lead.

**New Business:**

1. Expenditure Approval. Commissioner Ricks moved to approve the total expenditure amount of \$466,051.06. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Meeting Minutes.
  - A. Commissioner Jernigan moved to approve the general board meeting minutes from July 10, 2023. Commissioner Elkins seconded the motion. Motion carried 5-0.
3. Asst. Fire Chief Job Description. Chief Smith provided the Assistant Fire Chief job description and job announcement for review and approval to post. Chief Smith recommended a 30-day posting, both internal and external with a projected start date of November 1<sup>st</sup> 2023. Commissioner Ricks suggested adding the work schedule and salary to the description. Commissioner Elkins would like to review the final job description with recommended additions as well as the announcement. Commissioner Elkins suggested Chief Smith also query the career personnel on the qualities they desire in an Asst. Chief, then present the final position description and announcement at the September board meeting for approval.
4. Volunteer Firefighter/EMT Policy. Chief Smith presented the revised red lined copy of Policy 2003 Volunteer Membership reflecting changes in required monthly hours and pay. Commissioner Elkins suggests a final draft for approval at the September board meeting.

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

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

**Communications:**

1. July 2023 Thurston County Treasurers report presented.
2. July 2023 Budget Report presented.

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

Chief Smith reported that crews responded to 369 calls in July (average of 11 calls per day) and 40.65% of the time they were managing more than one call at a time. The crews responded to 41 fire calls: 7 building fires, 1 cooking fire, 1 vehicle fire, and 32 brush fires. Crews also attended 249 EMS calls of which 21 were motor vehicle accidents, and 228 others (details can be found on page six).

Chief Smith will issue a letter to the public thanking them for their support in passing the Levy Lid Lift after the votes have been finalized on August 15, 2023.

BC R. Stone spoke on the Alph and repairs needed to bring it back into service. Chief Smith suggested further study to assess all apparatuses and uses to evaluate the best option.

**Commissioner Reports:** Commissioner Ricks reported that Medic One finalized their budget and submitted it to the County Commissioners for approval. Commissioner Pethia advised the Emergency Management and County Commissioners will meet in October 2023

**Good of the Order:**

**Adjournment:** The board adjourned the meeting at 18:38 hours.

Submitted for Board approval by:

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

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

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

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

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

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

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



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



10828 Littlerock Rd SW  
 Olympia WA 98512  
 360.352.1614

August 25, 2023 – WTRFA Commissioner’s Special Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 08:45 hours.

**Commissioners:** Elkins, Ricks, Pethia, Jernigan (Zoom). Culleton and Dahl-Excused

**Chief:** R. Smith,

**Battalion Chief:**

**Captains:**

**Lieutenants:**

**Firefighters:**

**Volunteer:**

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

**Union Representative:**

**Guests:** Eric Quinn, Attorney

**EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (1)(I): TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY LITIGATION OR LEGAL RISKS OF A PROPOSED ACTION OR CURRENT PRACTICE THAT THE AGENCY HAS IDENTIFIED WHEN PUBLIC DISCUSSION OF THE LITIGATION OR LEGAL RISKS IS LIKELY TO RESULT IN AN ADVERSE LEGAL OR FINANCIAL CONSEQUENCE TO THE AGENCY. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 60 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 EXECUTIVE SESSION.**

0945 hours the Executive Session ended with no formal action taken.

**Good of the Order:** None

**Adjournment:** The board adjourned the meeting at 0946 hours.

Submitted for Board approval by:

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

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

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

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

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

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

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

# DISTRICT 1 POSITION #3

## OPEN COMMISSIONER OPPORTUNITY

**West Thurston Regional Fire Authority seeks applicants for Fire Commissioner vacancy in Rochester Position #3 (insert map if needed)**

**The Board of Commissioners oversees the Fire Authority's long-term vision and guides the staff in achieving the goals of the Fire Authority. Fire Commissioners attend board meetings once a month and as needed.**

**Individuals interested in applying should submit a letter of interest to Fire Chief Rob Smith by September 29, 2023. Letters may be submitted electronically by email to [robbie.smith@wtrfa.org](mailto:robbie.smith@wtrfa.org) or hand delivered to the main station located at 10828 Littlerock Rd SW, Olympia. First review of applications is October 2, 2023.**

**Individuals who have submitted letters of interest should also plan to attend the October 9, 2023 Board of Fire Commissioners meeting at 1700 hours for interviews. The Commissioner Meeting will be held at the Littlerock Fire Station 10828 Littlerock Rd SW., Olympia, WA 98512.**

**Whomever is appointed to this position will serve until 2025 and will have to run for re-election then.**



## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Personnel- Staffing Priority - Guideline – Call-out requirements

Policy: 1.2018

Effect Date: April 12th, 2011

Rev. Date: Update 12/16/2013, January 1, 2018, September 1, 2023

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### Staffing Priority - Personnel Call-Out

#### 1.0 PURPOSE:

1.1 As the Community primary emergency service provider, it is vital that WTRFA maintain depth of response capability while maximizing personnel safety. The purpose of this policy and associated procedures is to establish parameters defining the agencies staffing and call-out expectations.

1.2 Procedures-Guidelines and a Staffing Algorithm is established as a means of assisting the WTRFA Shift Officer (SO) in making decisions necessary to maintain minimum staffing requirements and personnel safety standards consistent with the agency's expectations.

#### Term(s):

1. *Shift Officer:* For purposes of fulfilling the expectation herein, (authorizing leave, reassigning, overtime call back etc.) the Shift Officer (SO) shall be the highest ranking career officer scheduled on a 24 hour basis. If a career Officer is not on duty the point of contact for authorizing leave, reassigning, rescheduling and overtime call-back of career personnel shall be the most senior career Firefighter on duty.
2. *An emergency or emergent circumstance is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. 12/2013*
3. *Call out: Means the Employee/Resident becomes aware of their inability to report for duty or to fulfill their shift responsibilities while on duty.12/2013*



3.4. Complete communication – one in which the receiver understands the message that the sender is trying to convey. A complete communication involves the sender and receiver, a clear message, a suitable medium, feedback, context and understanding.

## **2.0 POLICY:**

2.1 The Administrative Chief or designee shall publish a shift schedule at least 14 days prior to the beginning of each month.

2.2 WTRFA shall maintain a minimum ~~of three career firefighters and one officer 3/1 on duty at all time as referenced the current labor agreement.~~ –If career staffing levels fall below ~~3/1 the minimum.~~ the Shift Officer or designee shall fill the opening rank for rank.

2.3 WTRFA Employees and Resident Personnel shall obtain (documented) Shift Officer authorization for all time off requests that occur after the monthly schedule has been posted.

2.4 Upon authorizing a leave request the SO or Training Officer (TO) shall forward the signed Leave Request Form or electronic approval to the Administrative Chief or designee for final approval and documentation in the Time-Off Approved Calendar.

2.5 The SO shall be responsible to document changes to shift and station assignment in the Daily Staffing Schedule and make contact with affected employees as soon as possible.

2.6 The Shift Officer shall complete or cause to be completed the WTRFA Daily Staffing Schedule as soon as possible in advance of the shift.

2.7 The Shift Officer shall use the Staffing Algorithm as a means of decision making.

2.8 When the SO is informed of a vacancy he/she shall consult the WTRFA Daily Staffing Schedule and remedy the vacancy and station assignments as soon as possible. The SO shall make necessary contact to re-assign personnel ASAP. It is expected that the SO will modify the staffing plan and inform personnel of re-assignment prior to personnel reporting for shift.

2.9 The off-going SO shall present and communicate the Staffing Plan at change of shift with the on-coming SO.

2.10 Training leave must be approved by the TO and the SO. The Training Request Form or Leave/Trade Form should be forwarded to the Administrative Chief for final approval and documentation.

## **3.0 PERSONNEL CALL-OUT PROCEDURE:**

3.1 All scheduled personnel (Career and Volunteer) are required to contact the WTRFA SO when they become aware or anticipate they are not capable of reporting or completing their scheduled shift.

3.2 All personnel calling out sick shall communicate directly with the SO. A telephone message or third party communication is not sufficient unless complete communication is achieved (for



example, SO receives a timely text and acknowledges receipt either by direct phone contact or return text). If emergent circumstances ~~exit~~exist and the SO is not immediately available, personnel calling out may inform another officer or personnel and provide direct contact information so the SO may communicate directly upon their availability.

3.3 Personnel who disregard the call-out requirement place the public and their colleagues at risk. Failure to call-out may result in disciplinary action up to and including termination.

#### **4.0 STAFFING GUIDELINES:**

4.1 WTRFA has implemented a cross-staffing model. The cross-staffing model attempts to achieve a minimum of two Firefighter-EMT/ Driver-Operator qualified personnel at each staff- able facility.

4.2 Although there is a contractual requirement to maintain ~~four~~seven career at all times (six career firefighters and one career fire officer), ~~P~~preferred (minimum) staffing (including qualified volunteer/ students) is:

1. MON-FRI: Six qualified FF-EMT/ Driver-Operator personnel; Four 24 hour and two daytime.
2. WEEKEND: Six qualified FF-EMT/ Driver-Operator personnel; Six 24 hour

4.3 A maximum of two career personnel per shift may be authorized leave (including k-days).

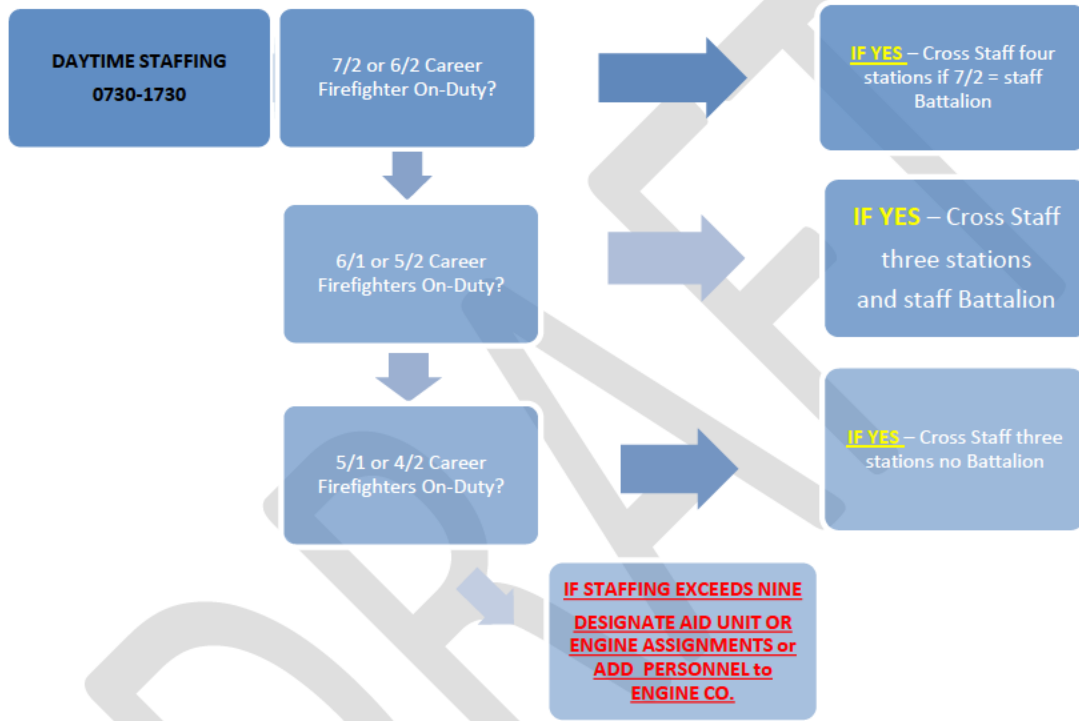
4.4 WTRFA budgets for a maximum of nine volunteers per shift this include Resident Volunteers, Student Volunteers, and Platoon Volunteers.

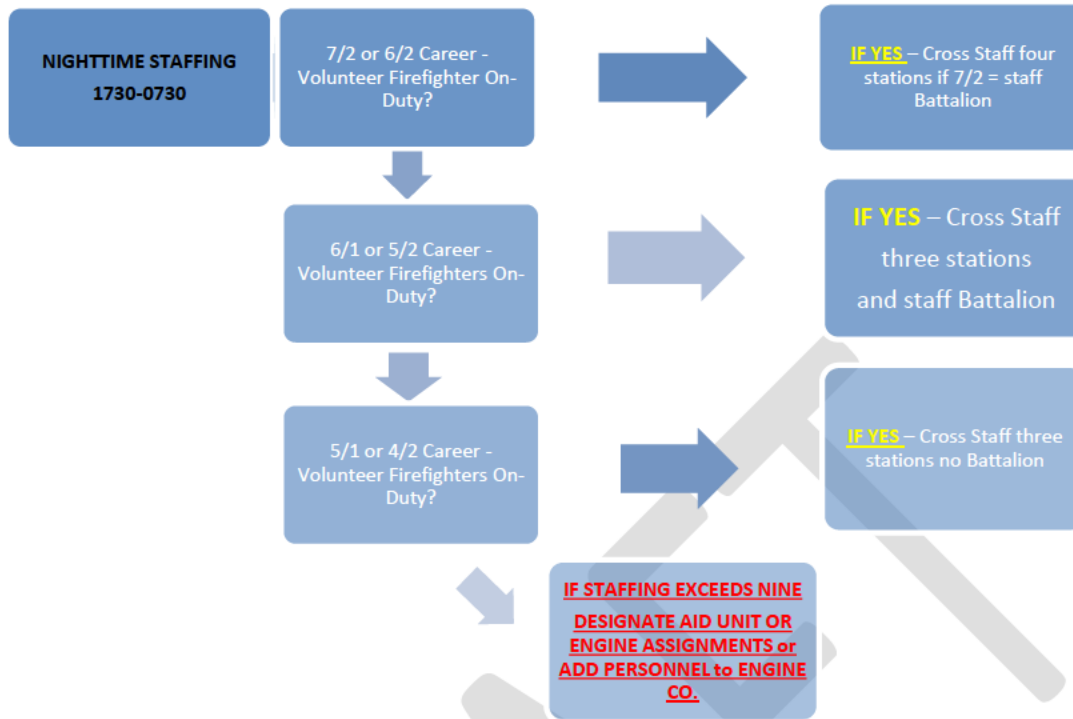
4.5 When fully staffed WTRFA will have 7 career-24 hour; ~~2 career daytime~~; 5 Platoon Volunteers; 2 Resident Volunteers; 2 Student Volunteers (18 maximum)

4.6 The Shift Officer shall maximize response time and service delivery capability while maintaining awareness of budget limitations.

*Reference: Policy 1.4001-2 Minimum Deployment Guidelines*

## WTRFA Staffing Algorithm 2013-2014





**Service Delivery Goal and Station Uptime:**

Our Goal is to arrive safely on-scene with adequate numbers of well trained, well equipped personnel within a critical time interval necessary to save lives, reduce suffering and save property. Once on-scene, our goal is to safely, efficiently and effectively deploy our resources to properly mitigate the emergency.

The Shift Officer (SO) is responsible for making staffing assignments and locations given the existing conditions. The SO should consider the agency service delivery goal. The SO must consider staffing level, qualifications of staff, start and end time of staff. If adequate numbers of qualified personnel are present then additional stations should be staffed. The SO is the Highest Ranking career Officer on a 24 hour shift.

1. Station 1-1 and Station 1-2 should remain staffed. Minimum career staffing is two and two with a minimum of one Officer on duty at all times. The shift officer will be assigned to the engine/aid crew unless there is sufficient staffing to move to the Command vehicle.
2. Station 1-3 sub-station: Will be staffed M-F 0730-1730 with career daytime staffing. After career staffing go home the station will not to be brought online unless staffing of both volunteer/career equal a minimum of six on duty.

3. Station 1-6 sub-station: The station will not to be brought online until staffing of both volunteer/career equal a minimum of six on duty. Consideration must be given to personnel qualifications and experience.
4. Station 1-1 and Station 1-2 Once the sub-stations have been staffed with a minimum of two qualified personnel, and the battalion unit is staffed, additional personnel should be added to station 1-1 and/or 1-2 for tender operations, 3-man engine company or designated aid unit.

West Thurston RFA					
Daily Staffing Schedule					
Date:	2/14/2011	Day of the week:	Monday		
Shift:	B2	Battalion Week:			
ASSIGNED		ACTUAL			
OPERATIONS B - SHIFT		WORK CODE	OPERATIONS B - SHIFT		WORK CODE
Station 1-1			Station 1-1		
Lieutenant	I. Garza		Lieutenant	I. Garza	
Firefighter 1	R. Smith		Firefighter 1	J. Yake	
Firefighter 2	R. Thompson	DO	Firefighter 2		
Firefighter 3	FEST Student		Firefighter 3		
Station 1-2		Station 1-2			
Firefighter 1	N. Drake		Firefighter 1	K. Ferris	FL
Firefighter 2	J. Stolz	K	Firefighter 2	K. Sachet	
Firefighter 3	FEST Student		Firefighter 3		
Station 1-3		Station 1-3			
Firefighter 1 (10hr)	R. Lyon		Firefighter 1 (10hr)	R. Lyon	
Firefighter 2 (10hr)			Firefighter 2 (10hr)	C. Lyon	
Station 1-6		Station 1-6			
Shift Officer	B. Christenson	V	Shift Officer	R. Smith	
Firefighter 1	C. Lyon		Firefighter 1	R. Thompson	
Resident 1	G. Parker		Resident 1		
Resident 2	R. Roland		Resident 2		
TRAINING/ADMIN		TRAINING/ADMIN			
Station 1-1		Station 1-1			
Ops Chief	R. Scott		Ops Chief	R. Scott	
Training BC	J. Yake	DO	Training BC		
Station 1-2		Station 1-2			
Admin Chief	R. Kaleiwahea		Admin Chief	R. Kaleiwahea	
Scheduling Code					
TW	Trade Person Working				
TO	Trade Person Off	Shift Officer			
SL	Sick Leave				
L	Other Leave				
OT	Overtime				
K	Kelly Day				
P	Personal Day				
Tr	At Training				
NO	Normal Day Off				
FL	Float Day On				
V	Vacation				
DO	Detailed Out				
Daily Staffing Schedule shall be completed by the Shift Officer on duty each day for the next day's shift. After completed, pass on to oncoming Shift Officer. Oncoming Shift Officer reviews and faxes to all staffed stations in district.					

# WEST THURSTON REGIONAL FIRE AUTHORITY



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Section: Job Descriptions

Policy:

Effect Date:

Rev. Date:

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## ASSISTANT CHIEF/ OPERATIONS

**Description of Duties:** The Assistant Chief is a full-time, salaried, FSLA overtime exempt, non-represented, daytime position. Under the direction of the Fire Chief, is accountable to provide supervisory and technical assistance, staff support as well as services of a line officer; protects life and property through prevention and suppression of fires; provides basic life support in order to reduce morbidity and mortality in cases of illness or injury; responds to fire, rescue and medical aid calls on assigned shift; ensures firefighting and emergency medical equipment, apparatus, and facilities are maintained at a high degree of readiness. In addition, this position provides supervision for Battalion Chiefs, Captains, Lieutenants and Firefighters as needed; provides guidance to Shift Officers with scheduling as needed. Assists the Chief in assigned program areas; will participate in the Battalion on-call/standby rotation as scheduled; manages the Emergency Operations Center as needed; participates in county-wide hazard mitigation planning.

**Minimum Qualifications:**

- Associate's Degree in Fire Science or in a closely related field with approval of the Fire Chief; Bachelor's Degree from an accredited college desired
- Minimum of 10 years successful experience in a senior management role such as an Operations Chief, Battalion Chief, Training Officer or Shift Officer in fire

and EMS (minimum 5 years career) with a minimum of 5 years in a supervisory capacity.

- IFSAC Fire Officer 1 certification (or equivalent) or ability to attain within one year of appointment
- FF2 Red Card
- Comprehensive knowledge of Incident Management System; fire ground strategy and tactics; NFPA, and 296-305 safety standards for firefighters.
- ICS 100, 200, 700 and 800
- Washington State / Thurston County EMT-B certification (or ability to obtain within three months of appointment)
- Blue Card certified within one year of appointment

Preferred Qualifications:

- ICS 300 and 400
- IFSAC Fire Officer 2 certification (or equivalent)
- NFPA Leadership I, II, and III certification (or equivalent)
- NFA Managing Officer or EFO, or CFO credentials

**Supervision:** This position reports to the Fire Chief

**Essential Job Duties:**

***Firefighting -***

1. Responds to fire incidents, serving as an active member of the Incident Management System (IMS) Team. The position will serve as the incident dictates, usually in a division and/or command team assignment but may be required to participate in fire suppression actively and physically to effectively control/extinguish the fire and prevent further damage.
2. Participates in training and maintains acceptable level of competency in those skills listed above. Conducts or facilitates training for members as assigned.
3. Maintains and ensures readiness of fire equipment, apparatus and fire stations, including performing minor repairs or coordinating repair with City of Olympia for vehicle repair and maintenance services to department property/apparatus; may clean, polish, and test equipment.
4. Participates in building inspections, pre-fire planning and other familiarization activities.

***Emergency Medical –***

1. Operates under standing orders from the Thurston County Medic One Medical Program Director. Consults with on-line medical control as needed.
2. Directs BLS personnel at scene of medical emergency, and forms plan for patient care, at times in consultation with partner or other providers.

3. Completes accurate Medical Incidents Reports, and data entry in a timely manner. Ensures shift completeness of MIR and data entry; presents patient information and assists transporting agency and may assist or continue patient care.
4. Attends classes to maintain EMS skills. Maintains Thurston County EMT certification through MPD-approved process.
5. Maintains and ensures cleanliness and readiness of assigned facilities, vehicles, and equipment.
6. Assists in the instruction of classes for the public on topics such as CPR, First Aid, and Disaster Preparedness.
7. Coaches personnel in emergency medical topics (OTEP etc.), both informally and in the classroom setting.
8. Acts as point of contact for personnel exposed to blood or airborne pathogens and guides affected personnel through appropriate procedures based on circumstances of exposure.

***Supervisory -***

1. Cultivates positive working relationships with co-workers/ members and colleagues
2. Business and political acumen to interact with the Fire Chief and Board of Commissioners and be a partner with the same
3. The ability to gain alignment of the staff with the Chiefs vision for the fire district and be comfortable sharing the “why” behind decisions
4. The skill to inspire great performance through actions and attitude
5. The ability to establish clear expectations of performance and accountability, doing so in a firm, fair and consistent manner
6. Demonstrate emotional intelligence, and the ability to guide the district’s shift officers as they work as a team to manage day-to-day operations of the department
7. Provide necessary leadership to ensures a safe and healthful workplace
8. Adheres to and enforces Department policies and procedures

9. Acts as main supervisory authority for West Thurston RFA operations during the absence of the Fire Chief.
10. Provides direction to Volunteer and Career subordinate members.
11. Provides emergency incident command and leadership, including applications of the Incident Command System to fire and emergency medical aid situations. Functions in a variety of positions within the Incident Command System, up to and including Incident Commander, according to the situation.
12. Schedules, assigns and evaluates the activities of the Battalion Chiefs, Captains, Lieutenants, Firefighters and Probationary Firefighters including supervision activities for those projects and programs assigned. Conducts training in accordance with Department training plan, or in response to demonstrated need. Briefs and debriefs duty crew on shift activities and incidents.
13. Completes required Department and State reports, including NFIRS reporting.
14. Facilitates the completion of required payroll records for assigned personnel.
15. Reviews and processes injury and/or illness reports, and reports incidents to Safety Officer and Chief of Administration.
16. Develops, submits, and monitors apparatus and facilities repair work orders.
17. Performs management of assigned shift projects and programs. Reports regularly on progress to the Fire Chief. Reports shift personnel training deficiencies, recommends corrective and/or disciplinary action.
18. Participates in Quality Improvement activities, including customer service, EMS, Fire, and Public Education programs as needed.
19. Makes recommendations through chain of command for development of departmental goals, objectives, and priorities.
20. Performs public education and public speaking to educate and enhance the image of the Department.
21. Represents West Thurston RFA at meetings.
22. Cultivates positive working relationships with community members and organizations, other fire service/EMS providers and organizations.
23. Performs annual performance appraisals of subordinate supervisors and reviews appraisals of their respective subordinates to ensure they are completed timely.
24. Performs other duties as assigned.





# WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock Rd SW Olympia WA 98512  
Phone 360.352.1614 Fax 360.352.1696  
www.wtrfa.org

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**Released:** September 12, 2023

**Classification:** Assistant Fire Chief (exempt)

West Thurston Regional Fire Service Authority is currently accepting applications to fill the Assistant Fire Chief position. This position will be responsible for Department Operations and Facilities/Fleet Oversight.

**Salary Information:** \$9,973 - \$10,529 per month

**Benefits Information:** Medical, dental, life, AD&D, vision group plan, Law Enforcement Officers and Firefighters (LEOFF) Plan 2; Deferred Compensation (457) matching contribution up to 6.2% (in lieu of Social Security); Paid Leave/Holidays. This is a daytime position, more or less than 40 hours a week depending on workload and the needs of the fire department. Will have regularly scheduled on-call duty with comp time.

**Department Information:** West Thurston is a regional fire authority, having consolidated three fire districts (#1 Rochester, #11 Littlerock, #14 Grand Mound) into one entity. The department delivers comprehensive emergency services including Fire Suppression, Rescue, EMS and BLS patient transport from 4-5 stations and responded to almost 3,400 calls in 2022. Services are delivered by a combination of career and volunteer public service professionals.

**Area Information:** West Thurston is in the south Puget Sound region, situated between Olympia and Centralia. The 158 square mile service area is mixed use residential urban growth, suburban, rural, commercial, light industrial and forest land. The service area is bisected by 12 miles of Interstate 5. Residents enjoy the small-town environment, mild climate, and a wide variety of recreation year-round. The local area is robust with quality schools, parks, trails, history, and many other attractions.

**Population:** 30,000

**Description of Duties:** (see Job Description for a full list of duties)

- Organization and performance of the operational readiness and operations of all first responders.
- Oversees Facilities and Fleet maintenance.
- Assumes command of the Department in absence of the Fire Chief.
- Mentoring and growing the department officers by encouraging professional development.
- Engaging with community partners in the development of the County Mitigation Plan in a leadership role.
- Draft, revise and implement policy and procedures.
- Attend meetings on a regular basis to include; County Operations Chiefs, Board Meetings and others as warranted.
- Actively participate in public education events.
- Responds to natural disasters and other significant emergency incidents and leads the Emergency Operations Center.
- Performs performance appraisals of subordinate supervisors and reviews appraisals of their respective subordinates.
- Ensures training needs and goals of the Training Division are in compliance.
- Additional organizational duties as assigned by the Fire Chief.

**Minimum Required Qualifications:**

- Associate degree in Fire Science or closely related field desired; Bachelor's degree from an accredited college preferred.
- Minimum of 10 years successful experience in a senior management role such as an operation's chief, battalion chief, training officer or shift officer in fire and EMS (minimum 5 years career) with a minimum of 5 years in a supervisory capacity.
- IFSAC Fire Officer 1 certification (or equivalent) preferred or ability to attain within one year of appointment.
- Wildland Type 2 Certification (FF2 Red Card).
- ICS 100, 200, 300, 400, 700 and 800 or ability to attain within one year of appointment.
- Washington State / Thurston County EMT-B certification (or ability to obtain within three months of appointment).
- Blue Card certified within one year of appointment.

**Preferred Qualifications**

- IFSAC Fire Officer 2 or equivalent
- Fire Instructor 1
- Additional Leadership training series

**Skills and Abilities:**

- A comprehensive knowledge of all facets of the fire service and EMS, including fireground operations, rescue, and emergency medical incidents.
- A proven track record for delivering results, building accountability for staff, and creating a positive working environment.
- The ability to set clear expectations of performance and accountability, doing so in a firm, fair and consistent manner.
- Apply political acumen, diplomacy, tact, and integrity in building coalitions within the community, including elected officials, government agencies, public agencies and labor groups.
- Carry out assignments in a timely manner that fulfills the mission and needs of the district.

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**Application Process:**

**Open until filled; however, apply by October 12, 2023, at 4:00 PM,** for early consideration and first review of applications.

Please submit:

1. A cover letter, resume, three professional references, response to supplemental questions, and copies of any required and preferred certifications that you currently hold.
2. A completed and signed application (found at [wtrfa.org/Home/Career Assist Chief Application](http://wtrfa.org/Home/Career%20Assist%20Chief%20Application)).

Application materials may be mailed or sent via email as follows:

Mail:

West Thurston Regional Fire Authority  
Attn: Rob Smith  
10828 Littlerock Rd SW  
Olympia, WA 98512

Email: [robbie.smith@wtrfa.org](mailto:robbie.smith@wtrfa.org)

Tentative Timeline of Events (subject to change):

1. Applications Open: September 12, 2023
2. First Review of Applications: October 13, 2023
3. Notification to select applicants via email regarding next steps: October 19, 2023 (subject to change)
4. Staff Interviews: Tentatively planned for November 6-10, 2023 (subject to change)
5. Fire Chief Interview: Tentatively planned for November 15, 2023 (subject to change)
6. Desirable Starting Date: December 15, 2023, or as mutually agreed to by both parties.

For questions, contact Rob Smith or Shannon Hemminger at 360-352-1614.



## WEST THURSTON REGIONAL FIRE AUTHORITY

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**Section:** Personnel – Volunteer Membership

**Policy:** 1.2003 Version: 7

**Effect Date:** 1/1/2020 Revision July 2023

**Applies to:** All Volunteers

**Policy Administrator:** Volunteer Coordinator

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### **VOLUNTEER MEMBERSHIP and PENSION FUND REQUIREMENTS**

#### **1.0 PURPOSE:**

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

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

#### **2.0 POLICY:**

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

1. The applicant must be at least 18 years of age.
2. Applicants shall submit a written application and successfully complete the testing and interview process. West Thurston Regional Fire Authority relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the application process in order to determine eligibility. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for membership.
3. The applicant must have a valid driver's license, an acceptable driver's abstract and a clear criminal history check, unless recommended by the (VAB) and waived in writing by the Fire Chief. Employment history and reference checks are conducted to ensure

that individuals who join West Thurston Regional Fire Authority are well qualified and have a strong potential to be productive and successful.

4. Applicants who have successfully completed the PACT testing and interview process (Written Test, Oral Interview, and Physical Agility Test) shall then obtain a pre-membership medical physical, respiratory certification and drug test at the Department's expense by a health professional designated by the Department. The potential member may submit a medical physical report, respiratory certification and drug test results from their personal physician. In this case the candidate is responsible for payment to their personal physician for medical fit-for-duty reports. The reports should be received by the department within three months of initial application.
5. Firefighter and EMS applicants must pass a Department administered physical agility test that demonstrates the applicant is physically capable of conducting typical activities during the assignments of duties or have a current CPAT card.
6. Applicants must attend and successfully complete a Department approved Fire Training Recruit Academy and/or Emergency Medical Training course unless recommended by the PACT-VAB and waived in writing by the Fire Chief.
7. Generally the Fire recruit academy will be waived only if the applicant has a Firefighter 1 certification and/or EMT certification and is eligible to take the TCMO protocol exam.
8. The successful EMT student must complete the TCMO certification process within the time allowed by Thurston County (60 days). After successful completion of probationary training task books and an evaluation period (typically one year), the applicant may be eligible for appointment as a member by the Fire Chief upon recommendation from the Volunteer Shift Officer (VSO), VAB, and/or EMSO or Training Officer.

## **2.2 VOLUNTEER MEMBERSHIP CLASSIFICATIONS & MINIMUM REQUIREMENTS:**

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

Volunteer Firefighter (10 or more volunteer service years)	Thurston County Academy or equivalent and all mandatory annual training requirements. OR WAC 491.03.030 minimums, whichever is less.	Average 36 hours per month OR WAC 491.03.030 minimums, whichever is less.
Volunteer EMT (less than 10 volunteer service years)	Thurston County EMT certification and all mandatory annual training requirements. Hours spent as a Temporary Firefighter count towards training.	Average 36 hours per month
Volunteer EMT (10 or more volunteer service years)	Thurston County EMT certification and all mandatory annual training requirements OR WAC 491.03.030 minimums, whichever is less.	Average 36 hours per month OR WAC 491.03.030 minimums, whichever is less.
Volunteer- FF/EMT (less than 10 volunteer service years)	Thurston County Academy or equivalent & Thurston County EMT certification and all annual mandatory training requirements. Hours spent as a Temporary Firefighter count towards training.	Average 36 hours per month
Volunteer- FF/EMT (10 or more volunteer service years)	Thurston County Academy or equivalent & Thurston County EMT certification and all annual mandatory training requirements OR WAC 491.03.030 minimums, whichever is less.	Average 36 hours per month OR WAC 491.03.030 minimums, whichever is less.
Vol. Resident-Intern FF/EMT	Thurston County Academy or equivalent & Thurston County EMT certification and all annual mandatory training requirements	Average 108 hours per month.( 9 shifts x 12 hours per shift, or total)

*\* Position does NOT qualify for Volunteer Firefighters Pension Fund*

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

**3.0 TRAINING & MEMBERSHIP COMPLIANCE:**

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

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

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

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

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

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

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

#### **4.0 TERMINATION:**

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

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

#### **REFERENCE:**

WAC 491-03-020

WAC 491-03-030



## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Administration – Volunteer Reimbursement

Policy: 1012 Version: 11

Effect Date: 10/1/2023

Applies to: All Volunteers

Policy Administrator: Admin Services Director

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### VOLUNTEER REIMBURSEMENT

#### 1.0 PURPOSE:

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

#### 2.0 POLICY:

- 2.1 The reimbursement for volunteer personnel is intended to be in compliance with applicable laws and does not represent a wage paid for time spent on behalf of the Department; it is intended to reimburse the volunteer for expenses incurred while on shift (under a non-accountable plan.). On an annual basis the Governing Board will review and approve volunteer reimbursement rates and may apply an inflationary factor based upon cost of living and/or adjust shift per-diem rate to the current Washington state meal per-diem rate for Thurston County.
- 2.2 A volunteer is not eligible for reimbursement credit of any type until they have satisfactorily completed their assigned recruit academy and/or received volunteer probationary status as determined by the Fire Chief or designee.
- 2.3 Shift attendance reimbursement rates will be at the following rates (budget dependent). Shifts less than four hours will not qualify for reimbursement.
  - a) Fully credentialed FF/EMT's will be reimbursed for expenses associated with staffing a WTRFA fire station. Reimbursement will be paid at a rate of \$ 160.00 for a twenty-four hour shift; \$80.00 for shifts between 12 and 23 hours; \$24.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.



- b) EMT (only) personnel will be reimbursed 75% of the FF-EMT Rate: \$ 120.00 for a twenty-four hour shift; \$60.00 for shifts between 12 and 23 hours; \$18.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.
- c) Firefighter (only) personnel will be reimbursed 50% of the FF-EMT: \$ 80.00 for a twenty-four hour shift; \$ 40.00 for shifts between 12 and 23 hours; \$12.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.
- d) Administrative volunteers (including Firetones) will be reimbursed at 15% of a FF/EMT rate (or \$24.00 per shift) for any non-firefighter/EMS-based activities, such as chaplain calls, event planning, filing and record keeping. Admin shifts less than two hours will not be eligible for reimbursement.
- e) Rehab support volunteers will be reimbursed at 25% of a FF/EMT rate (or \$ 40.00 per 24-hour shift) of standby. Actual time spent responding to an incident will be reimbursed at the appropriate rates noted above.
- f) Volunteers will receive training incentive reimbursements of \$20.00 per training event (drill, safety meeting, in-person or online course) or can apply for training expense reimbursement up to \$250.00 for expenses related to travel to Fire Academy and/or EMT training. The Volunteer must complete probationary requirement before being eligible for training reimbursement.
- g) Certified volunteers who respond to a station-call back will receive \$20 per call-back.
- h) Volunteers who participate in department-sponsored events (such as the Santa Breakfast, Fishing Derby, or Egg Hunt) will receive reimbursement of \$25 per event.
- i) Volunteers who participate in special events as identified by the Fire Chief or designee (assisting with CPR classes; helping staff county fair booths) will be reimbursed at a pre-defined rate as set by the Fire Chief or designee.
- j) Certified EMT volunteer personnel will also be eligible for \$30 per transport on a non-designated transport team apparatus. Volunteers on a designated transport team apparatus will be eligible for \$50 per transport.
- k) All volunteers will be eligible for annual incentives (paid every December) based on participation level, dependent on available budget. Annual incentives will be reviewed and approved by the Fire Chief or designee.

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

- Deputy Chief \$750
- Battalion Chief \$250
- Captain \$150
- Chaplain \$100
- Lieutenant \$100
- Rehab Coordinator \$100
- Juvenile Fire Prevention Specialist \$100
- Fire Investigator \$100\*
- Shift Officer Monthly Standby \$100
- Volunteer Recruit Retention Coordinator \$200

*\*Fire Investigators receive \$100 volunteer stipend for hours spent on standby for fire incidents; actual hours spent performing investigation are paid at temporary employee rates as established by the Chief.*

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

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

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

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

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

### **3.0 RESPONSIBILITY:**

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

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

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

Location	Step	Issue	Created	Initial Comments	Comments	Priority Level	1 = safety/essential nonessential funding required	2 = 3 =
Station 1-1	In Progress	Epoxy Repair to prevent further damage - Bay Floor	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project	Chris began project Jan 2022. RFQ is needed, holding for funding	2		
Station 1-1		Repair seams and Linoleum	Feb 10, 2020	All Admin and Dorm Sides bathrooms and locker rooms need repairing Chief station tour project - CCCC Crew to complete this project	Holding for funding	3		
Station 1-1		Replace worn linoleum Floor Time in Watch Office	Feb 10, 2020	Consider replacing worn tile in watch office and other locations as needed &nbsp; Chief station tour project - CCCC Crew to complete this project &nbsp;	Holding for funding	3		
Station 1-1		Asphalt	3/14/2023	Asphalt on the rear of station 1-1 is cracking and possibly needs re-sealed.	Holding for funding	3	Cracks sealed, need a complete overlay. HOLD FOR FUNDING	
Station 1-1		Bay Door Rollers need replaced		After DH Pace conducted semi-annual door maintenance, we were told the rollers are in need of being replaced soon.	Will order on Amazon and have Chris replace	2	09-01-2023 St 1-1 is 90% complete. Chris is replacing these as purchased slowly via Amazon	
Station 1-2	In Progress	Replace or Repair Insulation in Apparatus Bay	Jul 17, 2020		RFQ Needed - holding for Funding	2	Hold for Funding	
Station 1-2		Repair Curb Damage	Jul 17, 2020	Chief station tour project - CCCC crew to complete this project	Holding for funding and Spring/Summer weather	2		
Station 1-2		Replace training tower vent	Feb 11, 2021	Replace training tower vent.	holding for funding and advice from Training Officer	2		
Station 1-2		Leak in workroom	1/12/2023	Previous leak (where ceiling tiles have not been replaced) is leaking again!		1	Chris has been waiting for better weather to get up and check this again.	
Station 1-2		Bay Door Rollers need replaced		After DH Pace conducted semi-annual door maintenance, we were told the rollers are in need of being replaced soon.	Will order on Amazon and have Chris replace	2	As funding allows. St 1-1 is in process now. 09-2023	
Station 1-3	Reported	Replace damaged linoleum tiles as needed	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project	holding for funding, will need RFQ	3		

Station 1-3		Extractor outflow and water line connection	Oct 13, 2022	Per Chief Scott, it's possible we can route the extractor outflow into a drywell gravel sump (done by Chris) - still will need a waterline to connect to extractor.&nbsp;Please discuss with Chris to confirm outflow project can be handled by him, then reach out to contractors to obtain bids to connect water line.	Holding for funding	3	
Station 1-6		Clean and Repaint Exterior Doors as needed	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project - or contractor required (?)&nbsp;&nbsp;	Weather permitted	2	
Station 1-6	Reported	Exhaust Fans in all Restrooms	Oct 29, 2021	Per Captain Smith, the exhaust fans do not (and have never worked) in all the restrooms at station 6. Unsure if they are connected, if there really is any there or what the issue is.&nbsp;		2	
Station 1-6		Office Chairs Need Replaced	Sep 21, 2022	During Commissioner Station Tour - it was noted the office chairs are in poor condition due to fabric failure - replace when able&nbsp;	Holding for funding	3	
Station 1-6		Heat Pumps not Working		he heat pumps in the day room and bed rooms are not cooling.	Will contact OSM for repairs	1	Andy was out 8/18, unit #3 has a bad txv and needs to be replaced, unit 2 has a refrigerant leak that needs to be located and fixed.



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

**Cash Activity**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
<b>08/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$7,224,079.15</b>	
	<b>Receipts/Deposits/Refunds:</b>		
08/01/2023	Credit Card Deposit \$220.48 / 6701	220.48	
08/01/2023	Interest on Tax Refunds	(3.73)	
08/02/2023	District Deposit \$653.75 / 6701	653.75	
08/03/2023	Credit Card Deposit \$115.00 / 6701	115.00	
08/03/2023	Interest on Tax Refunds	(0.13)	
08/04/2023	District Deposit \$1,574.85 / 6701	1,574.85	
08/04/2023	District Deposit \$15,058.50 / 6701	15,058.50	
08/04/2023	District Deposit \$2,154.42 / 6701	2,154.42	
08/08/2023	District Deposit \$456.80 / 6701	456.80	
08/09/2023	Credit Card Deposit \$150.00 / 6701	150.00	
08/09/2023	District Deposit \$235.56 / 6701	235.56	
08/10/2023	District Deposit \$9,297.74 / 6701	9,297.74	
08/11/2023	Credit Card Deposit \$25.00 / 6701	25.00	
08/11/2023	District Deposit \$2,479.59 / 6701	2,479.59	
08/11/2023	DNR Other Trust 1	3.15	
08/11/2023	DNR Other Trust 2	5.20	
08/14/2023	District Deposit \$457.09 / 6701	457.09	
08/16/2023	District Deposit \$470.65 / 6701	470.65	
08/16/2023	District Deposit \$719.25 / 6701	719.25	
08/16/2023	Interest on Tax Refunds	(4.55)	
08/18/2023	Credit Card Deposit \$200.00 / 6701	200.00	
08/18/2023	District Deposit \$1,986.95 / 6701	1,986.95	
08/18/2023	District Deposit \$139.52 / 6701	139.52	
08/18/2023	District Deposit \$150.90 / 6701	150.90	
08/18/2023	District Deposit \$195.75 / 6701	195.75	
08/18/2023	District Deposit \$875.88 / 6701	875.88	
08/18/2023	Interest on Tax Refunds	(2.59)	
08/23/2023	District Deposit \$614.50 / 6701	614.50	
08/23/2023	District Deposit \$997.01 / 6701	997.01	
08/25/2023	District Deposit \$1,496.20 / 6701	1,496.20	
08/25/2023	District Deposit \$2,233.89 / 6701	2,233.89	
08/25/2023	District Deposit \$3,684.38 / 6701	3,684.38	
08/28/2023	Credit Card Deposit \$285.00 / 6701	285.00	
08/28/2023	District Deposit \$308.72 / 6701	308.72	
08/30/2023	District Deposit \$1,170.80 / 6701	1,170.80	
08/30/2023	District Deposit \$1,546.50 / 6701	1,546.50	
08/30/2023	Interest on Tax Refunds	(0.39)	
08/31/2023	District Deposit \$120.07 / 6701	120.07	
08/31/2023	DNR Interest	0.05	
08/31/2023	DNR Other Trust 1	1.05	
08/31/2023	DNR Other Trust 2	1.73	
08/31/2023	Leasehold Excise Tax	21.48	
08/31/2023	Tax & Assessment Receipts	17,265.20	
08/31/2023	Timber Harvest Tax	2,841.74	
08/31/2023	Interest Paid	11,033.37	
	<b>Total Deposits</b>	<b>\$81,236.33</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
08/15/2023	Electronic Disbursement	(9,524.13)	



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

08/16/2023	Electronic Disbursement	(16,726.72)	
08/16/2023	Issued Warrants	(109,011.27)	
08/18/2023	Voided Warrants	279.98	
08/31/2023	Electronic Disbursement	(330,788.94)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$465,771.08)</b>	
<b>08/31/2023</b>	<b>Ending Cash Balance</b>	<b>\$6,839,544.40</b>	

**Warrant Activity**

<b>08/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$13,499.74</b>
	Total Warrants Issued	109,011.27
	Total Warrants Redeemed	(110,752.60)
	Total Warrants Voided	(279.98)
<b>08/31/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$11,478.43</b>

**Investment Activity**

<b>08/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$17,977.04</b>
	Interest Earned	12,561.10
	Cash Paid	(11,033.37)
<b>08/31/2023</b>	<b>Ending Interest Receivable</b>	<b>\$19,504.77</b>

TCIP Yield (used to calculate interest earnings) 2.06%  
 LGIP Yield (budget benchmark) 5.07%



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

### Cash Activity

Date	Description	Amount	Notes
<b>08/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$215,534.30</b>	
	<b>Receipts/Deposits/Refunds:</b>		
08/11/2023	DNR Other Trust 1	0.56	
08/11/2023	DNR Other Trust 2	0.93	
08/16/2023	Interest on Tax Refunds	(0.01)	
08/18/2023	Interest on Tax Refunds	(0.46)	
08/30/2023	Interest on Tax Refunds	(0.07)	
08/31/2023	DNR Other Trust 1	0.19	
08/31/2023	DNR Other Trust 2	0.31	
08/31/2023	Tax & Assessment Receipts	1,528.30	
08/31/2023	Timber Harvest Tax	3,180.08	
08/31/2023	Interest Paid	330.30	
	<b>Total Deposits</b>	<b>\$5,040.13</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
<b>08/31/2023</b>	<b>Ending Cash Balance</b>	<b>\$220,574.43</b>	

### Warrant Activity

<b>08/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
<b>08/31/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

### Investment Activity

<b>08/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$536.65</b>
	Interest Earned	377.56
	Cash Paid	(330.30)
<b>08/31/2023</b>	<b>Ending Interest Receivable</b>	<b>\$583.91</b>

TCIP Yield (used to calculate interest earnings)	2.06%
LGIP Yield (budget benchmark)	5.07%





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

### Cash Activity

Date	Description	Amount	Notes
08/01/2023	<b>Beginning Cash Balance</b>	<b>\$768,614.82</b>	
	<b>Receipts/Deposits/Refunds:</b>		
08/31/2023	Interest Paid	1,169.36	
	<b>Total Deposits</b>	<b>\$1,169.36</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
08/31/2023	<b>Ending Cash Balance</b>	<b>\$769,784.18</b>	

### Warrant Activity

08/01/2023	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2023	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

### Investment Activity

08/01/2023	<b>Beginning Interest Receivable</b>	<b>\$1,891.11</b>
	Interest Earned	1,345.44
	Cash Paid	(1,169.36)
08/31/2023	<b>Ending Interest Receivable</b>	<b>\$2,067.19</b>

TCIP Yield (used to calculate interest earnings)	2.06%
LGIP Yield (budget benchmark)	5.07%

West Thurston Regional Fire Authority  
Budget Report as of: 09-01-2023

Title	January	February	March	April	May	August	PENDING	YTD Collected / Expended	Original Budget	Adjusts	67% of Year Expense	
											Revised Budget	Budget Remaining
<b>GENERAL FUND</b>												
Beg Bal-Unresv GF 67A0	4,398,675							4,398,675	4,398,675		4,398,675	(0)
Beg Bal-Oper Res 67A0	2,907,000							2,907,000	2,907,000		2,907,000	-
Beg Bal-Wildland Res 67A0								-			-	-
Beg Bal-GEMT Res 67A0								-			-	-
Beg Bal-SCBA Res 67A0								-			-	-
Beg Bal-Facility Res 67A0								-			-	-
Beg Bal-Apparatus Res 67A0								-			-	-
Beg Bal-Petty Cash								-			-	-
<b>BEGINNING BALANCES</b>	<b>7,305,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>7,305,675</b>	<b>7,305,675</b>	<b>-</b>	<b>7,305,675</b>	<b>(0)</b>
Property Tax - WTRFA	42	37	0.82	36	8			124				(124)
Property Tax-Regular District #1	3,922	54,985	80880	677740	144,301	7215.77		983,945	1,734,676		1,734,676	750,731
Property Tax-M&O #1 6615	2,031	2,290	2808	2300	3,853	-431.14		13,194	-		-	(13,194)
Property Tax-Regular District #11	5,370	47,039	74085	684116	136,973	9768.14		966,726	1,738,402		1,738,402	771,676
Property Tax-M&O #11 6715	634	2,706	1331	3621	3,620	712.43		12,655	-		-	(12,655)
Property Tax-WTRFA M&O	-	-	0			0		29			-	(29)
COVID-19 Nongrant Assistance	-	-	0	0		0		-			-	-
GEMT	47,120	43,356	18333	25715	55,428	5254.02		590,109	700,000		700,000	109,891
State Grant-Military Dept	-	-	8228	0		457.09		8,685			-	(8,685)
State Grant - DNR Wildland	-	-		0		0		-			-	-
State Grant-Dept Of Health	-	-		554		0		554	1,200		1,200	646
State Grant-Other	-	-		0		0		-			-	-
Interlocal Grants (incl. Timber Harvest/DNR Timber Trust Tax & Medic 1	394	7,445	139	0	11,978	2,874		22,835	60,000		60,000	37,165
Mobilizations	14,847	9,969		-		15,059		51,506			-	(51,506)
Intergov't/Tribal		80,420		91250	30,420	-		328,571	200,244		200,244	(128,327)
Ambulance & Emer Aid Fees	34,264	26,247	37607	35630	42,219	17,204		255,747	360,000		360,000	104,253
Other Interest	9,699	6,991	5379	6141	11,223	11,022		78,858	20,000		20,000	(58,858)
Space & Fac Leases (short and long-term)	5,794	673	400	948	574	9,598		20,967	56,314		56,314	35,347
Contributions And Donations From Private Sources	-	-	0	0				-			-	-
Sale Of Surplus	-	-	10897	21320				32,217			-	(32,217)
Misc Revenue - Incident Cost Recovery	898	-	1754	0				2,652	4,000		4,000	1,348
Misc Revenue - Prior Year	20,182	(401)	255	0				20,185			-	(20,185)
Misc Revenue - Fuel Tax Refunds	-	16	0	0	10	5		30			-	(30)
Misc Revenue - Other	-	10	5	15	50607	533		51,169			-	(51,169)
Other-Sales Tax	(940)	940	51	-1017	90	39		(927)			-	927
Suspense (cancelled warrants, pending deposits)	-	-						-			-	-
Long Term Debt Issuance	-	-						-			-	-
Premiums on Bonds	-	-						-			-	-
Sale Of Assets	-	-						-			-	-
Insurance Recovery	-	-						-			-	-
Transfers In	-	-						-			-	-
<b>TOTAL REVENUE</b>	<b>144,258</b>	<b>282,725</b>	<b>242,152</b>	<b>1,548,371</b>	<b>491,302</b>	<b>79,309</b>		<b>3,439,832</b>	<b>4,874,836</b>	<b>-</b>	<b>4,874,836</b>	<b>1,435,004</b>
<b>TOTAL FUNDS AVAILABLE</b>									<b>12,180,511</b>	<b>-</b>	<b>12,180,511</b>	<b>1,435,004</b>
Admin-Salaries-Commissioner	1,447	2,432	1536	1152	1920	1792		14,247	27,648		27,648	13,401

Title	January	February	March	April	May	August	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining
Admin-Salaries-Admin	62,691	46,470	39945	35565	29394	29101.86		314,819	673,772		673,772	358,953
Admin-Salaries-Temporary Adm	-	131	113	0	0	71.61		372	12,207		12,207	11,835
Admin-Benefits-Commissioner	120	186	118	99	147	137.1		1,121	2,212		2,212	1,091
Admin-Benefits-Admin	22,955	23,417	15611	23162	12817	10903.27		130,960	294,508		294,508	163,548
Admin-Benefits-Temporary Adm	1	10	9	2		5.48		32	1,007		1,007	975
Admin-Office & Oper Supplies	412	1,548	107	39		91.88		2,402	3,000		3,000	598
Admin-Minor Equip (noninv)	-	-	30	0		0		30	7,560		7,560	7,530
Admin-Small & Attractive Assets (inventoriable)	-	-	162	0		1668.77		1,831	6,400		6,400	4,569
Admin-Software	8,882	3,545	8302	1726	8022	3158.08		38,423	45,083		45,083	6,660
Admin-Prof Services	9,856	9,090	11565	8794	6313	6120.7		103,739	157,508		157,508	53,769
Admin-Communication (clearfly, onhold)	415	6,819	245	244	244	243.83		8,699	500	9,800	10,300	1,601
Admin-Advertising	-	-	0	0	0	0		-	500		500	500
Admin-Insurance	141	(443)	141	141	141	141.12		545	106,303		106,303	105,758
Admin-Equipment Maint	298	292	245	250	0	156.86		1,844	3,494		3,494	1,650
Admin-Misc-Commissioner	19	67	39	48	62	42.58		413	2,000		2,000	1,587
Admin-Misc-Admin	565	2,434	250	482	0	0		4,554	5,780		5,780	1,226
Admin-Dues & Membership	4,835	-	0	0	0	0		4,835	9,060		9,060	4,225
Admin-Elections	4,525	3,306	0	0	0	0		7,832	30,000		30,000	22,168
Suppr-Salaries-Career FF	276,560	259,757	242367	255889	256346	276092.36		2,069,933	3,180,613		3,180,613	1,110,680
Suppr-Salaries-Vol Pts	2,340	1,931	1880	2484	2611	1425.35		16,540	51,800		51,800	35,260
Suppr-Salaries-Mobe OT	-	-	0	0	0	22644.72		25,575	-		-	(25,575)
Suppr-Salaries-Training OT	-	6,478	519	4824	3001	324.12		22,976	57,899		57,899	34,923
Suppr-Salaries-OTEP Instructor OT	-	1,549	0	1122	0	0		2,671	-		-	(2,671)
Suppr-Salaries-COVID 19 OT	3,395	-	0	0	0	0		3,166	-		-	(3,166)
Suppr-Benefits-Career FF	113,914	83,627	81581	112434	90861	83439.34		758,459	1,397,275		1,397,275	638,816
Suppr-Benefits-Volunteer	635	913	189	191	200	109.06		2,554	6,987		6,987	4,433
Suppr-Benefits-Mobe OT	2	-	0	0	0	1558.85		1,753	-		-	(1,753)
Suppr-Benefits-Training OT	2	425	34	333	195	21.18		1,554	3,908		3,908	2,354
Suppr-Benefits-OTEP Instructor OT	-	101	0	77	0	0		181	-		-	(181)
Suppr-Benefits-COVID 19 OT	221	-	0	9	0	0		230	-		-	(230)
Suppr-Bunker Gear/PPE	14,996	1,935	396	564	176	0		18,067	14,928	15,000	29,928	11,861
Suppr-Uniforms	-	508	60	2124	910	689.22		5,314	5,000		5,000	(314)
Suppr-Rehab Supplies	-	-	87			25.19		269	1,000		1,000	731
Suppr-COVID 19 PPE Supplies	-	-	0			0		-	-		-	-
Suppr-Small Tools (hand tools)	-	-	0			0		-	5,000		5,000	5,000
Suppr-Minor Equipment (apparatus)	6,824	-	48			0		6,872	6,550	5,838	12,388	5,516
Suppr-Health & Wellness Equip	-	-	0			0		-	-		-	-
Suppr-Small & Attractive Assets (inventoriable)	-	-	0			0		-	-		-	-
Suppr-EMS Supplies	-	-	0			0		-	2,000		2,000	2,000
Suppr-Wildland tools/gear	-	-	0			1682.6		2,636	-		-	(2,636)
Suppr-Comm/Modems (verizon)	301	300	300	405	321	299.42		2,526	4,680		4,680	2,154
Suppr-Advertising	-	-	0			0		-	500		500	500
Medical Costs	1,578	396	0	151		0		2,125	20,000		20,000	17,875
Medical Costs - COVID-19	-	-	0			0		-	-		-	-
Suppr-Miscellaneous	44	484	6210	583		77.9		7,889	15,700		15,700	7,811
Fire Inv-Salaries	129	896	74					1,099	-		-	(1,099)
Fire Inv-Benefits	13	69	6	19				107	-		-	(107)
Fire Prev-Pub Ed (public)	53	(642)	642	300	11			397	1,000		1,000	603

Title	January	February	March	April	May	August	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining
Fire Inv-Professional Svcs	-	-	0	143				143	-		-	(143)
Fire Inv-Small & Attractive Assets (inventoriable)	-	-	0					-	-		-	-
Training-Supplies	-	-	253					253	6,000		6,000	5,747
Training-Pub Ed/EMS (dept)	-	-	0					104	-		-	(104)
Training-Travel/Registrations (Fire)	1,200	3,200	1345	1462	2125	1,123		11,295	49,690	(2,000)	47,690	36,395
Training Reimb-Residents	-	-	0					-	-		-	-
Training-Travel/Registrations (EMS)	-	-	0					-	-		-	-
Training-Travel/Registrations (Peer Support)	-	-	0					-	2,000	2,000	4,000	4,000
Facilities-Operating Supplies General	1,090	-	3008	242	163	167		9,038	18,700		18,700	9,662
Facilities Station 1-1 Kitchen	-	-	0					-	-		-	-
Facilities Station 1-2 Kitchen	-	-	0					-	-		-	-
Facilities Station 1-3 Kitchen	-	-	0					-	-		-	-
Facilities Station 1-4 Kitchen	-	-	0					-	-		-	-
Facilities Station 1-6 Kitchen	-	-	0					-	-		-	-
Facilities COVID 19	-	-	0					-	-		-	-
Facilities-Heating Fuels	4,690	5,867	3427	1679	1487			18,060	44,800		44,800	26,740
Facilities-Water	573	430	411	476	412	421.2		3,698	5,000		5,000	1,302
Facilities-Phone/Cable	1,731	1,218	1291	954	1179	998.57		8,917	9,000		9,000	83
Facilities-Electricity	3,045	3,723	4113	4218	4020	3909.36		31,599	45,472		45,472	13,873
Facilities-Garbage	221	343	434	393	393	467.11		3,096	4,800		4,800	1,704
Facilities-Repairs & Maint	2,534	11,479	12058	11748	3090	2463.05		48,713	125,284	33,750	159,034	110,321
Vehicle & Equip-Fuel	3,622	4,171	3807	3851	4838	7446.6		46,195	65,300		65,300	19,105
Vehicle & Equip-Repairs & Maint	19,033	32,253	10567	14127	21083	9410.19		137,156	185,319		185,319	48,163
Refunds/Fund Bal Adjusts	-	-	0	0				0	-		-	-
Payroll Clearing	(3,751)	(3,730)	-3604	7467	-3619	-5362.94		(10,407)	-		-	10,407
Payroll Draw Clearing	-	-	0	0				0	-		-	-
Long Term Lease - Equipment	1,364	1,056	1056	1056	1056	776.16		8,515	-		-	-
Debt Related Costs								-	-		-	-
Capital Expenditures - CASH OUTLAYS								-	12,000	25,000	37,000	37,000
Capital Expenditures - FINANCED								-	-		-	-
Transfers-Out - Other Costs Allocations								-	240,297		240,297	240,297
<b>TOTAL GF EXPENDITURES/OTHER</b>	<b>573,523</b>	<b>518,039</b>	<b>450,972</b>	<b>501,028</b>	<b>449,920</b>	<b>463,844</b>	<b>-</b>	<b>3,905,960</b>	<b>6,977,044</b>	<b>89,388</b>	<b>7,066,432</b>	<b>3,168,986</b>
<b>GENERAL FUND ENDING BALANCE</b>	<b>6,876,409</b>	<b>6,641,095</b>	<b>6,432,275</b>	<b>7,479,618</b>	<b>7,521,000</b>	<b>6,839,547</b>					<b>5,114,079</b>	
Balance to Treasurer's report==>	(6,876,409)	(6,641,095)	-6429275	(7,479,618)	(7,521,000)	(6,839,547)						
	-	-	3000	0	-	-						
<b>EMERGENCY RESERVE FUND</b>												
Beg Bal-Emerg Res 67A4	761,289	762,313	763069	763,667	764,369				761,289		761,289	761,289
Other Interest-Emergency Res	1,024	756	598	702	1,227	1,169		8,495	10,000		10,000	1,505
Transfers In-Emergncy Rsrv								-	-		-	-
Property Tax-M&O								-	-		-	-
<b>EMERGENCY RESERVE ENDING BALANCE</b>	<b>762,313</b>	<b>763,069</b>	<b>763,667</b>	<b>764,369</b>	<b>765,596</b>	<b>769,784</b>		<b>8,495</b>	<b>771,289</b>	<b>-</b>	<b>771,289</b>	
Balance to Treasurer's report==>	(762,313)	(763,069)	(763,667)	(764,369)	(765,596)	(769,784)						
	-	-	-	-	-	-						
<b>BOND DEBT FUND</b>												
Beg Bal-Reserved Debt Srv	130,726	133,422	145878	159852	284,703				130,726		130,726	130,726
Property Tax-Bond Debt	2,191	9,024	13811	124674.77	30,064	1,528		186,879	325,000		325,000	138,122

Title	January	February	March	April	May	August	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining
Property Tax-Bond Debt - IAGs		1,748		0				1,748			-	(1,748)
Sale of Tax Title Property Debt Svc				0				-			-	-
Interlocal Grants (includes DNR Timber Trust)	70	3,187	0	0		3,182		6,440			-	(6,440)
Other Interest-Debt Srv	435	244	163	176.29	364	330		2,577	5,000		5,000	2,423
Transfers In-Debt Svc								-	240,297		240,297	240,297
Debt Svcs-Principal Debt Srv Fund								-			-	-
Debt Svc-Interest And Other Debt Srv Fund								106,048			-	(106,048)
Transfers Out-Debt Svc								-			-	-
<b>BOND DEBT ENDING BALANCE</b>	<b>133,423</b>	<b>147,625</b>	<b>159,852</b>	<b>284,703</b>	<b>315,130</b>	<b>220,574</b>	<b>-</b>	<b>91,596</b>	<b>701,023</b>	<b>-</b>	<b>701,023</b>	



## WEST THURSTON REGIONAL FIRE AUTHORITY

**CHIEF REPORT | August 2023**

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

### **CHIEF'S RECAP**

Crews responded to 363 calls (an average of 11 calls a day), and 40% of the time they were managing more than one call. They responded to 17 fire calls: 3 building fires, 1 cooking fire, 1 vehicle fire, and 12 brush fires. Crews also attended 249 EMS calls of which 27 were motor vehicle accidents, and 220 others (details can be found on page six).

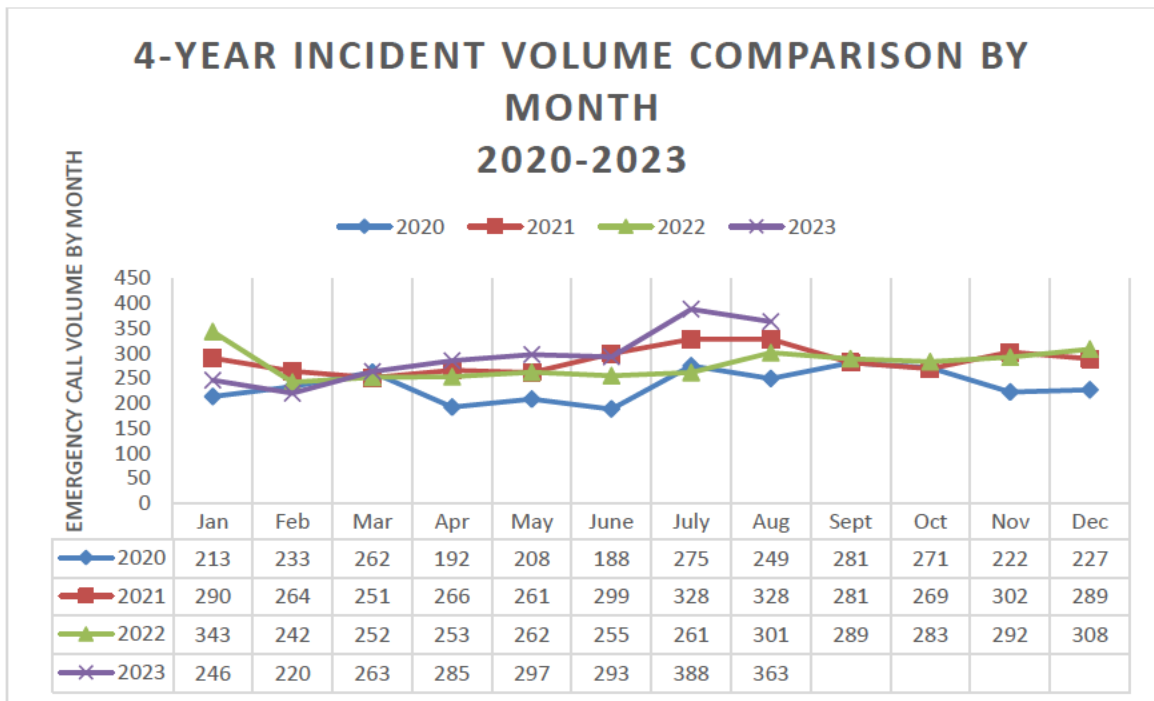
It's important to note that our current call volume is on a record pace trajectory, up 6.37% or 141 calls over the prior year.

I am excited to report we have been awarded a SAFER Grant in the amount of \$558,000 to fund a full-time Volunteer Recruitment and Retention Coordinator! This non-taxpayer-based funding will address our Volunteer Program needs for the next four years.



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

MONTH	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	246	204	6	37	246	4	64	92
FEB	220	167	13	40	466	11	46	64
MAR	263	190	15	58	729	15	63	80
APR	285	226	9	50	1014	7	72	97
MAY	297	223	16	58	1311	12	76	102
JUN	293	212	17	64	1604	15	56	76
JUL	388	265	41	82	1992	19	86	117
AUG	363	249	17	97	2355	14	71	113
SEP								
OCT								
NOV								
DEC								
YEAR	2355	1736	133	486	2355	98	540	751

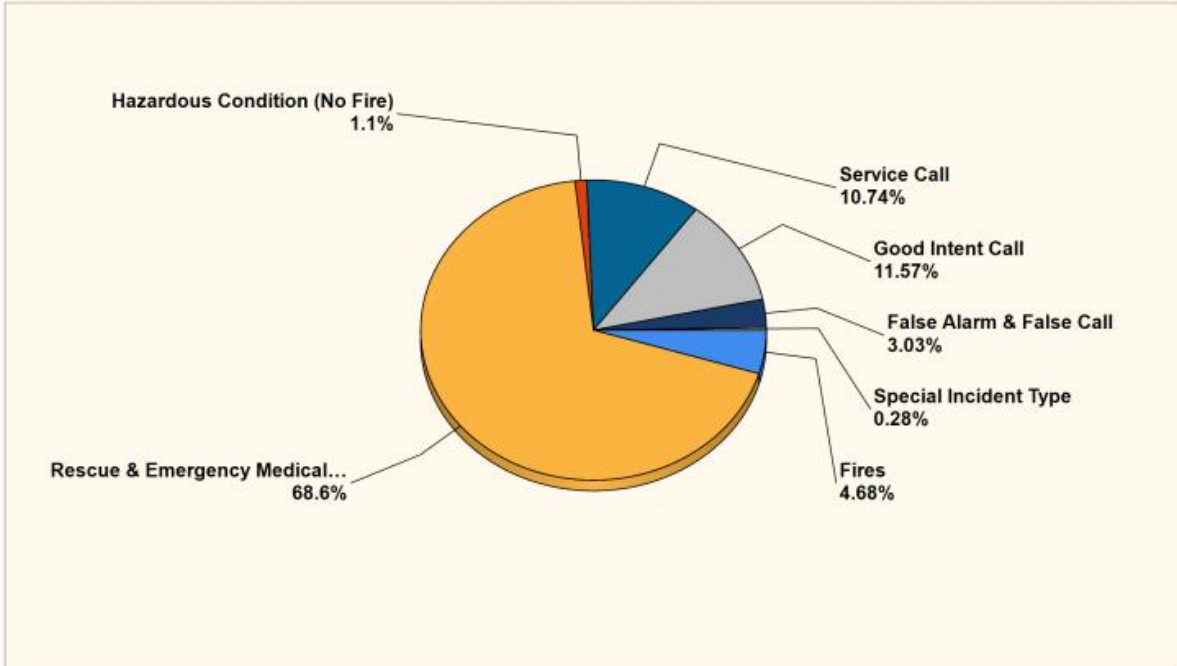




**ALL INCIDENTS BY TYPE – MONTH**

**Breakdown by Major Incident Types for Date Range**

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023

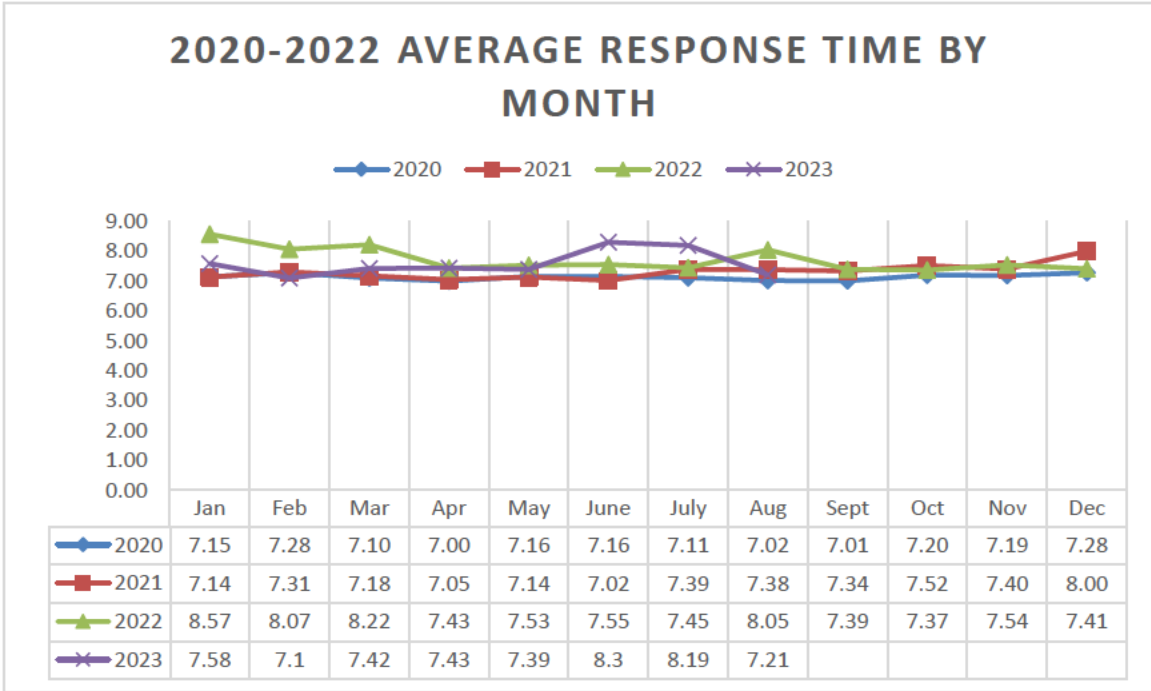


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	17	4.68%
Rescue & Emergency Medical Service	249	68.6%
Hazardous Condition (No Fire)	4	1.1%
Service Call	39	10.74%
Good Intent Call	42	11.57%
False Alarm & False Call	11	3.03%
Special Incident Type	1	0.28%
<b>TOTAL</b>	<b>363</b>	<b>100%</b>



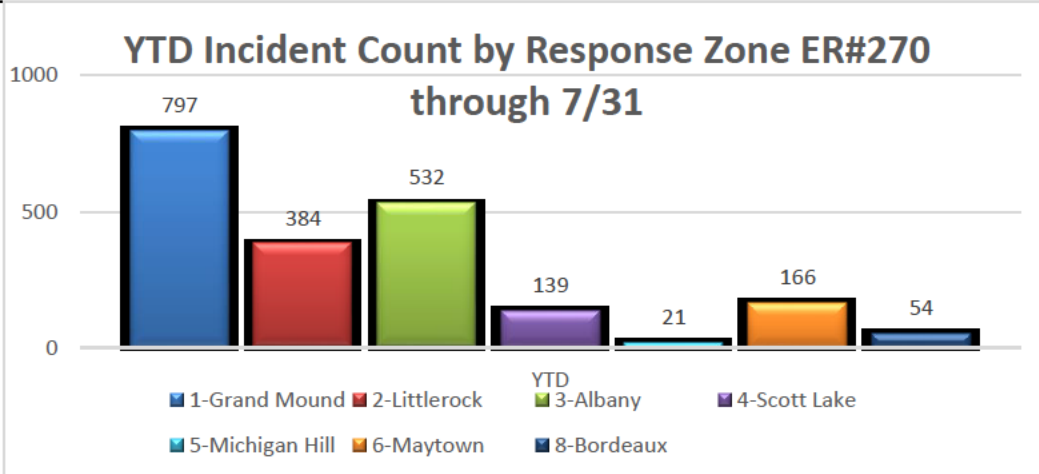


**WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH**



**Average Response Time (Month): 7:21 Minutes**  
*\*ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

- Monthly Call Volume and Response Time Comments\*reviewed incident counts**
- 2355 Incidents YTD \*ER553
  - 2214 Incidents Prior YTD (Through August 2023 compared to August 2022)
  - Change of 141 calls over PYTD
  - 6.37% over PYTD
  - Overlapping calls occurred 40.5% of the time during August (147 calls) \*ER1120





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

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	249	1736
FIRE/EXPLOSION	17	133
OTHER	97	486
<b>TOTAL</b>	<b>363</b>	<b>2355</b>
<b>WEST THURSTON PATIENT TRANSPORTS</b>	<b>71</b>	<b>540</b>

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	03	34
Eagles Landing (12840)	02	24
Great Wolf Lodge (20500)	10	40
Fairfield Inn (6223)	00	04
Burger Claim (20320)	00	02
Distillery (19770) Sargent Rd	00	03
End of Trail (19615) Elderberry	00	10
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	00	03
Chevron Gas Station (20330)	00	00
<b>Total Tribal Property Call Volume</b>	<b>15</b>	<b>120</b>
<b>% of Total WTRFA</b>	<b>4.1%</b>	<b>5.1%</b>
<b>% of Total GM/Rochester</b>	<b>7.6%</b>	<b>9.0%</b>

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	17	226
Aid 1-2 – App 06	31	170
Aid 1-3 – App 03	22	139
Aid 1-6 – App 55	01	04
Aid 1-4	00	01
<b>TOTAL WTRFA</b>	<b>71</b>	<b>540</b>
Transported ALS	38	187
Airlift	00	02
Private Ambulance	00	06
Other FD	4	16
<b>TOTAL PT's TRANSPORTED</b>	<b>113</b>	<b>751</b>

TRANSPORT DESTINATION	MONTH	YTD
SPH	48	308
PHC	49	318
CMC	16	121
MAMC	1	2
Harborview	0	2
Mary Bridge	0	0
Other	1	2
<b>TOTAL</b>	<b>118</b>	<b>630</b>

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

ZONE-STATION	MONTH	RESPONSE TIME-MONTH	*YTD	% YTD
1 – Grand Mound	120	6:31	797	33.84%
2 – Littlerock	63	7:57	384	16.31%
3 – Albany	78	7:14	532	22.59%
4 – Scott Lake- Sta. 1-2	28	8:49	139	5.90%
5 – Michigan Hill- Sta.1-3	5	11:04	21	0.89%
6 – Maytown – Sta. 1-2	25	10:50	166	7.05%
8 – Bordeaux–Sta.1-2	11	9:47	54	2.29%
I-5 1-1	10	9:12	61	2.59%
I-5 1-2	2	No data	24	1.02%
I-5 1-6	4	8:22	44	1.87%
Capitol Forest	3	12:11	35	1.49%
Mutual Aid	14	27.38*	98	4.16%



TOTAL	363	8:16	2355	100%
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**WEST THURSTON STATION UPTIME – MONTH DETAIL**

STATION UPTIME REPORT	AUGUST 2023
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	Zero resident(s) (CLOSED)
Station 6	100% (SO)

Certified Responders- Personnel Count	Personnel-Hours Worked AUGUST 2023
(30) Career-Union	Regular Hours 4518; Overtime Hours: 499; Sick Leave Hours; 459 (includes paternity and FMLA); Kelly Day Hours: 912; Vacation Hours 647; Personal Leave: 72; Training OT: 31; Other OT: 0 Bereavement 0; Mob:271, Mob Backfill; 204
(18) Volunteer Responders	383 Regular Hours
(2) PACT	3 Hours
(2) Residents/Temp/ PT	494 Regular Hours
(1) Maintenance/Logistics FT	180 Regular Hours

**WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES**

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

Medic One Lease Agreement – Jan 2023-Dec 2025; signature needed from Board.  
MOU with SPSCC – Safety Officer/Rehab – FF Association – informational only

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

- EMW-2022-FG-00067 (AFG) Grant submitted 2/2/23 for \$43,860.80 (Training/CTC) – inquiry received on 7/26/23 - *pending*.
- Fiscal Year (FY) 2022 Fire Prevention and Safety (FP&S) EMW-2022-FP-00048 submitted 3/30/2023 \$43,300.00 – (Fire Education, Prevention, CRR and Investigation) - *pending*.
- Fiscal Year (FY) 2022 Staffing for Adequate Fire and Emergency Response (SAFER) Grant EMW-2022-FF-00556 for \$558,176.00 Grant submitted 03/10/2023 (Recruitment/Retention Coord) – **Awarded** on 8/18/23. Accepted **9/1/23**.
- Levy Lid Lift 6 years with 6% limit factor – passed and certified at 63% combined.

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

- No report



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

- August 16 – Structure Fire 146<sup>th</sup> Ln SW – total loss detached garage; primary residence saved – report pending.
- August 17 – Threatening Brush Fire – Gibson Rd/163<sup>rd</sup> Ave SW – 5 acres – no report

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

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

- No injury reports for June

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

- Fox promoted to permanent effective 9/1/23 to replace Vavrinec (B shift)
- Hoskison promoted to permanent effective 9/1/23 to replace Panuska (B shift)
- Nelson remains in temporary via MOU until mid-October for Howe resignation (A shift)
- Captain Drake remains in permanent for Weinstein resignation (C shift - detailed from daytime to shift work to level career positions to 30-line positions)
- NTN list pulled to fill permanent for Howe – target 11/1/23 fill.
- Training Officer placement targeted for 1/1/24.
- Will seek to restore 31 career positions with August 1 Levy Passage by 1/1/24.

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

- Department Meeting August 24 – Guest Speaker – Brent Olson, WA Dept. L&I
- Officer Meeting August 14 – Guest Speaker – Paul Nash, “Maintaining a Professional Workplace”.

#### **Legal Issues:**

- Summons & Complaint filed by Chehalis Tribe – alleging coercion with remedy sought to void Emergency Services Contract for 2023-2025– Trial setting date November 3, 2023, Interrogatories in process.

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

- Policy #1.2003 Personnel – Volunteer Membership Version 7 – adopt. Plan to implement October 1, 2023.
- Policy #1012 Administration – Volunteer Reimbursement Version 11 – adopt. Plan to implement October 1, 2023.
- Policy # 2018 - Personnel- Staffing Priority - Guideline – Call-out requirements – Change allows communication to include texting to SO as complete communication – in 60-day review period. Plan to implement November 1, 2023.

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

- No items

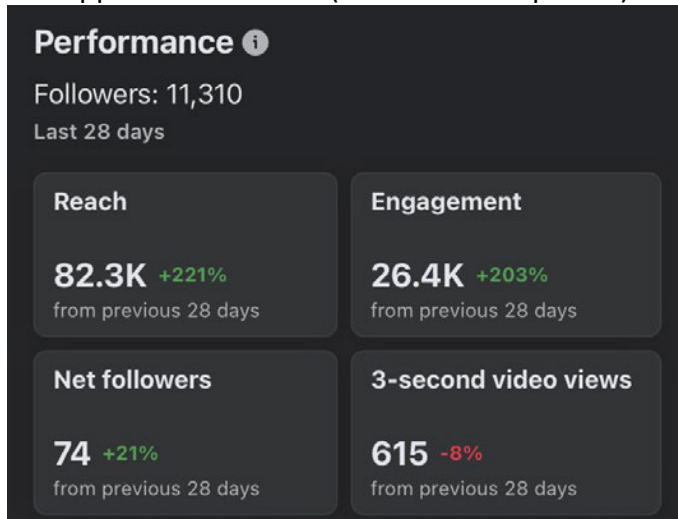


**Risk Management:**

- WSRB PC rate meeting - May 25, 2023 – all information provided, await results.

**Social Media Enhancements:**

- Enhanced our online presence with the community. Evident around themes and safety tips.
- See Appendix for details (Social Media Updates).



**Public Education/Public Relations Activities (upcoming):**

- Tacoma Trail Cruisers Event Capital Forest – Aug 5-6 (Fitz, Davis, Hoskison, Skrei)
- Cedar Creek Back-to-School event (50-75 in attendance)– Aug 19 (Fitz, Davis)
- Boys and Girls Club event -Aug 24 (Fitzgerald and Capt. Christenson)
- FPAWS @Great Wolf Lodge – Sept 9 (Fitz, McGeary)
- Bordeaux HOA Meeting – Sept 17 (R. Smith)
- Emergency Preparedness Expo – Sept 23 (Fitz)

**Training: (See TO Report)**

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

- No updates

**Recruitment and Retention:**

- August 2<sup>nd</sup> interview conducted with **6** candidates.
- **5** candidates selected; 1 to Fire Academy 2023-2; 3 to PACT and 1 to EMT Academy 2024-1. **8 new on-boarded volunteers** since January 2023.
- See Appendix for details (Volunteer plan)



**Wildland Program: (Mobilizations - \$105,611.73 reimbursement request made - \$38,212.37 received)**

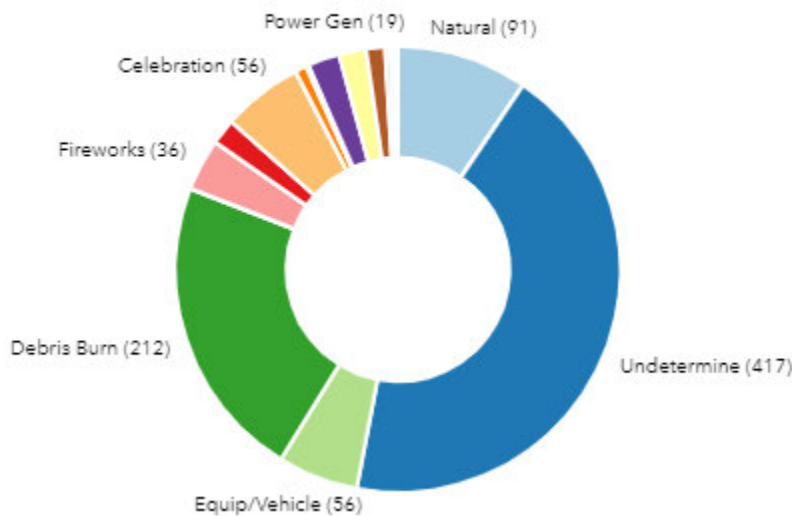
- **8/17-8/19:** *Toothacre Fire/Benton County* – STL (Cooke) T12 (Fox) – 188 acres
- **8/19-8/27:** *Oregon Fire/Elk, WA* – STL (Cooke) T12 (Fox) – 10,817 acres.
- **8/28-9/2:** *Chandler Fire - Doty/Harper Fire- Morton*– TFL (Berryman) – 46 acres / 2 acres

**Quick Washington State Snapshot:**

**Summary**

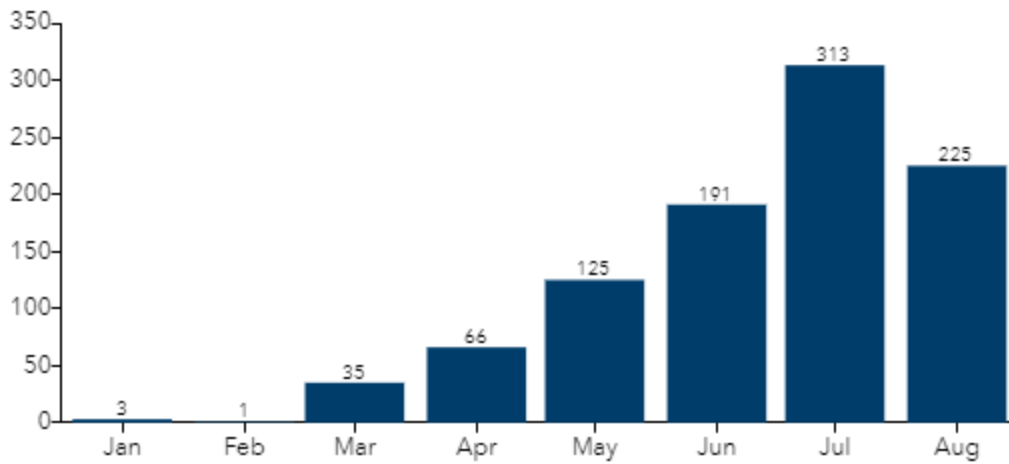
Location	DNR Responses	Response Acres Burned	DNR Fires	DNR Acres Burned
Westside	585	978 ac.	459	955 ac.
Eastside	852	118,498 ac.	500	102,073 ac.
<b>Totals</b>	<b>1,437</b>	<b>119,476 ac.</b>	<b>959</b>	<b>103,028 ac.</b>

**DNR Fire Causes**

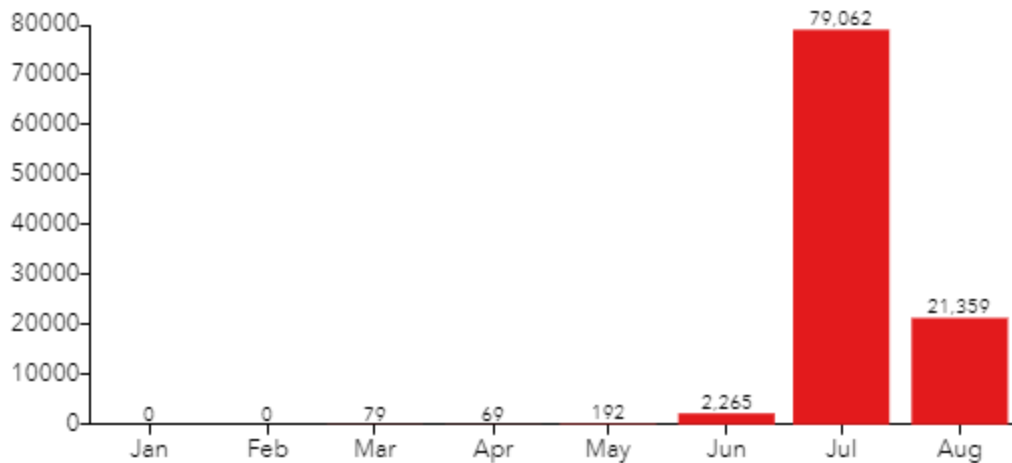




### DNR Fires by Month



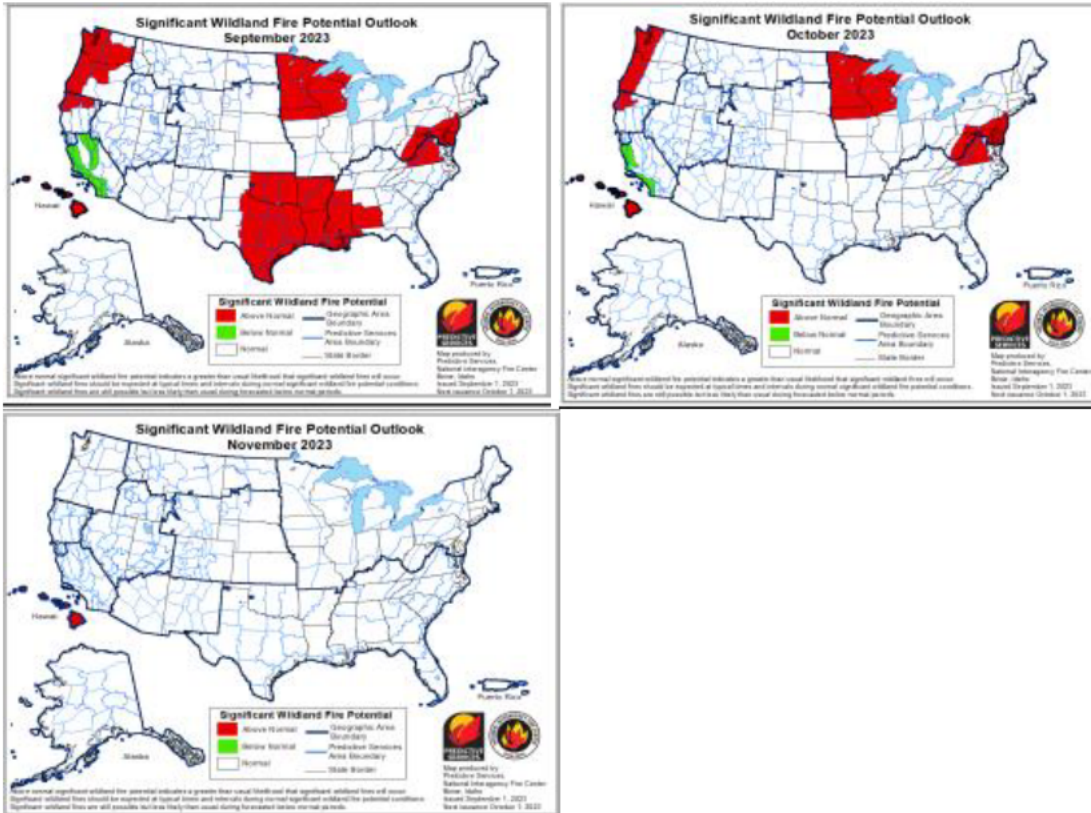
### DNR Acres Burned by Month



#### Quick National Snapshot:

- [https://www.nifc.gov/nicc-files/predictive/outlooks/monthly\\_seasonal\\_outlook.pdf](https://www.nifc.gov/nicc-files/predictive/outlooks/monthly_seasonal_outlook.pdf)
- Predictive Services has mostly maintained their outlook since last month's report with a slight improvement in the outlook for Northeast WA.





### County Projects & Legislative Impacts and Other Activities/Meetings:



- 8/2- Volunteer Interviews @1-2 at 5:00pm-8:30pm
- 8/8 – FIIRE Monthly Q&A w/L&I – Early RTW/UW Glove Study – (ZOOM) 10:00-11:00am
- 8/10 – OTEP LEAD Monthly (ZOOM) at 10:30am
- 8/10 – Labor-Management Meeting @1-1 at 1:30pm
- 8/14 – Officer Meeting@1-1 at 8:15am
- 8/14 – DNR Wildfire Situation Briefing (Teams Meeting) 11:00am-11:30am.
- 8/14 – BOFC Meeting @1-2 at 5:00pm
- 8/16 – Assist Chehalis FD w/promotional testing in Chehalis 8:00am-3:45pm
- 8/17 – TCFCA Operations Chiefs Meeting (ZOOM) at 1:00pm (overlap)-3:30pm
- 8/17 – #SecureCare Coordination Meeting (Teams Meeting) at 1:00pm-1:30pm
- 8/17 – Hospital Divert Collaborative/TRU Committee at 1:00pm (conflict – unable to attend due to three overlapping meetings at once)
- 8/21 – Thurston County RA Oversight Committee Meeting (Teams) 9:00am-10:30am





- 8/21 – DNR Wildfire Situation Briefing (Teams) 11:00am-11:30am.
- 8/23 – PCG and WTRFA Check-In (Teams) 10:00am-10:30am
- 8/23 – Rochester School District Meeting @RSD at 6:30pm
- 8/24-BLS MSO Meeting (ZOOM) 1:00pm-2:00pm
- 8/24 – All Department Safety Meeting & Debrief @Station 1-1 at 6:00pm-8:00pm
- 8/25 – BOFC Special Meeting @1-2 at 0845-9:15am
- 8/28 – DNR Wildfire Situation Briefing (Teams) 11:00am-11:30am
- 8/28 – County Hazard Mitigation Workgroup Meeting (ZOOM) 1:00pm-2:30pm
- 8/30 – Lease Agreement for M14 Meeting – Ben Miller-Todd @1-2 at 8:30am-9:30am
- 8/31 – Meeting with Clear Risk Solutions (Blair Kok and Wes Crago) @1-2 11:00am-12:30pm
- 8/31 – Meeting with Attorney Quinn – teleconference at 1:00pm



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

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

**Asphalt cracks at Station 1-1** - sealing complete. Ready for paver consult

**New Tender Spec Build – Fouts Brothers** – Returned from Yakima 7/14. Installation of wheel chock mounts- **In Process**

**E1-1 – Recommendations (see cost benefit analysis)**



Engine 1-1 -

# COST BENEFIT ANALYSIS

## E1-1

Problem Statement: Engine 1-1 - (A62) - suffered a failure with the pump transmission shifting mechanism. The pump shifting fork is broken and cracked (please see pictures below), this could have been caused by improper shifting or it could be a poor quality of cast material. Unfortunately, after an exhaustive search of the few American LaFrance parts left, this piece is no longer available.

	OPTION	COST	BENEFIT (PRO)	DRAWBACK (CON)
E1-1	Repair	\$40,000	Maintain current inventory	Given history, no guarantee it won't happen again/highest cost immediate option
ACQUIRE ENG OR AERIAL	1998 Pierce Aerial	\$20,000 (est)	Immediate replacement Can use E11 for parts to keep 2 <sup>nd</sup> ALF in fleet	Increases average age of fleet – potential diminished <u>rating</u> Not a long-term solution
USE TENDER AS TEMP REPLACEMENT ENGINE	T1-1 – fabricate ladder attach point to increase capability	\$200 (est)	Immediate replacement 3000 gallons of water	Less than fully capable as a full engine Loss funding of \$30k-100k from not selling
PURCHASE NEW	Replacement	\$750,000	Long term solution Reduce average age of fleet – potential rating improvement	2-4 year to completion Lack of funding through standard revenues
DO NOTHING	Reduce fleet to 5 operational engines for 4 staffed stations	0	Immediate solution Cost savings from reduced fleet costs	Limits reserve inventory Jeopardizes potential to fully staff a station



## APPENDIX – JANUARY 2023

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



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

# Recruitment and Retention Volunteer Program

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

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





Social Media Updates:

# Social Media Communications



## Formal Communications and Memos

On point: Fire Chief, Assistant Chief



## Monthly Updates (by Theme)

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



## Volunteer and Resident Program Comms

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



## WTRFA calls/incidents

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



# Monthly Updates by Theme

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

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



# WEST THURSTON REGIONAL FIRE AUTHORITY

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

## August 2023

### Monthly Training Report

	August 2023	2023 Total
Total Training Hours	<b>321 hours</b>	<b>2035 hours</b>

#### Training Events in March 2023

- August Safety Meeting – Salvage and Overhaul Safety / Cancer Prevention
- 2 Recruits currently attending EMT Class:
  - o FF Dustin Davis and FF AJ Harding.
- 2 Recruits to attend fall fire academy – Starts September 7<sup>th</sup>:
  - o FF Kaitlyn Skrei and FF Austin Kautz
- OTEP Immobilization / Adult Cardiac Arrest Review
- Hose Drills: Nurse Tender Operations and Standpipe operations.
- Preparing for roll out of SGA: All certifications approved by the state.
- New volunteer member orientation

#### Upcoming training Events

- September Safety Meeting
- Hose Drills: Standpipe Operations
- Water Rescue Awareness
- Vehicle Lifting and Stabilization

#### Planned and Ongoing Training Projects

- Create Quarter 4 2023 Training Plan
- Task Book in Target Solutions for easy tracking progress (In Progress)