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, October 13, 2025, at 1730 hr.

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

Zoom virtual meeting link:

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

Meeting ID: 815 5757 3777

Passcode: 242611

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE:

IV. ADDITIONS/DELETIONS TO AGENDA:

V. PUBLIC COMMENTS/PRESENTATIONS

VI. LABOR MANAGEMENT

VII. NEW BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts. Payable $92,525.69 Payroll $561,540.52 **TOTAL: $654,066.21** *Warrants $171,428.69* *EFTs $482,637.52*	*1-7*	Shannon	Accept/Reject
2) Meeting Minutes a) September 8, 2025, General Meeting	*8-10*	Shannon	Accept/Reject
3) Policy Revision – 2nd Review 1004 Service Fees 1014 Records Management 1024 Records Retention	*11-23*	Chief Drake	Accept/Reject
4) Chief Contract	*24-29*	Shannon	Accept/Reject

VIII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Crown Castle Cash Out – Funds Designation		Commissioner Merryman	Accept/Reject
2) Crown Castle Cash Out - Offer		Shannon	Accept/Reject

IX. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			Informational

X. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) August 2025 TAP Report (Sept not posted)	*30-34*	Shannon	Informational
2) Budget Workshop		Shannon	Informational
3) FEMA Grant – Blue Card		Chief Drake	Informational

XI. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports/Shift	*35-46*	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	*47-48*	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

XII GOOD OF THE ORDER:

XIII ADJOURNMENT:

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority Time: 13:15:26 Date: 10/15/2025

10/13/2025 To: 10/13/2025 Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
251001001	1st Security Bank	1764	10/13/2025	Claims	6700	2,113.98	
251001044	Aflac	1807	10/13/2025	Payroll	6700	611.18	Pay Cycle(s) 10/15/2025 To 10/15/2025 - Suppl Disability Ins; Pay Cycle(s) 10/31/2025 To 10/31/2025 - Suppl Disability Ins
251001002	Batteries Plus	1765	10/13/2025	Claims	6700	35.08	P85456783
251001003	Brookfield Group, The NEXTmsp	1766	10/13/2025	Claims	6700	697.72	76834
251001004	Capital Business Machines Inc	1767	10/13/2025	Claims	6700	674.93	284948, 284949, 284950, 287423
251001005	Carefirst Bluecross Blueshield Payment Administrator	1768	10/13/2025	Claims	6700	299.00	252491006190
251001006	Citi Cards	1769	10/13/2025	Claims	6700	2,007.78	
251001007	City Of Olympia	1770	10/13/2025	Claims	6700	30,270.80	CINV-25-002296
251001008	City Sanitary Inc	1771	10/13/2025	Claims	6700	230.13	20246099S188, 20246280S188
251001009	Clearfly	1772	10/13/2025	Claims	6700	233.86	752493
251001010	Comcast	1773	10/13/2025	Claims	6700	1,327.89	1030
251001011	Crystal Springs	1774	10/13/2025	Claims	6700	477.95	24708222091025, 24729765091025, 24732674091025
251001012	DE Lage Landen	1775	10/13/2025	Claims	6700	280.50	592435080
251001013	DH Pace Company Inc.	1776	10/13/2025	Claims	6700	4,953.04	280-154943
251001045	Dimartino Associates Brown & Brown of WA, Inc	1808	10/13/2025	Payroll	6700	2,615.09	Pay Cycle(s) 10/31/2025 To 10/31/2025 - Disability
251001014	Eric T. Quinn, P.S.	1777	10/13/2025	Claims	6700	600.00	2174
251001015	Fidelity Solutions	1778	10/13/2025	Claims	6700	3,967.83	2156
251001016	First Choice Health Network	1779	10/13/2025	Claims	6700	141.12	0128925
251001046	GET Program	1809	10/13/2025	Payroll	6700	287.00	Pay Cycle(s) 10/31/2025 To 10/31/2025 - GET
251001047	HRA VEBA Trust	1810	10/13/2025	Payroll	6700	8,075.00	Pay Cycle(s) 10/31/2025 To 10/31/2025 - HRA VEBA
251001017	Home Depot Credit Services	1780	10/13/2025	Claims	6700	100.83	6035334
251001048	IAFF Local 3825 Treasurer	1811	10/13/2025	Payroll	6700	6,710.36	Pay Cycle(s) 10/31/2025 To 10/31/2025 - Union Dues
251001049	IAFF MERP Trust Office Benefits Programs Adm BPA	1812	10/13/2025	Payroll	6700	2,325.00	Pay Cycle(s) 10/31/2025 To 10/31/2025 - MERP
251001018	Intelligent Technical Solutions, LLC	1781	10/13/2025	Claims	6700	4,445.21	187734, 189218, 189233
251001019	J & I Power Equipment Inc	1782	10/13/2025	Claims	6700	788.00	833994, 833460
251001020	Joes Refuse Inc	1783	10/13/2025	Claims	6700	180.24	20242292S188, 20242421S188
251001021	Knight Fire Protection Inc	1784	10/13/2025	Claims	6700	2,012.21	1411
251001022	LN Curtis & Sons Inc	1785	10/13/2025	Claims	6700	1,601.62	992939, 995471
251001023	Leco Supply, Inc.	1786	10/13/2025	Claims	6700	1,525.56	236035
251001024	Lincoln Creek Lumber	1787	10/13/2025	Claims	6700	114.18	455141, 455255, 455937, 455935
251001111	Linn Catherine Louise	1700	10/15/2025	Payroll	6700	[redacted]	Mid Month Pay
251001114	Morin Molly Ann	1703	10/15/2025	Payroll	6700	[redacted]	Mid Month Pay
251001025	Northwest Water Systems	1788	10/13/2025	Claims	6700	697.64	17252, 17740, 17459
251001026	Olympia Sheet Metal Inc	1789	10/13/2025	Claims	6700	4,483.63	71225, 71249, 71317, 71316, 71318
251001027	On-Hold Concepts Inc	1790	10/13/2025	Claims	6700	19.95	681692
251001028	Parr Lumber Company	1791	10/13/2025	Claims	6700	177.39	685998, 681996, 693530, 711998, 718792, 730273, 730268
251001029	Patraca Linda Ellen	1792	10/13/2025	Claims	6700	[redacted]	reimbursement
251001030	Pioneer Fire And Security Inc	1793	10/13/2025	Claims	6700	568.60	127541, 127264, 127262, 127261, 127263
251001031	Propane Northwest	1794	10/13/2025	Claims	6700	1.08	1518983586
251001032	Puget Sound Energy	1795	10/13/2025	Claims	6700	5,292.18	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority Time: 13:15:26 Date: 10/15/2025

10/13/2025 To: 10/13/2025 Page: 2

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
251001118	Ricks John Rual	1707	10/15/2025	Payroll	6700	[redacted]	Mid Month Pay
251001033	Rochester Water Association	1796	10/13/2025	Claims	6700	60.20	100100
251001120	Sarles Kaylee Ann	1709	10/15/2025	Payroll	6700	[redacted]	Mid Month Pay
251001034	Scott Lake Maintenance Co C/O OrgSupport	1797	10/13/2025	Claims	6700	123.56	3092
251001035	Service Saw WorkWears, Inc.	1798	10/13/2025	Claims	6700	103.98	328131
251001036	Stericycle Inc	1799	10/13/2025	Claims	6700	131.50	8011850554, 8012129783
251001037	Systems Design West LLC	1800	10/13/2025	Claims	6700	2,399.96	20252981
251001038	Teitzel Steven David	1801	10/13/2025	Claims	6700	118.52	Reissue Lost Warrant
251001123	Teitzel Steven David	1712	10/15/2025	Payroll	6700	[redacted]	Mid Month Pay
251001050	Trusteed Plans	1813	10/13/2025	Payroll	6700	56,118.26	Pay Cycle(s) 10/31/2025 To 10/31/2025 - PPO 100; Pay Cycle(s) 10/31/2025 To 10/31/2025 - Dental; Pay Cycle(s) 10/31/2025 To 10/31/2025 - Basic Life
251001039	Verizon Wireless	1802	10/13/2025	Claims	6700	367.96	6123283830, 6124312563
251001040	WHA Insurance Agency Inc	1803	10/13/2025	Claims	6700	9,058.00	971163, 971164, 971166
251001041	Wells Fargo Financial Leasing	1804	10/13/2025	Claims	6700	160.28	5035829687
251001051	West Thurston Fire - House Funds	1814	10/13/2025	Payroll	6700	255.00	Pay Cycle(s) 10/31/2025 To 10/31/2025 - House Funds
251001042	West Thurston Reg Fire PETTY CASH	1805	10/13/2025	Claims	6700	893.61	
251001043	Wilcox & Flegel	1806	10/13/2025	Claims	6700	8,455.91	0972454-IN, 0972455-IN, 0975988-IN, 0976245-IN, 09779236-IN, 0977925-IN, CL92403, 0979052-IN, 0970951-IN
		56 Vouchers:				171,428.69	

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a just, due and unpaid obligation against WTRFA and that I am authorized to authenticate and certify to said claim.

Secretary _____ Date _____

Commissioner _____ Commissioner _____

Commissioner _____ Commissioner _____

Commissioner _____ Commissioner _____

Chief _____

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority Time: 13:26:32 Date: 10/15/2025

10/13/2025 To: 10/13/2025 Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	Ainsworth Weston David	1685	10/15/2025	Payroll	6700	[redacted]	
EFT	Bennett Matthew Shaun	1670	10/15/2025	Payroll	6700		
EFT	Bennett Matthew Shaun	1715	10/31/2025	Payroll	6700		
EFT	Berryman Thomas A	1686	10/15/2025	Payroll	6700		
EFT	Betts Brandon John	1716	10/31/2025	Payroll	6700		
EFT	Blocher Grace Lynn	1687	10/15/2025	Payroll	6700		
EFT	Broumley Gavin Jon	1688	10/15/2025	Payroll	6700		
EFT	Calica Reece Lewis	1689	10/15/2025	Payroll	6700		
EFT	Christenson Brian David	1717	10/31/2025	Payroll	6700		
EFT	Cooke Hans Robert	1718	10/31/2025	Payroll	6700		
EFT	Cooper Bailey Andrew	1719	10/31/2025	Payroll	6700		
EFT	Crabb William Nicholas	1720	10/31/2025	Payroll	6700		
EFT	Culleton Thomas P	1690	10/15/2025	Payroll	6700		
EFT	Davis Dustin James	1721	10/31/2025	Payroll	6700		
EFT	Dean Sarah Linnea	1722	10/31/2025	Payroll	6700		
EFT	Department Of Retirement Services Deferred Comp	1757	10/13/2025	Payroll	6700	41,092.05	
EFT	Department Of Retirement Systems Retirement	1758	10/13/2025	Payroll	6700	48,452.06	
EFT	Department Of Revenue	1756	10/13/2025	Claims	6700	116.45	
EFT	Department Of The Treasury	1759	10/13/2025	Payroll	6700	59,927.75	
EFT	Dept Of Labor & Industries	1760	10/13/2025	Payroll	6700	63,373.10	
EFT	Drake Leah Noel	1691	10/15/2025	Payroll	6700	[redacted]	
EFT	Drake Nathan Tyler	1723	10/31/2025	Payroll	6700		
EFT	Ehlig Daniel Ryan	1692	10/15/2025	Payroll	6700		
EFT	Eliason Nate Iver	1693	10/15/2025	Payroll	6700		
EFT	Employment Security Department	1761	10/13/2025	Payroll	6700	3,906.71	
EFT	Employment Security Dept PFMLA - WALTC	1762	10/13/2025	Payroll	6700	11,506.53	
EFT	Fox Timothy Andrew	1671	10/15/2025	Payroll	6700	[redacted]	
EFT	Fox Timothy Andrew	1724	10/31/2025	Payroll	6700		
EFT	Frasl Katy J	1694	10/15/2025	Payroll	6700		
EFT	Frasl Terry L	1695	10/15/2025	Payroll	6700		
EFT	Garcia Stephanie Ashlyn	1696	10/15/2025	Payroll	6700		
EFT	Garza Isaac Wayne	1672	10/15/2025	Payroll	6700		
EFT	Garza Isaac Wayne	1725	10/31/2025	Payroll	6700		
EFT	Hall Aaron David	1673	10/15/2025	Payroll	6700		
EFT	Hall Aaron David	1726	10/31/2025	Payroll	6700		
EFT	Harding Arthur James William	1697	10/15/2025	Payroll	6700		
EFT	Heilman Chris Douglas	1727	10/31/2025	Payroll	6700		
EFT	Hemminger Shannon Marie	1728	10/31/2025	Payroll	6700		
EFT	Hoskison Jordan Tyler	1729	10/31/2025	Payroll	6700		
EFT	Hull Nathan Scott	1730	10/31/2025	Payroll	6700		
EFT	Josselyn Jesse West	1698	10/15/2025	Payroll	6700		
EFT	Kaleiwahea Blake William	1731	10/31/2025	Payroll	6700		
EFT	Kautz Austin Robert	1699	10/15/2025	Payroll	6700		
EFT	Kondrack Andrew Joseph	1732	10/31/2025	Payroll	6700		
EFT	Lohse Ryan Jacob	1733	10/31/2025	Payroll	6700		
EFT	Loofbourow Josh Kenneth	1701	10/15/2025	Payroll	6700		
EFT	Lyon Colby Wayne	1674	10/15/2025	Payroll	6700		
EFT	Lyon Colby Wayne	1734	10/31/2025	Payroll	6700		
EFT	McGeary Michael C	1702	10/15/2025	Payroll	6700		
EFT	Miller Devann Munroe	1735	10/31/2025	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority Time: 13:26:32 Date: 10/15/2025

10/13/2025 To: 10/13/2025 Page: 2

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	Morales Michael Lawrence	1736	10/31/2025	Payroll	6700	[redacted]	
EFT	Palmerson Erik Morgan	1675	10/15/2025	Payroll	6700		
EFT	Palmerson Erik Morgan	1737	10/31/2025	Payroll	6700		
EFT	Parker Gregory Jerel	1676	10/15/2025	Payroll	6700		
EFT	Parker Gregory Jerel	1738	10/31/2025	Payroll	6700		
EFT	Patraca Linda Ellen	1704	10/15/2025	Payroll	6700		
EFT	Patraca Linda Ellen	1739	10/31/2025	Payroll	6700		
EFT	Ramos-Vargas Crystal Diane	1705	10/15/2025	Payroll	6700		
EFT	Reed Michael David	1706	10/15/2025	Payroll	6700		
EFT	Reynoldson Andrea Gail	1740	10/31/2025	Payroll	6700		
EFT	Ruiz Steve Shane	1741	10/31/2025	Payroll	6700		
EFT	Santee Ricardo Leon	1742	10/31/2025	Payroll	6700		
EFT	Santee Trisha Leann	1708	10/15/2025	Payroll	6700		
EFT	Scott Robert William	1710	10/15/2025	Payroll	6700		
EFT	Sexton Thomas Edward	1743	10/31/2025	Payroll	6700		
EFT	Singleton Charles Ed	1744	10/31/2025	Payroll	6700		
EFT	Smith Eric David	1745	10/31/2025	Payroll	6700		
EFT	Spiegelberg John Steven	1711	10/15/2025	Payroll	6700		
EFT	Stone Roger Lee	1746	10/31/2025	Payroll	6700		
EFT	Swecker Joel Anthony	1677	10/15/2025	Payroll	6700		
EFT	Swecker Joel Anthony	1747	10/31/2025	Payroll	6700		
EFT	Trautman Alexander Paul	1748	10/31/2025	Payroll	6700		
EFT	Trott Thomas John	1749	10/31/2025	Payroll	6700		
EFT	Vargas Julio Cesar	1713	10/15/2025	Payroll	6700		
EFT	Vavrinec Christian Kalil	1750	10/31/2025	Payroll	6700		
EFT	Washington State Support Registry	1763	10/13/2025	Payroll	6700	768.66	
EFT	White Christopher Charles	1714	10/15/2025	Payroll	6700	[redacted]	
			77 Vouchers:			482,637.52	

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a just, due and unpaid obligation against WTRFA and that I am authorized to authenticate and certify to said claim.

Secretary _____ Date _____

Commissioner _____ Commissioner _____

Commissioner _____ Commissioner _____

Commissioner _____ Commissioner _____

Chief _____

THURSTON COUNTY FIRE PROTECTION DISTRICTS 1 & 11
WEST THURSTON REGIONAL FIRE AUTHORITY
10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

September 8, 2025 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-2

Call to Order/Attendance: Commissioner Culleton called the meeting to order at 17:36.
Commissioners: Ricks, White, Scott, Merryman, Reed (Excused)
Chief: N. Drake
Battalion Chief: R. Stone, E. Smith
Captain: M. Morales (Zoom)
Lieutenants: E. Palmerson
Firefighters: S. Ruiz, D. Miller
Volunteer: A.J. Harding, D. Ehlig, A. Kautz, S. Garcia, J. Josselyn, J. Vargas, C. Ramos-Vargas, J. Spiegelberg (Zoom)
Admin: Admin Svcs Director/Secretary S. Hemminger, Recruit & Retention Coord. A. Reynoldson, Admin Asst. L. Patraca, C. Heilman
Union Representative: A. Trautman
Guests: Taryn Ehlig, Kimberly Kautz, Tom Fitzgerald, Kevin & Melody Hicks, John Harding, Keo Long, Alexandria Harding, Makayla Harding, Ryen Castro, Johnathon Quitaro, Gabby Quitaro, Daniel Quitaro, Emma Watson, David Hudson, Rhiannon Hudson, Lilly Hudson, Avonlea Hudson, Johhny Hudson, Tina Harding, Bonnie Harding, Emily Morales (Zoom), Linda Shea (Zoom)

Additions/Deletions to the Agenda: Commissioner Merryman – Department Performance, Chief Drake – True North

Public Comments/Presentations: Presentations – Badge Pinning FF/EMT S. Ruiz, Volunteer Julio Vargas, Jesse Josselyn, A.J. Harding, Daniel Ehlig and Austin Kautz, have all completed their probation.

Labor Management: A. Trautman reported on having a busy month with structure fires, grass fires and more EMS calls than usual.

New Business:
1. Expenditure Approval – Commissioner Scott moved to approve the total expenditure amount of $534,910.30. Commissioner Ricks seconded the motion. Roll taken, motion carried 5-0.
2. Meeting Minutes – Commissioner Merryman moved to approve the August 11, 2025, meeting minutes. Commissioner Scott seconded the motion. Roll take, motion carried 5-0.
3. IAFF 3825 Contract – Commissioner White reported that several contract negotiation meetings were held, where both sides agreed upon comparable salary and benefits. It was agreed to extend the current contract for one more year, with the current COLA increase of 2.7% in January 2026. Commissioner Scott moved to approve the one-year extension of the IAFF Contract. Commissioner Ricks seconded the motion. Roll taken, motion carried 5-0.
4. Policy Revision 1st Review – Policy 1004 Service Fees, Policy 1014 Records Management, Policy 1024 Records Retention.
5. True North Repair – Chief Drake presented the True North repair quote for Apparatus 22 to replace the ladder assembly. Commissioner Scott moved to approve the repair quote with the stipulation that if the work

exceeds the quoted amount of $15,514.71, that Chief Drake has full discretion of overage. Commissioner White seconded the motion. Roll take, motion carried 5-0.

6. ORV purchase – Chief Drake requested approval to purchase Dist. 9's surplused 4-wheelers and trailer for $3000.00. Discussion was had with the Boards request for classroom and hands on training, along with yearly refresher training. Commissioner Ricks moved to approve the purchase of two 4-wheelers and trailer for $3000.00, with the condition if they are not used in 1-2 years they are to be sold. Commissioner Merryman seconded the motion. Roll taken, motion carried 4-1 with Commissioner White voting no.

Unfinished Business (action items):

1. Non-Resident Transport Collections Follow-Up – Board Secretary discussed proposal to assign delinquent transport bills for patients who do not reside in the WTRFA service area to collections. Discussed language change in Policy 1004 Service Fees. Discussion was had, request by Board to modify the verbiage to be more explanatory. Commissioner Merryman moved to approve sending delinquent transport accounts for patients who do not reside in the WTRFA service area to collections. Commissioner Rick seconded the motion. Roll taken, motion carried 5-0.
2. Crown Cast Lease Contract Follow-Up – Further discussion on the Crown Castle offer to cash out the lease agreement. Commissioner Scott does not support selling the contract as it has steady income, however if the Board approves the sale, he wants the funds to go into the fleet fund for a new fire apparatus. Commissioner White agrees to have funds put into the fleet fund. Commissioner Merryman wants to know a clear plan for the funds and could we counter with a higher offer. Commissioner Scott asked B.C. Stone for his opinion on the sale of the lease, and he said to sell it and find a purpose for the funds. Commissioner Merryman moved to pause a final decision for 30 more days to see if lowering the price of the building would attract more buyers. Commissioner Scott seconded the motion. Roll taken, motion carried 4-1, Commissioner Ricks no vote on pausing the contract sale for 30 days.

Unfinished Business (non-action items): None

Communications: Commissioner Merryman asked what the grievance process is for the Chief regarding the VAC (Volunteer Assoc Committee) and Commissioners attending those meetings. Chief Drake said that if any of the Commissioners have a grievance, concern, or complaint about him it can be addressed during a meeting. Chief Drake also apologized for not communicating more with the Board as it pertains to the VAC and will do better in the future. Commissioner Merryman asked for a status on the Beaver Creek property, Secretary Hemminger advised that the RFA is still waiting on the updated Environmental Study. Board Secretary addressed the Board regarding comments made by two Board members in the August meeting alluding to the Recruit and Retention Coordinator not meeting expectations of the grant. A yearly break down of achievements, accomplishments and statistics were provided to the Board and a note of dissatisfaction that questions weren't asked prior to making a negative public comment about the program and the coordinator.

Department Reports:

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

Recruit & Retention Coordinator Update: Refer to printed report.

Commissioner Reports: Commissioner Ricks for Medic One. Chief Drake asked Commissioner Scott to partner with him on updating the Strategic Plan, Commissioner Scott agreed to assist.

Good of the Order: Commissioner Scott recognized the B-Shift crew for a job well done on the Parrish Rd fire. Commissioner Merryman recognized C-Shift crew who responded to the reckless driver MVA on I-5, Commissioner Merryman said the crews arrived quickly, looked good and were professional. Secretary

Hemminger reported that the Rochester Chamber called to thank Chief Drake for his presentation at their meeting and were impressed with the department.

Adjournment: The board adjourned the meeting at 1935 hours.

Submitted for Board approval by:

_____
Shannon Hemminger, Secretary

_____
Tom Culleton, Board Member

_____
Robert Scott, Board Member

_____
John Ricks, Board Member

_____
Jeff Merryman, Board Member

_____
Mike Reed, Board Member

_____
Chris White, Board Member

WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Service Fees

Policy: 1004 Version: 6

Effect Date: 4/1/2021 XX-XX-2025

Policy Manager: Administrative Services Director

1.0 POLICY:

1.1 This policy establishes the service fees and billing policy of West Thurston Regional Fire Authority (WTRFA) as authorized by law, ensuring the citizens are provided fire and life safety services at a reasonable cost.

1.2 The WTRFA will review all fees annually in November. Fee changes will be authorized by the Governing Board as documented in board meeting minutes, to be effective on January 1 the following year.

1.3 A service billing agency will be used and will use reasonable attempts to collect the debts.~~; however, WTRFA will not use collection agencies to collect unpaid debts under this policy.~~

2.0 PATIENT TRANSPORT SERVICE FEE:

2.1 WTRFA provides emergency medical services, and by resolution has established reasonable charges for patient transport (ambulance services) in order to reimburse the agency for its costs of providing patient transport-emergency medical service, as authorized in RCW 52.12.131.

2.2 It is the policy of WTRFA that no person will be denied needed emergency medical care or ambulance transport services because of an inability to pay for such services.

2.3 WTRFA may provide needed emergency care and ambulance transport services without charge or at a reduced charge and without discrimination to those persons with no or inadequate means to pay for necessary care, upon submittal of a waiver request. Patients with insurance may request a waiver of the unpaid portion.

2.4 To be eligible to receive needed ambulance services without charge or at a reduced charge, the patient or patient's family's annual income must be at or below certain levels established by national poverty guidelines for this area, unless otherwise approved by the Fire Chief or designee.

3.0 NON-EMERGENCY COST RECOVERY SERVICE FEE:

3.1 The WTRFA may bill for services provided where these incidents detract from the department's ability to provide emergency services in a timely manner, and to recover costs for personnel, equipment and overhead associated with these calls.

3.2 Non-emergency incidents include:

3.2.1. Repeat false alarms (more than two in a three month period);

3.2.2. Multiple patient assists at assisted living/residential care/nursing facilities or for funeral homes (more than two in a three month period);

3.2.3. Utility line failures; and

3.2.4. Rescues of persons/parties who knowingly enter an area that has been closed to the public or for which they were not appropriately or adequately prepared.

The WTRFA will send notice of potential billing to property owner(s) after the first occurrence under sections 3.2.1 and 3.2.2 above.

4.0 FIRE SUPPRESSION AND BURN BAN NONCOMPLIANCE SERVICE FEE:

4.1 If a person starts a fire without a permit, or if a permit holder fails to comply with any provision pertaining to fire permits, or of any term or condition of the permit, and as a result of that failure the WTRFA is required to suppress a fire, the person or permit holder is liable to the WTRFA to reimburse it for the costs of the fire suppression services as authorized in RCW 52.12.108.

4.2 WTRFA may seek to recover expenses related to responding to emergency scenes where the owner/ responsible party does not reside inside the RFA borders or pay a service fee.

4.3 Unnecessary and/or excessive use of services may invoke a service fee deemed appropriate by the Governing Board.

5.0 EVENT SERVICE FEE:

5.1 Events requiring dedicated standby crews may be charged a fee. If call back for overtime is required the guaranteed call back minimum term outlined in the labor contract will be applied.

5.2 The Firefighters Association may volunteer for events and may establish a reasonable fee with the event coordinators for services.

6.0 MOBILIZATIONS:

6.1 WTRFA may utilize apparatus, equipment and personnel outside the region as authorized by the Fire Chief or designee.

7.0 MOTOR VEHICLE ACCIDENTS–OUT OF DISTRICT AND HAZARDOUS SPILLS

7.1 Motor Vehicle Accidents (MVA) where the at-fault driver is an out-of-district resident, will be billed for the costs of department personnel and resources used to render fire and emergency medical services.

7.2 MVA costs will be billed first to the respective insurance company, with any remaining balance to the at-fault driver.

7.3 In accordance with RCW 4.24.314, person(s) responsible for a hazardous spill will be billed for the costs of department personnel and resources used to mitigate the spill.

8.0 COLLECTIONS FROM DECEASED

8.1 The estates of transport patients and at-fault drivers who have died as a result of the billed incident will not be charged the remaining balance after the respective insurance company has paid its share.

8.2 Forgiveness of the remaining balance is made in lieu of paying the costs of retaining and compensating a collection agency, and/or the costs to retain an attorney to pursue collection of the remaining balance through the probate process.

9.0 PREPAREDNESS FEE

9.1 The WTRFA may impose a preparedness fee to non-resident liable parties for the purpose of recouping overhead costs associated with training, certifications, equipment, facilities, and other costs associated with the cost of being prepared for response.
9.2 The preparedness fee may be added to non-resident billings under sections 3, 4 and 7 above.

10.0 ~~REFERENCES~~RESIDENT LEVY WRITE OFF WAIVER:

10.1 WTRFA recognizes the contribution of property tax dollars paid by property owners within the WTRFA. To reduce the burden on these persons, the WTRFA shall allow for waiving of co-pays and co-insurance due from patients who are transported and who, at the time of service being provided, meet one of the following conditions:

10.2 At the time of service, have a physical address located within the borders of the WTRFA or have a written contract of service with the WTRFA; or

10.3 At the time of service, and as necessary, can provide documentation of ownership of taxable real property located within the WTRFA.

10.4 The WTRFA shall endeavor to continue this waiver program until such time that it becomes financially difficult to continue WTRFA operations while providing the waiver to residents. "Residents" shall not be construed to mean persons that are treated within the boundaries of the WTRFA but who do not own taxable real property within the WTRFA or have a contract of service with the WTRFA.

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10.5 The WTRFA may commission a third-party billing agent to pursue the collection of debt arising under this policy by non-residents of the WTRFA.

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WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Records Management

Policy: 1014 Version 3

Effect Date: 4/1/2021

Rev. Date: 7/1/18, 03/01/20, 04/17/21

Applies to: All members

Policy Administrator: Records Manager

RECORDS MANAGEMENT

1.0 PURPOSE:

1.1 To provide a set of guidelines for the retention, management, storage, retrieval, dissemination, accessibility, and timely disposition of all public records and/or documents for West Thurston Regional Fire Authority in accordance with the laws and rules developed for public records in the State of Washington. This policy covers all records and/or documents produced by the department, as well as all such records or documents received by the department from other agencies.

2.0 POLICY:

2.1 It is the policy of the department that all records and/or documents shall, with specific exceptions, be maintained and easily accessible to the public for purposes of viewing or copying. However, such documents will not leave the possession of the department or its agent. Reasonable fees may be charged for copying. The Administrative Services Director or designee will be the Records Manager.

2.2 Public Records are the evidence by which government agencies are able to demonstrate, whether during litigation, public records requests or audits, that they took the right action at the appropriate time for the accurate reasons. Demonstrating that public records are organized, controlled, and only disposed of as part of a managed program enhances the professionalism of WTRFA and the public's confidence in our agency.

2.3 Records management archiving is a conventional method of safeguarding history for the benefit of education, accessibility to research, and preservation of valuable fiscal, legal and administrative information.

3.0 RESPONSIBILITIES:

3.1 It is the responsibility of all department personnel to have awareness that records and/or documents, whether paper-based or electronic-based are deemed to be public property with corresponding standards for their specific care and disposition.

3.2 All records and/or documents retained by the department will be contained in either active files or archive files. Review of all records and/or document types will be done and identified for retention and/or disposition by the Records Manager or designee. The Records Manager or designee will verify the disposition authority cited in the Washington State Archives Retention Schedule.

3.3 All records and documents will be documented for archival or destruction purposes following the State of Washington Public Records Retention Schedule.

3.4 It is the responsibility of all department members to maintain all essential electronic records and/or documents in the computer file system set forth by the department, ensuring the record and/or document is either scanned or saved as a .PDF file, Word file or appropriate file extension following the guidelines in Procedure 1014B.

3.5 Department members will not save any business-related records and/or documents to their computers/desktops or personal folder. Any and all records and/or documents created will be saved under the proper folder/subfolder. This will allow the proper disposition to take place and ensure records and/or documents are maintained accurately and can be located easily.

3.6 Email /email systems and other communication sources (texting or chat groups) are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 RCW for the preservation and destruction of public records. The retention requirements for email messages and attachments are the same as paper documents with identical content. The messages must be managed individually by members of the department. Email messages that have no public record significance may be deleted as soon as the message has served its purpose. For emails that have public record significance, the official record copy of an email must be retained. If the email is part of a chain, only the last message in the chain must be saved assuming all prior messages are contained within the chain. Refer to Procedure 1.1014B for records and/or documents that may be required to save.

3.7 Any department member who creates or receives an email message is responsible for the proper retention and disposition of that record. Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitution for the electronic message. Contact the Records Manager or designee for assistance with retainage of emails.

3.8 Any department member who uses a personal email or other communication source account must forward any record that is subject to Public Record Act (PRA) to the Records Manager or designee to be properly retained. Refer to Procedure 1014B for records and/or documents that may be required to save. If compliance is not met, consequences of a penalty, including but not limited to termination, shall be set forth.

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4.0 GUIDELINES:

4.1 Personnel files are the property of the department, and access to the information they contain is restricted to the Records Manager and Fire Chief or designee.

4.3 Records of department responses or activities are accessible only to department personnel, authorized criminal justice agencies, authorized medical agencies, and to persons or agencies directly involved in the incident such as owners, operators, renters, victims, or insurance companies insuring one or more of those involved in the incident. Records will only be released upon receipt of a records request form and payment of any applicable fees.

4.4 Copies of all department records and/or documents are available under subpoena issued under the authority of a court of competent jurisdiction. Original documents must not be submitted under subpoena unless specifically required and then, only after consultation with the Fire Chief and the Department's attorney.

4.5 Public records are available for inspection during administrative office hours. Any member of the public may request in writing, to examine any public record of the Department except as otherwise provided by chapter 42.17 RCW and other applicable statutes. Requests must include the following information:

a. The name and address of the person requesting the record.
b. The time of day and calendar date on which the request is made.
c. The nature of the request.

4.6 There is no charge to examine a public record. If the Department denies access to any record for any reason, the denial and reason for it must be made in writing. A public record may be copied at the requester's expense. A Department representative will make the copy. Only public documents originated by the department may be copied for the public. Requests for other documents must go to the originator.

4.7 Single copies of minutes of the Governing Board meetings can be made available to any citizen of the Department, either in person or by mail, without charge upon submission of a records request form. Included with the minutes would be any related document made a part of the minutes, including but not limited to the blanket voucher approval form for the month and the Chief's Report. A citizen of the Department may not request a monthly mailing of the Board's minutes unless specifically authorized by the Board. Such distribution of Board minutes is limited to officially adopted minutes and documents.

4.8 Fees - With the exception of Board minutes as stated above, the Governing Board may adopt the fee schedule per WAC/RCW for document duplication.

4.9 Medical Incident Reports - In accordance with chapter 70.02.010 RCW the Department may charge a fee for searching and duplicating medical records. These fees may not exceed those set forth in WAC 246-08-400. Medical records may only be released in accordance with HIPAA and department Policy 1.1019.

4.10 Copies of public records will be provided as expeditiously as possible. If copying will take longer than five working days, contact with the requester will be made, and an explanation of the delay provided.

4.11 Exemptions - The Department reserves the right to determine that a record requested is exempt in whole or in part from public inspection under RCW 42.56, chapter 70.02 RCW, HIPAA or other applicable statutes.

4.12 In accordance with RCW 42.56 the Department reserves the right to delete identifying details when it makes available any public record in any case where there is reason to believe that disclosure of details would be an invasion of personal privacy protected by chapter 42.56 RCW. The employee who deletes information shall fully justify the deletion in writing.

4.13 All denials of requests for public records will be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record.

5.0 DEFINITIONS:

5.1 Records management: Records are public property. Like any asset, they must be managed efficiently and prudently over their life cycle. Records management includes authorities, responsibilities and procedures for managing an agency's records and information. Practicing good records management can dramatically reduce the impact of a disaster and the response and recovery efforts.

5.2 Public Records: The term "Public Records" applies to any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made or received by any state or local government agency during the course of public business (RCW 40.14.010).

- A public record is a public record, regardless of the format in which it was sent or received. Not only paper records, photographs or microfilm, but records that are created or received using any kind of digital format or application. This includes emails, websites, blogs, wikis, digital photos, text messages, blogs, tweets, chat rooms, and any emerging technologies used to conduct agency business. Having a record in a different format does not change the retention requirement or disposition that is to be applied.

5.3 Essential Records: Essential records, sometimes called vital records, are the records necessary for the continuity of operations during and following a disaster. They are records an agency must have to maintain one or more of the following vital functions:

a. Document the agency's legal authorities, rights and responsibilities (ordinances, resolutions, minutes, rules, and regulations etc.).
b. Resume or maintain operations in a disaster or emergency situation.
c. Document the rights of individuals (deeds, mortgages, court case files).

6.0 REFERENCES:

State of Washington Secretary of State – Washington State Archives Laws and Rules for Records Management:

Revised Code of Washington (RCW)

- 40.10 Essential Records
- 40.14 Preservation and Destruction of Public Records
- 40.16 Penal Provisions for the Intentional Destruction of Public Records
- 40.20 Reproduced Records
- 42.56 Public Records Act

Washington Administrative Code (WAC)

- 434-600 Promulgation

- 434-610 Definitions
- 434-615 Custody of Public Records
- 434-620 Powers and Duties (State Archivist)
- 434.624 Powers and Duties (State Records Committee)
- 434-626 Powers and Duties (State Agency Records Officers)
- 434-630 Powers and Duties (Local Records Committee)
- 434-635 Local Records Disposition Authority
- 434-640 Methods of Records Disposal
- 434-660 Standards for Public Records
- 434-662 Preservation of Electronic Records
- 434-663 Imaging Systems (Standards)
- 434-670 Local Records Grants Program
- 434-677 Security Microfilm (Standards)
- 434-690 Archives (Public Records Access)

APPENDICE:

Appendix A: Procedure 1014 Records Management 101, File Documents Order, 1014.1A & B
Appendix B: Records Request Form
Policy 1019.4 – HIPAA – Employee Medical Records
Policy 1019.7 – HIPAA Records Management & Accounting of Disclosure

WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Records Retention-Disposition

Policy: 1024

Effect Date: TBD

Rev. Date:

RECORDS RETENTION-DISPOSITION

1.0 PURPOSE:

1.1 To identify and raise awareness of the guidelines, processes, and responsibilities for the retention, management and timely disposition of public records and documents for West Thurston Regional Fire Authority in accordance with the laws and rules developed for public records in the State of Washington. This policy and procedure covers all records or documents produced by the department, as well as all such records or documents received by the department from other agencies.

1.2 Public Records are the evidence by which government agencies are able to demonstrate, whether during litigation, public records requests or audits, that they took the right action at the appropriate time for the right reasons. Demonstrating that public records are organized, controlled, and only disposed of as part of a managed program enhances the professionalism of WTRFA and the public's confidence in our agency.

1.3 Records management archiving is a conventional method of safeguarding history for the benefit of education, accessibility to research, and preservation of valuable fiscal, legal and administrative information.

2.0 POLICY:

2.1 It is the policy of the department that all personnel are expected to have awareness that records and documents, whether paper-based or electronic are deemed to be public property with corresponding standards for their specific care and disposition.

2.2 All documents retained by the department will be contained in either active files or archive files. The Document Manager or designee shall determine when documents are moved from the active files or to the archive files in accordance with state retention records.

2.3 **Disposition of Paper-based records:**

a. Like types of records should be gathered together.

b. Review of paper-based record types will be done and identified for retention and/or disposition by the Document Manager or designee. The Document Manager or designee will verify the disposition authority cited in the Washington State Archives Retention Schedule to ensure the retention period and the Disposition Authority Number (DAN) for this record type has not changed.
   - Local Government Common Records Retention Schedule (CORE)
   - Records Retention Schedules for Fire and Emergency Medical Service Districts

c. All records and documents must be logged for destruction. WTRFA will utilize an excel spreadsheet to document the destruction along with the State of Washington Public Records Destruction Request Log, referencing what the document is, date of document, the DAN number used to authorize the destruction, date of destruction, how the document was disposed of and whom disposed of the document. The completed form and spreadsheet must be signed by the party responsible for the body of records and forwarded the District Records Officer or designee for permanent maintenance and retention of all disposition logs.

d. Once all records and documents have been logged, any items that do not contain HIPAA information may be recycled. Any records or documents that contain HIPPA information must be placed in the locked 'shred-it' container.

e. Any records and documents that have not meet the destruction date criteria as of yet will be documented on an excel spreadsheet and stored accordingly in the records room located at the Sargent Road station.

f. Any records and documents that have met the disposition date and are archive eligible, will be recorded on an excel spreadsheet and placed in the State of Washington Archive Box. A State of Washington Archive Transmittal Form will also be completed and placed on the box. The District Records Officer or designee will determine when the archive box can be picked up by the State of Washington Archive Office.

2.4 **Storage and Disposition of Electronic Records:**

a. Essential records will be maintained in the computer file system under the Shared Directory by ensuring a copy is either scanned or saved as a .PDF file, Word file or appropriate file extension following the guidelines below.

b. Records will be stored under 5 major categories: (for a detailed description of items to include in these categories see appendix C, which is not all inclusive)
   - Agency Management
   - Asset Management
   - Financial Management
   - HR Management
   - Info Management

c. Within each main folder there will be subfolders (to break down categories.) To break down files even further, each subfolder will have additional subfolders. There can/will be several subfolders to break down necessary items; ultimate folder will be by Year.

d. All members of WTRFA will not save any business related documents to their computers/desktops or personal folder. Any and all documents created will be saved under the proper folder/subfolder. This will allow the proper disposition to take place and ensure documents are maintained accurately and can be located easily.

e. Email and email systems are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 RCW for the preservation and destruction of public records. The retention requirements for email messages and attachments are the same as paper documents with identical content. The messages must be managed individually by members of the district. Email messages that have no public record significance may be deleted as soon as the message has served its purpose. For emails that have public record significance, the official record copy of an email must be retained. If the email is part of a chain, only the last message in the chain must be saved assuming all prior messages are contained within the chain.
f. Any WTRFA employee who creates or receives an email message is responsible for the proper retention and disposition of that record. Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitution for the electronic message.

3.0 DISASTER PREVENTION AND DAMAGED RECORDS RECOVERY PROCESS:

3.1 Avoid storing records in loose stacks on desks or on top of file cabinets, in a basement or an attic, near water pipes or air condition, or near a heat source.

3.2 Strive to store records in file cabinets or in file drawers inside desks. Be sure to store essential records or copies of essential records in an alternative location (computer system.) Place record storage boxes on shelves off the floor. Properly label file cabinets and record storage boxes. The Document Manager or designee will maintain and update inventories of records and record storage locations.

3.3 Properly labeling filing cabinets and storage boxes is essential for reporting disaster damage. In the event that records are damaged, the Document Manager or designee must assess the damage and perform recovery procedures. Actions necessary to recover documents can range from simply air-drying paper records to hiring restoration specialists for severely damaged records of various media types.

3.4 Damaged records must be documented. The Document Manager or designee will document the damaged records using an excel worksheet. If records are unrecoverable an authorization to destroy unrecoverable damaged records will be provided by the Document Manager or designee and the proper State of Washington Public Records Destruction Request Log will be completed. This documentation will serve as permanent record, and would be utilized in any legal proceeding as evidence of damaged records.

4.0 DEFINITIONS:

4.1 Records management: Records are public property. Like any asset, they must be managed efficiently and prudently over their life cycle. Records management includes authorities, responsibilities and procedures for managing an agency's records and information. Practicing good records management can dramatically reduce the impact of a disaster and the response and recovery efforts.

4.2 Public Records: The term "Public Records" applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing, or other document, regardless of media, that has been created or received by any state or local government agency during the course of public business (RCW 40.14.010).

4.3 Essential Records: Essential records, sometimes called vital records, are the records necessary for the continuity of operations during and following a disaster. They are records an agency must have to maintain one or more of the following vital functions:

a. Document the agency's legal authorities, rights and responsibilities (ordinances, resolutions, minutes, rules, and regulations etc.).
b. Resume or maintain operations in a disaster or emergency situation.
c. Document the rights of individuals (deeds, mortgages, court case files).

4.0 ROLES AND RESPONSIBILITIES:

4.1 At least annually, the Document Manager or designee is responsible for reviewing all records (electronically and physically.) Records that have reached the end of their retention period are to be destroyed or archived pursuant to the Washington State Archives Retention Schedule.

5.0 REFERENCES:

State of Washington Secretary of State – Washington State Archives Laws and Rules for Records Management:

Revised Code of Washington (RCW)

- 40.10 Essential Records
- 40.14 Preservation and Destruction of Public Records
- 40.16 Penal Provisions for the Intentional Destruction of Public Records
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Washington Administrative Code (WAC)

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- 434-635 Local Records Disposition Authority
- 434-640 Methods of Records Disposal
- 434-660 Standards for Public Records
- 434-662 Preservation of Electronic Records
- 434-663 Imaging Systems (Standards)
- 434-670 Local Records Grants Program
- 434-677 Security Microfilm (Standards)
- 434-690 Archives (Public Records Access)

APPENDIX:

A: State of Washington Transmittal Form
B: State of Washington Destruction Log
C: 1014.101 Records Retention – Personnel File Order Procedure
D: 1014.101A Records Retention Procedure – Admin
E: 1014.101B Records Retention Procedure – Personnel

Fire Chief Agreement and Contract

Term October 1, 2025 to December 31, 2028.

Index of Sections:

Section 1-Agreement:

1.1 The sections contained herein constitutes an agreement between the West Thurston Regional Fire Authority Governing Board, hereinafter referred to as the "Agency/WTRFA" and **Nathan Drake,** hereinafter referred to as "Fire Chief", governing wages, benefits and terms of employment.

1.2 This agreement replaces and supersedes any previous agreement or contract.

Section 2-Term:

2.1 Employment conditions hereunder shall begin October 1, 2025, and shall be in effect for a period of three years, unless terminated pursuant to section 12. Upon mutual agreement between the Agency/WTRFA and the West Thurston Regional Fire Authority Governing Board, this contract may be extended beyond December 31, 2029.

2.2 Upon thirty days' notice, either party may request the other to meet for negotiations amending this agreement.

Section 3 -Compensation:

3.1 For all the services rendered by the Fire Chief under this agreement, the Agency/WTRFA shall provide the following compensation beginning October 1, 2025: $13,377.00 per month.

3.2 Yearly COLA increase based on June-to-June Seattle-Tacoma-Bellevue CPI-U, with a minimum increase of 2.5% and a maximum increase of 5%.

Section 4-Insurance and Retirement:

4.1 The Fire Chief and his/her qualifying dependents shall be eligible for Medical, dental, vision.

4.2 The Fire Chief will receive the same benefits of VEBA (including wellness incentive) and MERP; Deferred Compensation, Long-term disability, Life Insurance and Longevity benefits as defined in the agreement between the Agency/WTRFA and Local 3825 ending December 31, 2025. Benefit modifications will be negotiated after the Local 3825 CBA Contract is negotiated/renewed in 2027.

4.3 If the Fire Chief is not eligible to receive a benefit similar or the same as the local 3825 agreement (MERP) a proportionate amount will be authorized to be applied to another qualifying benefit.

Section 5-Hours of Duty and Compensatory Time:

5.1 The Fire Chief workweek may be more or less than forty hours depending on workload. The only requirement is that the work is completed in a timely manner.

5.2 The Fire Chief shall utilize the agency's time recording system to show hours of work and hours of compensatory time, annual and sick leave taken.

5.3 Compensatory time is authorized up to 80 hours per year, with no yearly roll over. Separation from service shall not require compensation for any unused compensatory time.

5.4 Compensatory time will be accrued for response and on-scene time for response to incidents requiring additional overhead or manpower and are outside normal business hours. A minimum of 2.0 hours compensatory time will be accrued up to the first two hours, then hour for hour until response is no longer needed.

5.5 Compensatory time worked as an extension to regular business hours, i.e. events, community commitments etc., shall accrue hour for hour.

5.6 Third part vendor reimbursement: Should the Chief perform Firefighter/EMT duties for a third-party vendor (MOBE, FF/EMT academy instructor etc), who reimburses the Agency/WTRFA for his services, then overtime pay is billed.

Section 6 - Holidays:

6.1 The Fire Chief shall receive ten (10} paid holidays each year, and two eight (8) hour personal Holidays for an eight hour per day permanent shift or two-ten 10) hour personal Holidays for a ten hour per day permanent shift.

6.2 Nothing in their clause shall prevent the Fire Chief from working a Holiday and taking another day off within the same month.

Section 7-Vacations:

7.1 The Fire Chief shall accrue seven (7) weeks' vacation annually; accrued monthly for the term of this agreement. The vacation leave bank will cap at 720 hours, time accrued beyond 720 hours will be lost and not eligible for compensation.

7.2 Vacation may be accumulated for a period not to exceed two years' worth of time; provided that in the event of retirement, dismissal or resignation, vacation pay shall be limited to 240 hours for cash out purposes.

Section 8-Sick and Bereavement Leave:

8.1 The Fire Chief will accrue eight (8) hours of sick leave per month with a maximum of 1040 hours accrual for an eight hour per day permanent work schedule, and ten (10) hours of sick leave per month with a maximum of 1040 hours accrual for a ten (10) hour per day permanent work schedule (not to exceed a forty (40) hour work week).

8.2 Upon retirement, the Fire Chief shall have the option to use 25% of accrued sick leave towards his/her VEBA account upon separation from service. This lump sum payment to VEBA has no cash value option to the Fire Chief.

8.3 If separated from service for any reason other than retirement, the FIRE CHIEF shall not be compensated for unused sick leave.

8.4 Upon notification, the Fire Chief shall be granted bereavement leave with pay in the event of a death in the immediate family in accordance with department policy.

Section 9-Job Performance and Evaluation Reports:

9.1 The Fire Chief will be evaluated on job performance by the WTRFA Board of Commissioners on or before December 31st of each calendar year. The performance evaluation shall be based on the performance objectives agreed to by both parties.

9.2 Any concerns relating to the job performance will be defined in writing and corrections required will be stipulated in writing. In the absence of any identified concerns, it is understood that the job performance is above average.

9.3 All evaluations must be approved at a regularly scheduled meeting of the WTRFA Board of Commissioners.

9.4 The Fire Chief shall have an opportunity to review a preliminary draft of each evaluation and may request a review session with the WTRFA Board prior to the evaluation becoming permanent and being placed in the Fire Chief's file.

Section 10 - General Conditions:

10.1 The Fire Chief shall be furnished with such facilities and equipment which are required for the adequate performance of the Agency/WTRFA operations, and which are within budget limitations of the Agency/WTRFA.

10.2 The Fire Chief shall determine his own work schedule.

10.3 It is a benefit to the Agency/WTRFA that the Fire Chief attends outside educational programs to keep current with changing practices. The Fire Chief shall be encouraged to attend these functions to the extent that they are budgeted for and approved by the WTRFA Board.

10.4 The Fire Chief shall be provided a department vehicle for on-call purposes, business meetings, and performing other department duties; De minimis personal use of the agency vehicle may occur to maintain response readiness.

Section 11 - Tuition Reimbursement:

11.1 The Fire Authority recognizes the value of continued education and professional development for the Fire Chief. The intent of this provision is to encourage the Fire Chief to pursue and maintain higher education degrees and certifications that enhance leadership, management, and operational effectiveness within the organization.

11.2 The Fire Authority shall reimburse the Fire Chief for tuition, books, and required course materials for courses leading toward an approved degree or certification relevant to fire administration, emergency management, public administration, or other fields directly related to the duties of the Fire Chief.

11.3 Annual reimbursement shall not exceed $7,000 per calendar year. Any amount exceeding this limit must be approved by the WTRFA Board of Commissioners.

11.4 Courses must be completed with a passing grade of “C” or better (or equivalent) to qualify for reimbursement.

11.5 Reimbursement shall be made upon submission of itemized receipts and evidence of satisfactory course completion.

Section 12-Uniforms and Protective Clothing:

12.1 The Agency/WTRFA will provide and maintain all required uniforms and protective clothing and equipment, to include but not limited to:

- Five (5) Uniform Shirts and pants
- Full Class A
- NFPA standard boots
- Five (5) insignias
- Two (2) badges.
- One Cell phone

Section 13-Separation from Service:

13.1 Resignation of or dismissal from the Agency/WTRFA shall constitute separation from service in the following manner.

- Resignation: The Fire Chief may request to be release from this agreement by notifying the WTRFA Board of Commissions at least

thirty (30) calendar days before the requested resignation would be effective. If the Fire Chief wishes to remain with the Agency, he shall return to his previous position with the Authority, at the rank and pay of his previous position, with no sacrifice in benefits, seniority, or other rights conferred by applicable agreements.

- Dismissal: The WTRFA Board may dismiss or suspend the Fire Chief for cause, by delivering at least sixty (60) calendar days before the effective date thereof, a written statement of specific charges in person or by certified mail to the Fire Chief. The Agency/WTRFA may withdraw or modify the dismissal or suspension anytime within the thirty (30) calendar days after the original notice is delivered.

13.2 Dismissal shall be subject to the following limitations:

a) Persistent incompetence, inefficiency, inattention to or dereliction to duty that the Fire Chief has received written notification of and failed to correct.

b) Gross insubordination, or egregious discourteous treatment of the public or a fellow employee or any other act or omission or commission tending to injure the public service or any other willful failure on the part of the Fire Chief to maintain proper conduct.

c) Mental or physical unfitness for the position as determined by an Independent Medical Evaluator {IME).

d) Proven drunkenness while on duty, or use of narcotics, or other habit-forming drugs that interfere with efficiency or mental or physical fitness of the Fire Chief.

e) Conviction of a job-related felony.

13.3 In the event of dismissal under Sections (a), (b), or (c) above, the Fire Chief shall be given ninety {90) days severance pay in addition to the sixty {60) days required before this section becomes effective. In the event the Fire Chief is dismissed under sections (d) or (e) above the Fire Chief may be dismissed without any severance pay. In any event, the Fire Chief is entitled to a review board of not less than three nor more than five persons agreeable to both the Fire Chief and the WTRFA Board. For non-criminal matters, the decision of this Review Board is binding on both the Fire Chief and the Agency/WTRFA

Section 14 -Governing Law and Venue:

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

Section 15 -Mergers, Consolidations, and Regionalization, Restructuring, or personnel reductions:

15.1 For the term of this agreement if West Thurston Regional Fire Authority merges, consolidates contracts, regionalizes (RFA), restructures, reduces personnel or combines in any form which forces the Agency/WTRFA to eliminate the Fire Chief position, West Thurston RFA shall reappoint the Fire Chief to the next lower-level position for the remainder of the term stated herein. During the remainder of the term the Fire Chief shall maintain all wages and benefits defined herein.

Signed on this 13th Day of October 2025.

_____	_____
Shannon Hemminger, Board Secretary	Nathan Drake, Fire Chief
_____	_____
Tom Culleton, WTRFA Board Chair	Robert Scott, WTRFA Board
_____	_____
John Ricks, WTRFA Board	Jeff Merryman, WTRFA Board
_____	_____
Michael Reed, WTRFA Board	Chris White, WTRFA Board

Thurston County Treasurer
August 2025 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

Cash Activity

Date	Description	Amount	Notes
08/01/2025	**Beginning Cash Balance**	**$8,573,328.59**	
	Revenues:		
08/01/2025	District Deposit	933.49	$933.49 / 6701
08/01/2025	District Deposit	2,705.92	$2,705.92 / 6701
08/04/2025	District Deposit	856.03	$856.03 / 6701
08/04/2025	District Deposit	1,994.25	$1,994.25 / 6701
08/04/2025	District Deposit	33,494.30	$33,494.30 / 6701
08/05/2025	District Deposit	605.98	$605.98 / 6701
08/05/2025	District Deposit	777.82	$777.82 / 6701
08/05/2025	District Deposit	1,097.49	$1,097.49 / 6701
08/06/2025	District Deposit	569.65	$569.65 / 6701
08/06/2025	District Deposit	1,055.60	$1,055.60 / 6701
08/06/2025	District Deposit	1,378.16	$1,378.16 / 6701
08/07/2025	District Deposit	587.00	$587.00 / 6701
08/08/2025	District Deposit	25.00	$25.00 / 6701
08/08/2025	District Deposit	457.53	$457.53 / 6701
08/08/2025	District Deposit	589.00	$589.00 / 6701
08/08/2025	District Deposit	680.00	$680.00 / 6701
08/08/2025	District Deposit	872.82	$872.82 / 6701
08/08/2025	District Deposit	892.18	$892.18 / 6701
08/08/2025	District Deposit	917.00	$917.00 / 6701
08/08/2025	District Deposit	930.25	$930.25 / 6701
08/08/2025	District Deposit	2,764.51	$2,764.51 / 6701
08/08/2025	DNR Other Trust 1	5.59	
08/08/2025	DNR Other Trust 2	5.52	
08/08/2025	Interest on Prop Tax Refunds	(9.66)	
08/11/2025	District Deposit	1,318.07	$1,318.07 / 6701
08/11/2025	District Deposit	9,150.70	$9,150.70 / 6701
08/12/2025	District Deposit	14,350.75	$14,350.75 / 6701
08/13/2025	District Deposit	25.00	$25.00 / 6701
08/13/2025	District Deposit	119.96	$119.96 / 6701
08/13/2025	District Deposit	1,062.93	$1,062.93 / 6701
08/13/2025	District Deposit	1,214.00	$1,214.00 / 6701
08/18/2025	Interest on Prop Tax Refunds	(4.80)	
08/21/2025	District Deposit	1,200.00	$1,200.00 / 6701
08/22/2025	District Deposit	12.00	$12.00 / 6701
08/22/2025	District Deposit	25.00	$25.00 / 6701
08/22/2025	District Deposit	117.04	$117.04 / 6701
08/22/2025	District Deposit	241.71	$241.71 / 6701
08/22/2025	District Deposit	250.00	$250.00 / 6701
08/22/2025	District Deposit	263.26	$263.26 / 6701
08/22/2025	District Deposit	290.00	$290.00 / 6701
08/22/2025	District Deposit	316.20	$316.20 / 6701
08/22/2025	District Deposit	377.05	$377.05 / 6701
08/22/2025	District Deposit	559.12	$559.12 / 6701
08/22/2025	District Deposit	1,278.48	$1,278.48 / 6701
08/22/2025	District Deposit	1,502.73	$1,502.73 / 6701
08/22/2025	District Deposit	1,854.56	$1,854.56 / 6701
08/22/2025	District Deposit	2,521.20	$2,521.20 / 6701
08/22/2025	District Deposit	3,016.07	$3,016.07 / 6701
08/22/2025	District Deposit	3,022.56	$3,022.56 / 6701

Thurston County Treasurer
August 2025 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

08/22/2025	District Deposit	8,068.50	$8,068.50 / 6701
08/22/2025	District Deposit	8,428.80	$8,428.80 / 6701
08/25/2025	District Deposit	111.18	$111.18 / 6701
08/25/2025	District Deposit	149.23	$149.23 / 6701
08/25/2025	District Deposit	468.10	$468.10 / 6701
08/25/2025	District Deposit	490.32	$490.32 / 6701
08/25/2025	District Deposit	2,402.46	$2,402.46 / 6701
08/25/2025	District Deposit	2,730.09	$2,730.09 / 6701
08/25/2025	Interest on Prop Tax Refunds	(54.28)	
08/26/2025	District Deposit	539.25	$539.25 / 6701
08/26/2025	District Deposit	4,831.71	$4,831.71 / 6701
08/27/2025	District Deposit	25.00	$25.00 / 6701
08/27/2025	District Deposit	115.02	$115.02 / 6701
08/27/2025	District Deposit	370.31	$370.31 / 6701
08/27/2025	District Deposit	376.76	$376.76 / 6701
08/27/2025	District Deposit	1,967.98	$1,967.98 / 6701
08/28/2025	District Deposit	564.18	$564.18 / 6701
08/28/2025	District Deposit	644.37	$644.37 / 6701
08/29/2025	District Deposit	389.56	$389.56 / 6701
08/29/2025	DNR Interest	3.11	
08/29/2025	DNR Other Trust 2	47.55	
08/29/2025	Leasehold Excise Tax	(417.83)	
08/31/2025	Real & Personal Property Taxes	(162.52)	
08/31/2025	Real & Personal Property Taxes	147.35	
08/31/2025	Real & Personal Property Taxes	505.61	
08/31/2025	Real & Personal Property Taxes	1,006.54	
08/31/2025	Real & Personal Property Taxes	23,737.22	
08/31/2025	Investment Interest Paid	23,615.23	
	Total Revenues	**$179,369.82**	
	Expenditures:		
08/13/2025	Electronic Disbursements	(11,542.26)	
08/13/2025	Electronic Disbursements	(2,867.19)	
08/13/2025	Issued Warrants	(164,052.74)	
08/15/2025	Electronic Disbursements	(9,972.97)	
08/15/2025	Electronic Disbursements	(931.64)	
08/29/2025	Electronic Disbursements	(233,149.37)	
08/29/2025	Electronic Disbursements	(90,633.10)	
08/29/2025	Electronic Disbursements	(56,365.97)	
08/29/2025	Electronic Disbursements	(768.66)	
	Total Expenditures	**($570,283.90)**	
08/31/2025	**Ending Cash Balance**	**$8,182,414.51**	

Warrant Activity

08/01/2025	**Beginning Warrants Outstanding**	**$12,223.87**
	Total Warrants Issued	164,052.74
	Total Warrants Redeemed	(163,251.92)
	Total Warrants Voided	-
08/31/2025	**Ending Warrants Outstanding**	**$13,024.69**

Investment Activity

08/01/2025	**Beginning Interest Receivable**	**$36,374.20**

Thurston County Treasurer
August 2025 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

	Interest Earned	24,329.54
	Cash Paid	(23,615.23)
08/31/2025	**Ending Interest Receivable**	**$37,088.51**

TCIP Yield (used to calculate interest earnings)	3.37%
LGIP Yield (budget benchmark)	4.16%

THURSTON COUNTY
WASHINGTON
SINCE 1852

Thurston County Treasurer
August 2025 Statement
West Thurston Regional Fire Authority
Fund 67A1 - W THURSTON RFA BOND DEBT

Cash Activity

Date	Description	Amount	Notes
08/01/2025	**Beginning Cash Balance**	**$363,335.79**	
	Revenues:		
08/08/2025	DNR Other Trust 1	0.67	
08/08/2025	DNR Other Trust 2	0.67	
08/08/2025	Interest on Prop Tax Refunds	(0.90)	
08/25/2025	Interest on Prop Tax Refunds	(6.55)	
08/29/2025	DNR Interest	0.37	
08/29/2025	DNR Other Trust 2	5.74	
08/29/2025	Timber Excise Tax	2,845.49	
08/31/2025	Real & Personal Property Taxes	1,909.40	
08/31/2025	Investment Interest Paid	899.71	
	Total Revenues	**$5,654.60**	
	Expenditures:		
	No Activity		
	Total Expenditures	**$0.00**	
08/31/2025	**Ending Cash Balance**	**$368,990.39**	

Warrant Activity

08/01/2025	**Beginning Warrants Outstanding**	**$0.00**
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2025	**Ending Warrants Outstanding**	**$0.00**

Investment Activity

08/01/2025	**Beginning Interest Receivable**	**$1,271.98**
	Interest Earned	1,040.75
	Cash Paid	(899.71)
08/31/2025	**Ending Interest Receivable**	**$1,413.02**

TCIP Yield (used to calculate interest earnings)	3.37%
LGIP Yield (budget benchmark)	4.16%

Thurston County Treasurer
August 2025 Statement
West Thurston Regional Fire Authority
Fund 67A4 - W THURSTON RFA RESERVE FUND

Cash Activity

Date	Description	Amount	Notes
08/01/2025	**Beginning Cash Balance**	**$811,629.00**	
	Revenues:		
08/31/2025	Investment Interest Paid	2,228.31	
	Total Revenues	**$2,228.31**	
	Expenditures:		
	No Activity		
	Total Expenditures	**$0.00**	
08/31/2025	**Ending Cash Balance**	**$813,857.31**	

Warrant Activity

08/01/2025	**Beginning Warrants Outstanding**	**$0.00**
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2025	**Ending Warrants Outstanding**	**$0.00**

Investment Activity

08/01/2025	**Beginning Interest Receivable**	**$3,405.24**
	Interest Earned	2,322.70
	Cash Paid	(2,228.31)
08/31/2025	**Ending Interest Receivable**	**$3,499.63**

TCIP Yield (used to calculate interest earnings)	3.37%
LGIP Yield (budget benchmark)	4.16%

WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | September 2025

Fire Chief N. Drake

CHIEF'S RECAP

Staffing

We had two firefighters out due to injury or illness this month. Sick leave usage increased to 638 hours (up from 615), we also saw a slight increase in shift overtime to 182 hours (down from 144). There was one mandatory overtime for a partial shift this month. One injured firefighter returned to work October 2nd. Two temporary firefighter positions —approved by the union—continue to support coverage during short shifts for those two positions on sick leave. This has helped us maintain lower overtime hours.

Volunteer Designated Aid Unit

In September, our volunteer designated aid unit was operational for four (4) 24-hour shifts, totaling 96 staffed hours—down significantly from August (204).

The unit was fully staffed only 13% of the month and completed 13 patient transports to the hospital. We are continuing to train additional volunteers and get them signed off to run on this unit.

State Mobilization

WTRFA deployed to only 3 state fire mobilizations in September:

1. B1-1 was deployed from 9/04 to 9/13 to Crown Creek Fire near Kettle Falls.
2. STL was deployed from 9/04 to 9/13 to the Lower Sugarloaf Fire near Leavenworth.
3. B1-1 was deployed from 9/25 to 10/07 to the Lower Sugarloaf Fire near Leavenworth.

Fire season continues to hang on but expect deployment to stop late October.

Strategic Plan Development

Since last month I have gathered over 10 years of call data and other information to be included. We have also put out a community survey to gather information from the community and a survey for our staff to gather their perspective and input. October we will gather all this info and start putting together our goals and objectives. 1 on 1 surveys will also take place to gather more detailed feedback to formulate objectives.

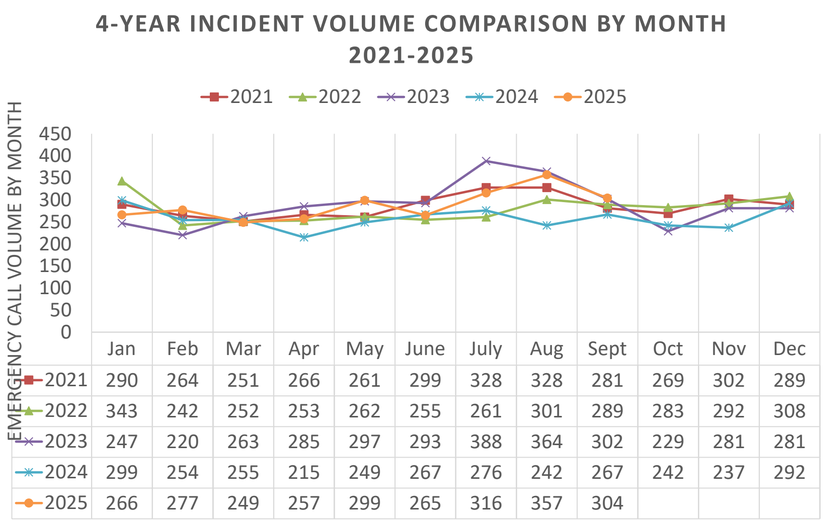
2025 Award Banquet

On September 20th we celebrated our 2025 Award Banquet at Swede Hall. We had a great time with good food and fun by all. I would like to congratulate our 2025 Awar winners:

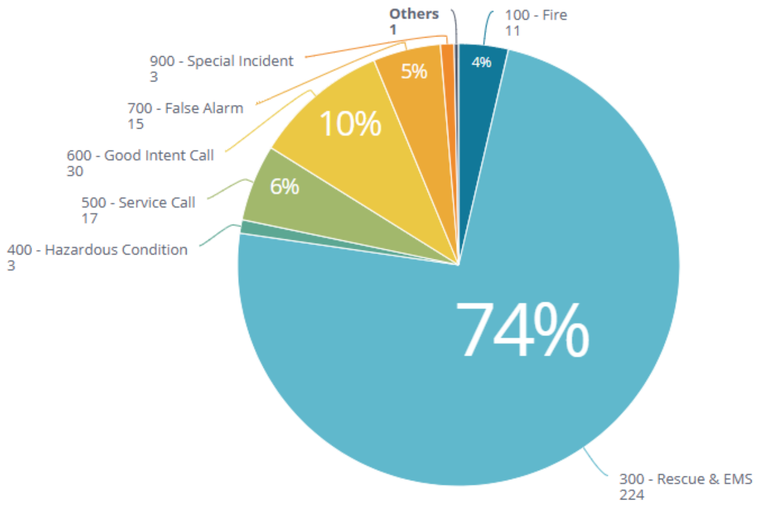
- Firefighter of the Year – **Timothy Fox**
- EMT of the Year – **Nathan Hull**
- Officer of the Year – **Erik Palmerson**
- Volunteer of the Year – **Reece Calica**
- Citizen Support of the Year – **Andrea Reynoldson**

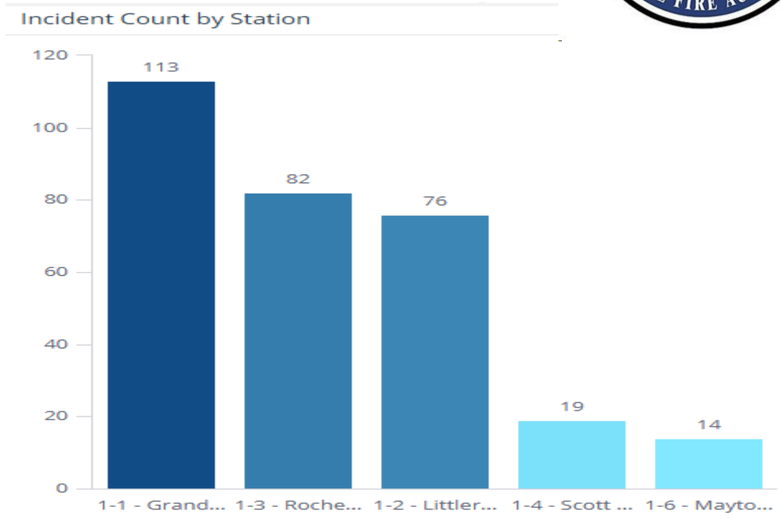
WEST THURSTON REGIONAL FIRE AUTHORITY

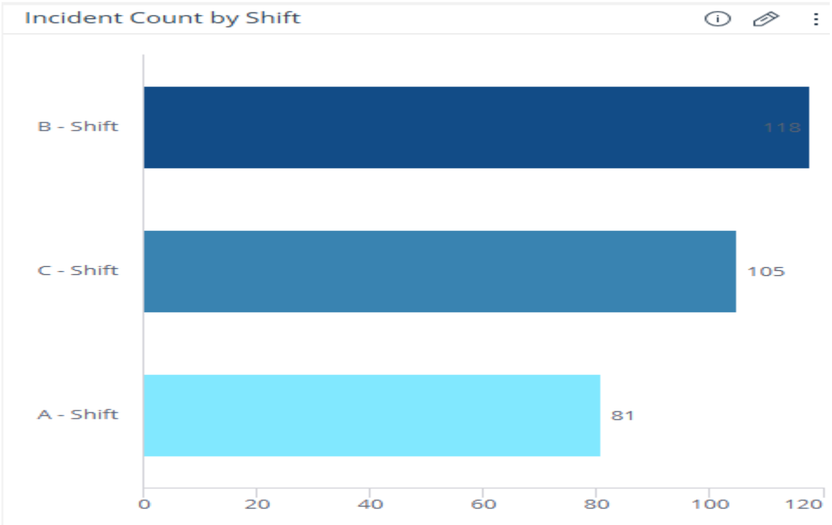
2025 BY THE NUMBERS – Monthly Report September 2025
Chief Nathan Drake



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	290	264	251	266	261	299	328	328	281	269	302	289
2022	343	242	252	253	262	255	261	301	289	283	292	308
2023	247	220	263	285	297	293	388	364	302	229	281	281
2024	299	254	255	215	249	267	276	242	267	242	237	292
2025	266	277	249	257	299	265	316	357	304			







2,584 **2025 Total**

2,324 **2024 To Date Total**

+260 **CHANGE PYTD**

+11% **% PYTD**

SEPTEMBER AVERAGE PRIMARY RESPONSE TIME 8:36

SEPTEMBER CALLS = 304

29% OVERLAPPING CALLS (89) IN SEPTEMBER

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – SEPTEMBER

YTD WTRFA TRANSPORTS

677

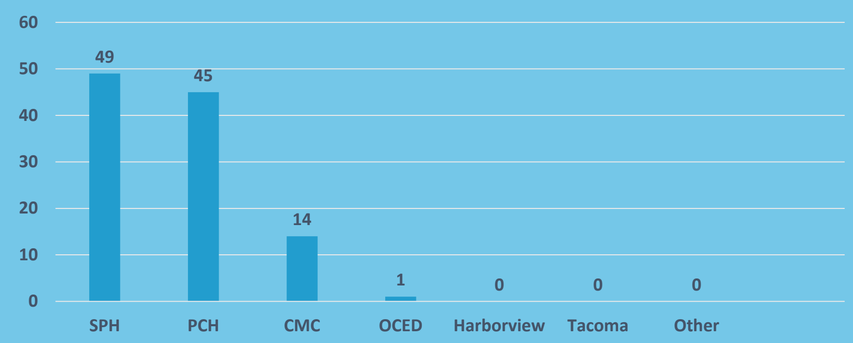
September WTRFA TRANSPORTS

85

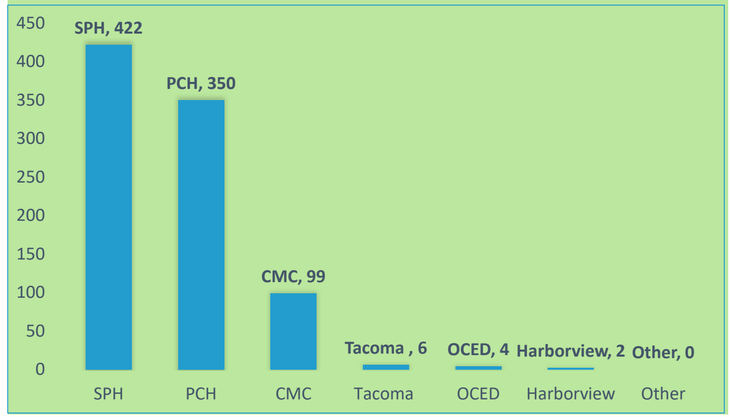
Total Transports YTD

ALS = 160
BLS = 689

TRANSPORT DESTINATION – SEPTEMBER



DESTINATION - YTD



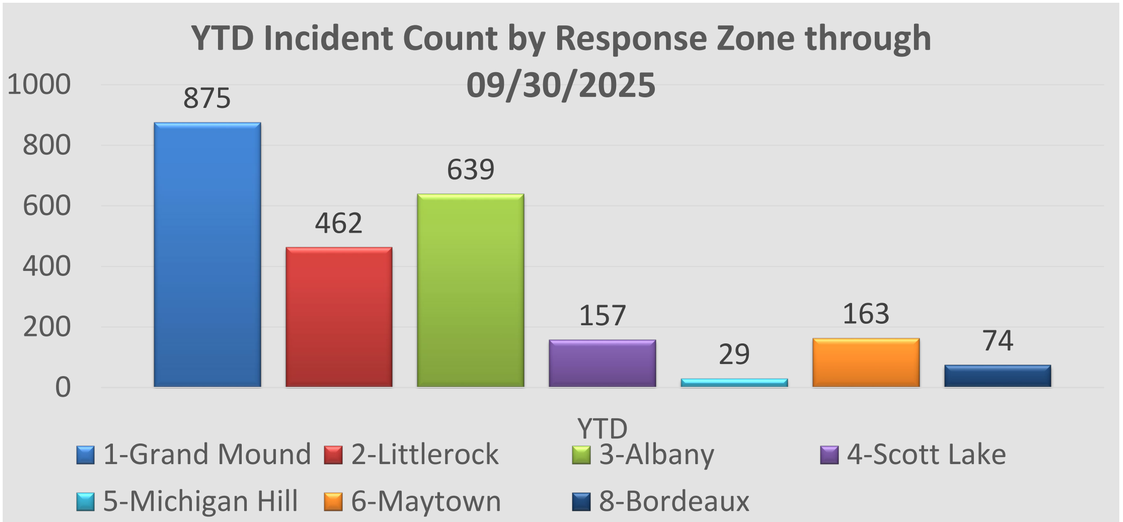
MUTUAL AID/AUTO AID FOR SEPTEMBER

AID GIVEN: 34
AID RECEIVED: 15

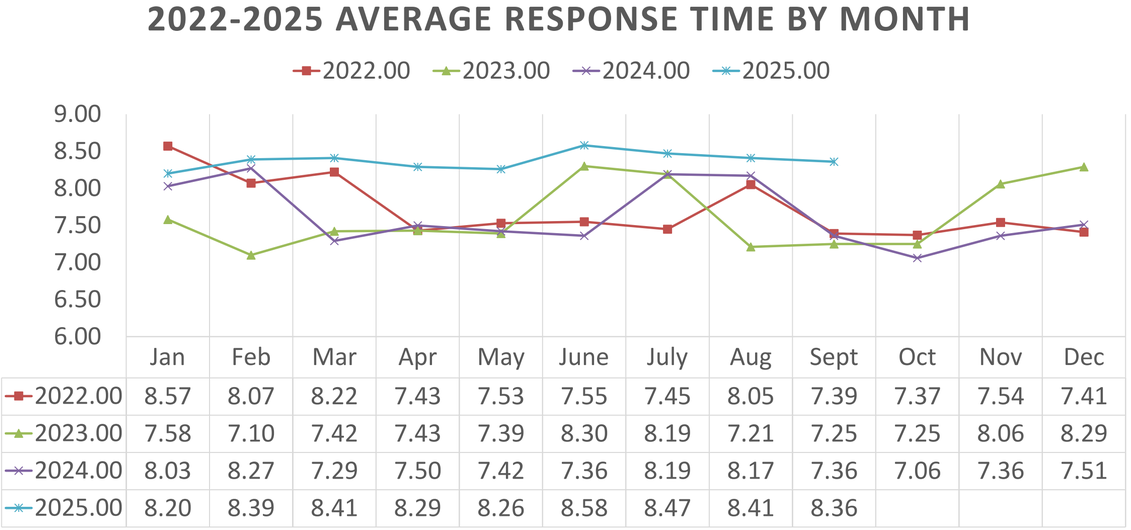
Average Response Time COMPLIANCE YTD

8:48 Initial Unit Arrival in Primary Zones 1,2,3,4,6

YTD Incident Count By Response Zone

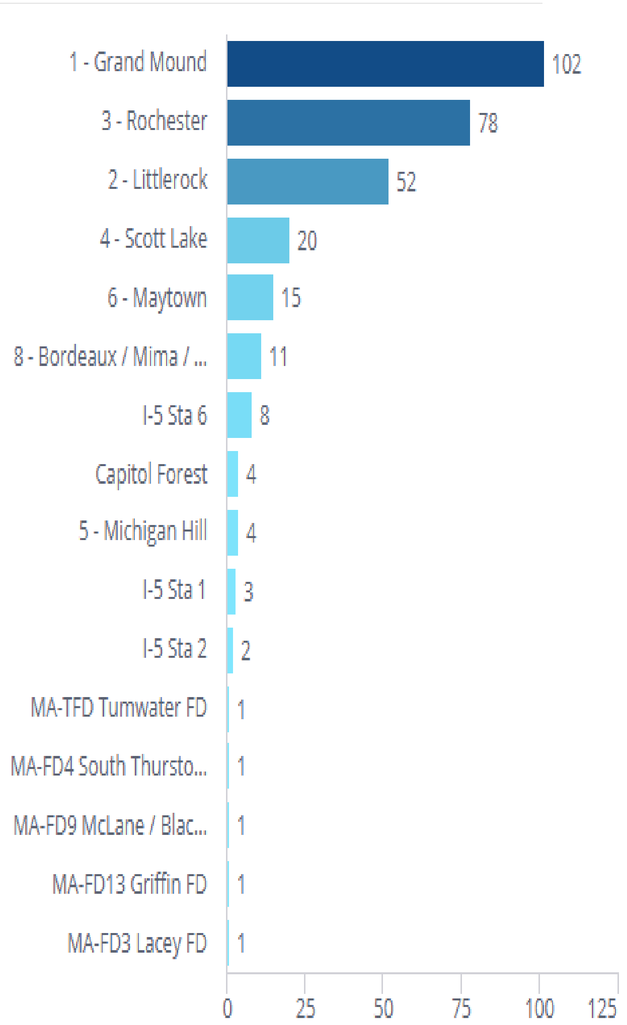


Average Response Time By Month



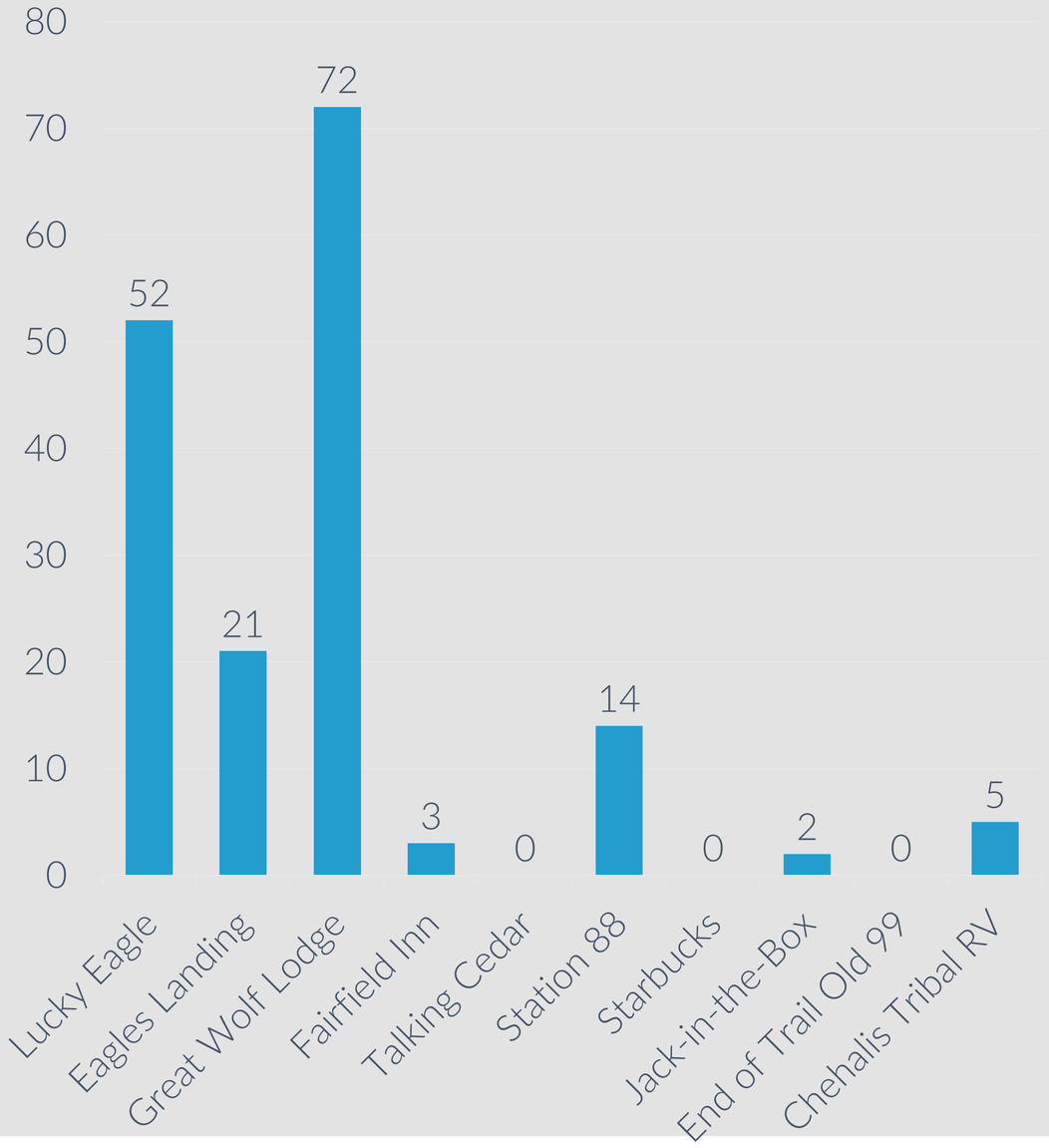
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2022.00	8.57	8.07	8.22	7.43	7.53	7.55	7.45	8.05	7.39	7.37	7.54	7.41
2023.00	7.58	7.10	7.42	7.43	7.39	8.30	8.19	7.21	7.25	7.25	8.06	8.29
2024.00	8.03	8.27	7.29	7.50	7.42	7.36	8.19	8.17	7.36	7.06	7.36	7.51
2025.00	8.20	8.39	8.41	8.29	8.26	8.58	8.47	8.41	8.36			

Breakdown per Zone September

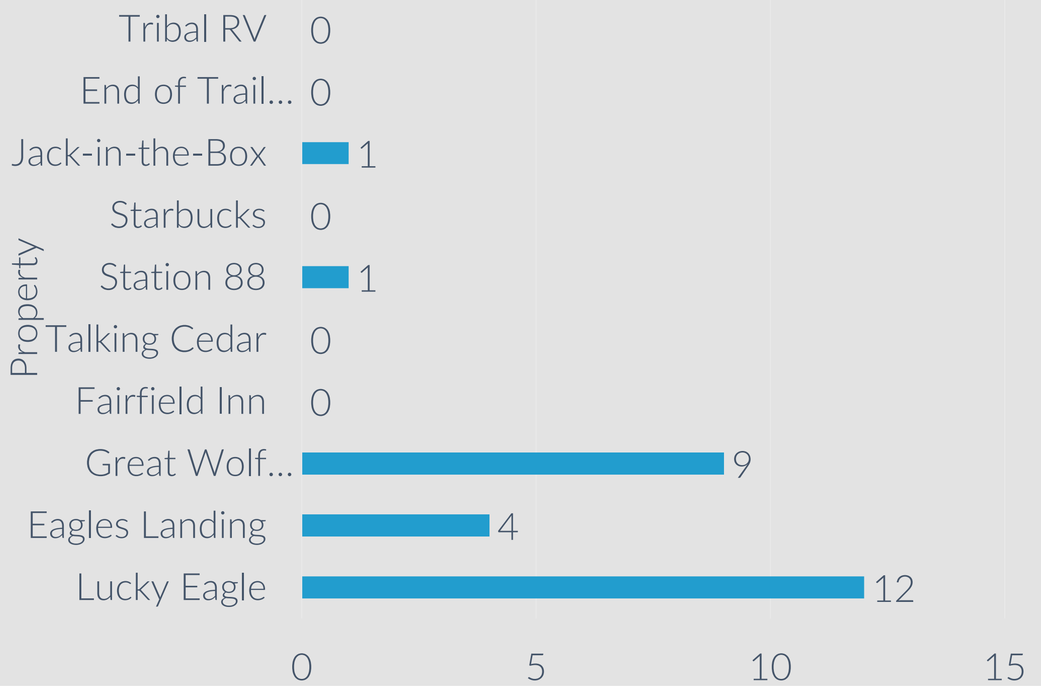


30% Overlapping Calls (783) YTD

TRIBAL PROPERTY RESPONSES – YTD



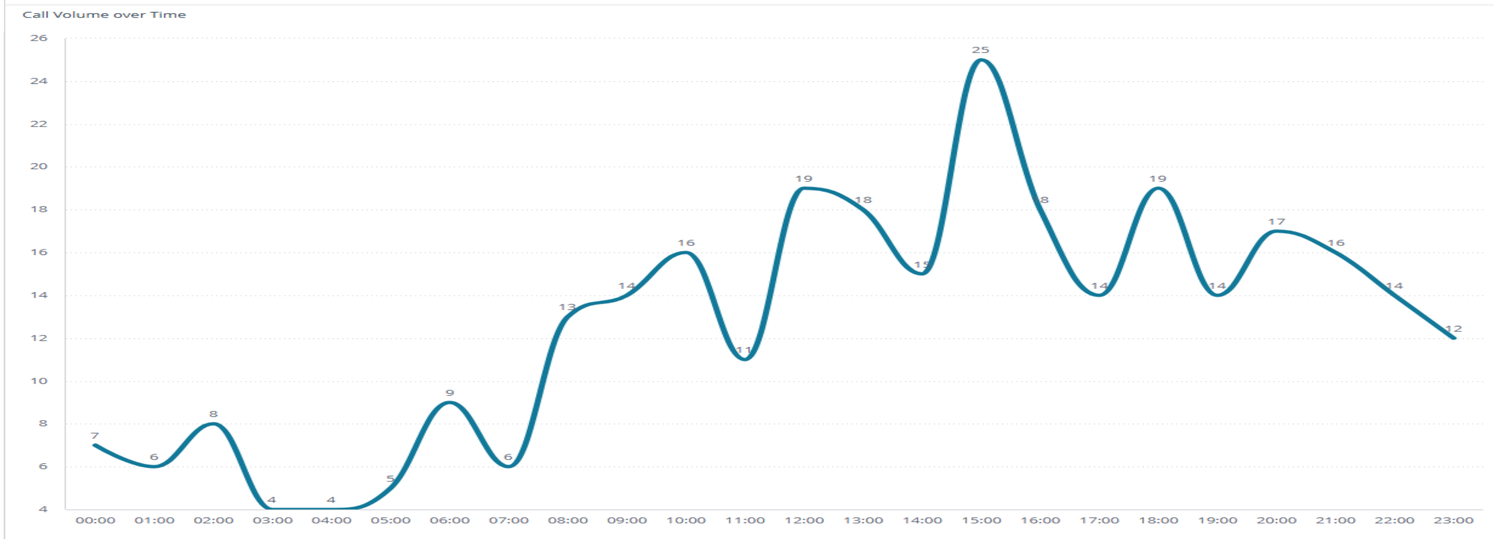
TRIBAL PROPERTY RESPONSES –September



Total Time for September
6,149 Career Hours
1,559 Volunteer Hours

182 Shift Overtime Hours September

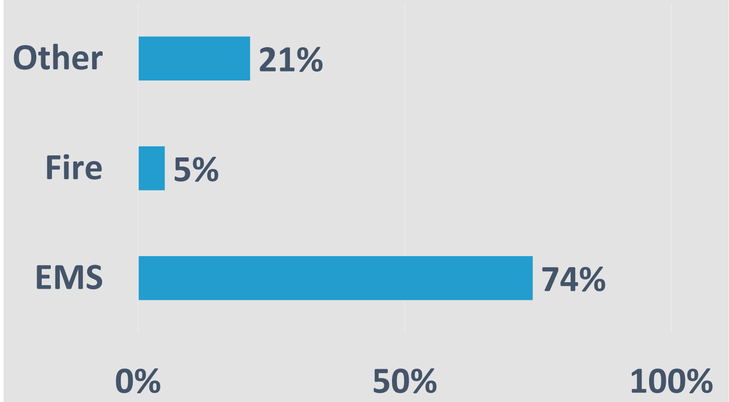
638 Sick Leave Hours September



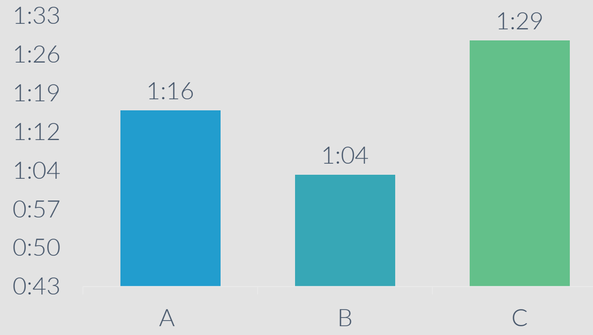
Busiest Days in September

9/4 – 14 Calls
9/10 – 14 Calls
9/13 – 14 Calls
9/19 – 16 Calls
9/21 – 15 Calls
9/23 – 18 Calls
9/26 – 15 Calls

2025 Incidents by Category



Average Turnout Time Per Shift For September



OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

MISSION

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

VISION

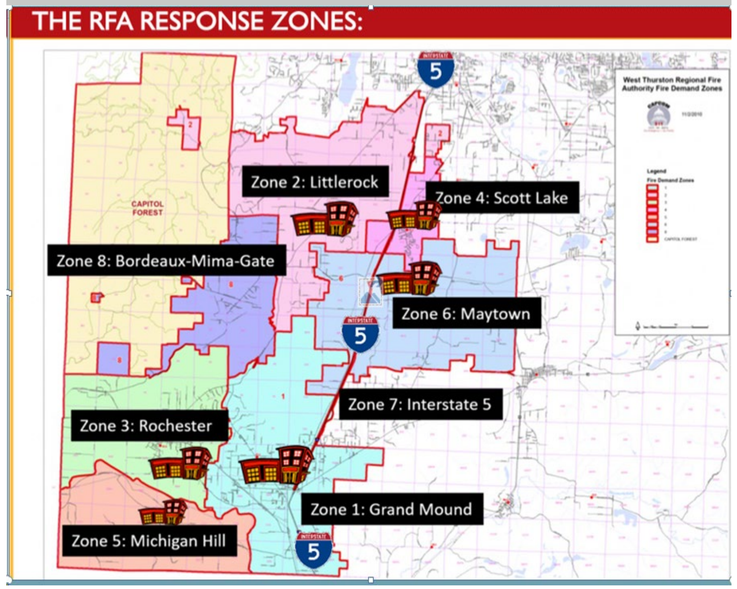
To be recognized by our community as an agency that is responsive to the community's needs and concerns, we must be a model of excellence in providing services through education, prevention and mitigation in addition to fostering an environment of involvement, trust and cohesion: West Thurston should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

Time to Dispatch:
60 seconds 90% of the time
Turnout time:
90 seconds 90% of the time
Arrival of 1st (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.
8 minutes overall average for most zones
Response and assembly at a structure fire:
Rural Zones (2,5,6,8) 6 personnel at the scene in 14 minutes, 90% of the time; Suburban Zones (1,3 &4) 10 personnel at the scene in 10 minutes 90% of the time.
Arrival of ALS by TC Medic One:
Medic One has adopted a suburban response time of 20 minutes.

OUR COMMUNITIES

Population Served	25,000
Communities Served	9

OUR DISTRICT



September 2025

Monthly Training Report

	September 2025	2025 Total
Total Training Hours	**291.5**	**2438.75 hours**

Training Events in September 2025

- September Safety Meeting
- Ongoing EVIP for volunteers
- Ongoing PACT Training for Volunteer Firefighter.
- OTEP/CAR
- Quarterly drills/EMS Training/Open Gym Fire Training
- Thuston County Volunteer Academy Candidates/Instructors
- Blue Card cert lab
- Lifting/moving drill
- Extrication drill

Upcoming training Events in October

- Safety Meeting
- Attend Thurston County Training Officer Meeting
- Blue Card county committee established
- Trauma OTEP

Other Projects

- Extrication drills/Eco Blocks
- In district Blue Card sims
- AFA/Elevator training
- Ongoing training/requests
- Build Burn Cell/Training tower revamp
- MCO Live Fire opportunities
- OPS Committee-Budget started

A-Shift Sept. 2025 Month End Report
By BC Stone

Greater Alarms

1.) Fortunately our shift really didn't have to contend with any big greater alarms for the month of September. Oh, sure we ran a couple DOA's, traffic accidents, small fires, and etc... My thought in this category is to share working structure & working brush fire type events. ALS injury accidents with entrapment, drownings, shootings, or say anything involving airlift.

PEER Support

The Critical Stress Debriefing Team reached out to several of our own internal members this month, and even one past member whom had moved on from our agency a few years ago. This member lives within our response zone, and had lost his father. We responded bridging the gap with the immediate family, coroner's office, and funeral home.

Training

1.) Hands on training for this month of the 3rd involved doing a walk through at the Great Wolf beings they were in shut down for a week doing maintenance. Was able to go over all the ins and outs elevator procedures. How they function, and how rescues are performed.
2.) Third quarter OTEPs & D-Fibs were completed.
3.) As always continued Computer Based Training as well.

Apparatus/Projects

1.) Last month most equipment were found in good working order.
2.) Delivered E1-3 down to True North in Oregon. Nothing new to report nor have I gotten an update so far on the progress on the ladder jacks. Pump testing had already been completed before sending unit down South.
3.) All aid units have been cycled through for regular servicing.
4.) All brush trucks have been serviced as well. Along with their pumps tested as well. B1-1 did get a post Mobe servicing. B1-2 has had some intermittent emergency lighting and siren problems. Did replace some burnt relays hoping this will resolve the issue.
5.) E1-1 is having some discharge ball valves replaced.

Shift concerns

1.) So far our high call volume resident off of Jordan St. has been taken care of. Must have been transferred to a adult home care facility for the time being.

B Shift September 2025

BC Brian Christenson

Greater Alarms:

- On the morning of September 14th we were dispatched to a shooting off of 201st Ave. After the scene was secured, crews responded in finding aid being rendered by law enforcement. The patient unfortunately did not survive. The big takeaway from this call was that when we are called to any violent call with weapons or potential weapons to remember to take our ballistic vests and wear them. Also, this is a reminder how important our Peer Support team is after traumatic calls like this one.

Training:

- OTEP training was delivered covering KED and quarterly Defib.
- Members worked on wrapping up 3rd quarter training.

Personnel and Projects:

- I would like to recognize the great work done by Firefighter Alexander Trautman and Chief Drake in getting one of our residents the help they truly needed. One of our community members had not been getting, and sometimes not seeking the help they needed and were using us as the only support they had. After contacting the State APS (which had been contacted several times before by multiple others) and finally getting a supervisor that was upset that nothing was being done by her employees. Along with contacting Centralia Providence, the Tumwater CARES team, reporting it to TCSO for the Ocean unit, and talking to the family it looks like this person is finally getting the help they need.

September 29, 2025

Chief Nathan Drake,

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

Major events-
On September 20th we responded to a two vehicle collision on I-5 south bound at exit 88. One vehicle was traveling with excessive speed and rear-ended another. The vehicle that was rear ended was forced off the freeway rolled and caught fire. One of the occupants of the rear ended vehicle was ejected and later was airlifted from St. Petes to Harborview. The other occupants were treated at the scene.

On September 23 we responded to a CPR in progress call at the Lucky Eagle Casino. Between Casino staff, our responders and our Paramedics we delivered 14 defibulator shocks. We transported the patient to St. Peters hospital with a pulse and a blood pressure. We are awaiting and updated outcome on the patient.

Pre-fire plan/preparation-
I have been assisting Lt. Spiegelberg with grant application information.

Training-
Crews are working to complete online training for upcoming Medical training in Kendrick extrication device and Trauma review.

We still have one shift member out on non-work related injury.

Thank you and please contact me with any questions.

Battalion Chief Eric Smith

WEST THURSTON REGIONAL FIRE AUTHORITY
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October 2025

Recruit and Retention Coordinator Report

September:

- **EMT Class:** EMT class is going great for our four members enrolled.
  Fire Academy: Fire academy is going strong, and we will start offering additional hands on nights at the station for our 6 recruits.
- **6 Volunteers Completed EVIP in September.**
- **Transport Shifts:** four 24-hour shifts were completed on the designated transport unit. This is down from last month.
- **Building a Volunteer Portfolio:** Outlining our program, procedures, and guidelines that make it successful. This working portfolio will be a great resource for anyone with questions.
- **Back to School for Rochester and Littlerock:** We were out front of each school on the first day of the year to wave at students, staff, and parents as they begin the 2025–2026 school year.
- **Back to School Bash at Grand Mound Elementary:** We spent the evening at GMES with staff students and parents playing games, engaging with sparky and welcoming back for the 2025 school year.
- **RHS Football Games:** We have been staffing our home football games with 1 volunteer and 1 career member.
- **School Supply Delivery:** We have delivered the school supplies that were donated by community and personnel to both Littlerock and Rochester.
- **Social Media:** Engagement continues to grow with positive feedback and interaction on posts. We are seeing a strong increase in positive public interaction as well. Chief Drake went live for a Q&A session, sharing valuable information with the public.
- **Personal accomplishment:** I graduated EMT and will be taking my NREMT in October.

October, November and December (Upcoming Events/Projects):

- **Fire Prevention and Safety Education:** Preparing for Fire Prevention Week in October. We have 12 presentation we will be engaging with Transitional Kindergarten, 2nd Grade, and 5th Grade students.
  - Transitional Kinder – Being helpers, “Don’t hide, go outside” (showing them our gear and how we look).
  - 2nd Grade – “Sounds of the Alarms,” discussing smoke detectors and CO monitors, plus showing a few tools from the truck.
  - 5th Grade – “The Great Escape,” drawing escape plans, talking them through with parents, and identifying a meeting spot.
- **October 15th Interviews:** Next round of interviews; we currently have 22 applications.
- **October Trunk or Treat and Halloween**
- **November:** Food Drive, Community Engagement Q&A Sessions
- **December:** EMT graduation, Santa Breakfast, Santa Sleigh


WEST THURSTON


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Certificate of Completion