



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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**Board of Fire Commissioners General Meeting**

**Monday, April 10, 2023, at 1700 hr.**

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

*Zoom virtual meeting link:*

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

*Meeting ID: 863 9943 4512*

*Passcode: 148054*

**I. CALL TO ORDER**

**II. ATTENDANCE**

**III. ADDITIONS/DELETIONS TO AGENDA**

**IV. PUBLIC COMMENTS/PRESENTATIONS**

**V. LABOR MANAGEMENT**

**VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts Payable   \$ 62,218.11 Payroll         \$ 506,851.28 <b>TOTAL:</b> \$ 569,069.39 Warrants \$139,703.94 EFTs \$367,147.34	1-11	Shannon	Approve/Reject
2) Meeting Minutes a) March 13, 2023, general meeting b) February 21, 2023, workshop	12-14 15-16	Shannon	Approve/Reject
3) Mobe Equipment Reimbursements \$36,850.20 to Wildland Reserve		Shannon	Approve/Reject

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			Approve/Reject

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

### **IX. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for March 2023	17-20	Shannon	
2) April 2023 Budget Report	21-25	Shannon	
3) Easter Egg Dash Follow Up		Chief	
4) Public Consulting Group Survey Update	26-30	Chief	

### **X. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	31-45	Chief Smith	Informational
2) Commissioner Meetings		BOFC	Informational

### **XI. GOOD OF THE ORDER: VOLUNTEER FF/EMT JOHN SPIEGELBERG IS BEING PROMOTED TO LIEUTENANT ON WEDNESDAY, APRIL 12<sup>TH</sup> 5PM AT STATION 1-1.**

### **XII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

10:38:46 Date: 04/07/2023

04/10/2023 To: 04/10/2023

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
230401001	1st Security Bank	608	04/10/2023	Claims	6700	292.62	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	CASA RAMOS 04/05/2023 04/10/2023 Retirement Meal for L. Shea					268.70	
	SHELL 04/05/2023 04/10/2023					23.92	
230401002	Besse Dolores	609	04/10/2023	Claims	6700	967.89	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	967.89 03/16/2023 04/10/2023					967.89	
230401003	Brightwire Networks LLC Int' Technical Solutions	610	04/10/2023	Claims	6700	3,993.29	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	122049 04/05/2023 04/10/2023					3,993.29	
230401004	Brookfield Group, The	611	04/10/2023	Claims	6700	616.17	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	66112 04/04/2023 04/10/2023 Voice Hosted Basic User Apr 2023					616.17	
230401005	Capital Business Machines Inc	612	04/10/2023	Claims	6700	249.68	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	146656 04/06/2023 04/10/2023					70.12	
	146657 04/06/2023 04/10/2023 1-2 Littlerock Copies					179.56	
230401006	Carefirst Bluecross Blueshield Payment Administrator	613	04/10/2023	Claims	6700	248.00	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	230650010493 03/17/2023 04/10/2023					248.00	
230401007	Cascade Fire Equipment Company	614	04/10/2023	Claims	6700	775.78	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	INV2422 03/16/2023 04/10/2023					775.78	
230401008	Cedar Creek Correction Center	615	04/10/2023	Claims	6700	304.06	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	2303.1538 04/05/2023 04/10/2023 Mar 2023 Work Crews					304.06	
230401009	Centralia OK Tire Inc Point S Tires	616	04/10/2023	Claims	6700	955.81	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	1113081 03/29/2023 04/10/2023 A73 U1-2 New Tires & Alignment					955.81	
230401010	Citi Cards	617	04/10/2023	Claims	6700	2,542.55	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	ACTIVE911 04/05/2023 04/10/2023					1,079.92	
	ALASKA AIR 04/05/2023 04/10/2023					956.90	
	AMAZON 04/05/2023 04/10/2023 1-3 Rochester Restroom Ceiling Heater					128.64	
	BREWERY CITY PIZZA 04/05/2023 04/10/2023					56.40	
	IAAI 04/05/2023 04/10/2023 IAAI Annual Membership (Frasl)					143.00	
	OFFICE DEPOT 04/05/2023 04/10/2023					39.00	
	PEACHJAR 04/05/2023 04/10/2023					25.00	
	PEACHJAR 04/05/2023 04/10/2023 Pub Ed Flyer Posting					25.00	
	SHOP N KART 04/05/2023 04/10/2023					66.62	
	USPS 04/05/2023 04/10/2023 Certified Letter					4.78	
	ZOOM 04/05/2023 04/10/2023					17.29	
230401011	City Of Olympia	618	04/10/2023	Claims	6700	12,440.12	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	10403/14426 03/29/2023 04/10/2023 A11 Parts Only - Horn & Vernier Throttle					2,703.38	
	10403/14426 03/29/2023 04/10/2023					1,182.03	
	10403/14426 03/29/2023 04/10/2023					2,334.82	

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West Thurston Regional Fire Authority

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
		10403/14426	03/29/2023 04/10/2023	A30 E1-2 Repair Foam Controller, Tank to Pump		3,066.12	
		10403/14426	03/29/2023 04/10/2023			1,791.81	
		10403/14426	03/29/2023 04/10/2023	A76 A1-2 Quarterly Service		1,361.96	
230401012	City Sanitary Inc	619	04/10/2023	Claims	6700	205.80	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	16664068S188	04/04/2023	04/10/2023			28.60	
	16664256S188	04/04/2023	04/10/2023			177.20	
230401013	Clearlyfly	620	04/10/2023	Claims	6700	223.79	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	505363	04/04/2023	04/10/2023			223.79	
230401014	Coaxsher	621	04/10/2023	Claims	6700	1,692.55	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	47021	03/29/2023	04/10/2023			282.09	
	47213	03/29/2023	04/10/2023	Duty Pants (Kaleiwahea, Trautman, Bennett)		1,410.46	
230401015	Comcast	622	04/10/2023	Claims	6700	954.47	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	1030	03/24/2023	04/10/2023			186.35	
	1030	03/24/2023	04/10/2023	1-6 Maytown Phone		196.56	
	1030	03/24/2023	04/10/2023			127.07	
	1030	03/24/2023	04/10/2023	1-4 Scott Lake Phone		146.86	
	1030	03/24/2023	04/10/2023			297.63	
230401016	Complete Hearing & Balance	623	04/10/2023	Claims	6700	150.70	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	130927	03/30/2023	04/10/2023			150.70	
230401017	DE Lage Landen	624	04/10/2023	Claims	6700	279.98	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	79457791	04/04/2023	04/10/2023	1-2 Littlerock Copier Lease		279.98	
EFT	Department Of Revenue	600	04/10/2023	Claims	6700	1,107.26	
230401018	Detech Inc.	625	04/10/2023	Claims	6700	5,437.66	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	2263788	03/16/2023	04/10/2023			4,047.26	
	2263739	03/16/2023	04/10/2023			1,390.40	
230401019	ESO Solutions, Inc.	626	04/10/2023	Claims	6700	629.04	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	106949	04/04/2023	04/10/2023			629.04	
230401020	Eric T. Quinn, P.S.	627	04/10/2023	Claims	6700	3,650.00	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	REISSUE LOST WARRA	03/29/2023	04/10/2023			3,000.00	
	1298	03/29/2023	04/10/2023	Mar 2023 Legal Srvcs		650.00	
230401021	First Choice Health Network	628	04/10/2023	Claims	6700	141.12	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	0111673	04/05/2023	04/10/2023			141.12	
230401022	Grindstuffs Northwest Champion	629	04/10/2023	Claims	6700	459.97	
	Invoice #	Rcvd Date	Due Date	Description		Amount	
	36220	03/16/2023	04/10/2023			459.97	
230401023	Harris, Mike	630	04/10/2023	Claims	6700	60.76	
	Invoice #	Rcvd Date	Due Date	Description		Amount	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
<i>REIMBURSEMENT</i>						60.76
230401024 Home Depot Credit Services	631	04/10/2023	Claims	6700	226.39	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
5163834 03/24/2023 04/10/2023						124.29
3160331 03/24/2023 04/10/2023			1-3 Rocheter BBQ Propane Tank, TruFuel, Garden			102.10
230401025 Joes Refuse Inc	632	04/10/2023	Claims	6700	176.69	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
16660909S188 04/04/2023 04/10/2023						137.53
16660768S188 04/04/2023 04/10/2023			1-3 Rochester Refuse			39.16
230401026 Mountain Mist Water	633	04/10/2023	Claims	6700	312.97	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
029585 04/05/2023 04/10/2023						80.54
029585 04/05/2023 04/10/2023						173.78
029585 04/05/2023 04/10/2023			1-3 Rochester Water			58.65
230401027 Munsell Barbara	634	04/10/2023	Claims	6700	26.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
APRIL 5, 2023 04/05/2023 04/10/2023						26.00
230401028 Northwest Safety Clean Inc	635	04/10/2023	Claims	6700	128.40	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
22-34236 03/24/2023 04/10/2023			Advanced Cleaning & Repair - bunker gear			128.40
230401029 Northwest Water Systems	636	04/10/2023	Claims	6700	395.12	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
23-03472 03/24/2023 04/10/2023						192.25
23-03480 03/24/2023 04/10/2023			1-2 Littlerock Water Srvcs			192.25
23-02748 03/24/2023 04/10/2023						10.62
230401030 Olympia Sheet Metal Inc	637	04/10/2023	Claims	6700	918.85	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
65677 03/29/2023 04/10/2023			1-1 Grand Mound Repair Boiler Controls			918.85
230401031 On-Hold Concepts Inc	638	04/10/2023	Claims	6700	19.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
601141 04/06/2023 04/10/2023						19.95
230401032 Patraca Linda Ellen	639	04/10/2023	Claims	6700	153.96	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>REIMBURSEMENT</i> 04/05/2023 04/10/2023			Mileage Reimbursement QR4 2022, QR1 2023			153.96
230401033 Pilot Travel Centers LLC	640	04/10/2023	Claims	6700	376.01	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
598015620 04/05/2023 04/10/2023						73.77
598015620 04/05/2023 04/10/2023						22.80
598015620 04/05/2023 04/10/2023			A23 TO1-1			40.85
598015620 04/05/2023 04/10/2023						182.38
598015620 04/05/2023 04/10/2023			A24 BN1			56.21
230401034 Pioneer Fire And Security Inc	641	04/10/2023	Claims	6700	4,551.06	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
112614 03/29/2023 04/10/2023						113.51
112754 03/29/2023 04/10/2023						113.51
112758 03/29/2023 04/10/2023			1-3 Rochester QR2 2023 Fire Alarm Monitoring			113.51
112760 03/29/2023 04/10/2023						113.51
112756 03/29/2023 04/10/2023			1-6 Maytown QR2 2023 Fire Alarm Monitoring			113.51
112752 03/29/2023 04/10/2023						751.30
112753 03/29/2023 04/10/2023						826.97

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
112757	03/29/2023	04/10/2023	1-3 Rochester StarLink Cell Unit Installation, Feb-Mar		826.97	
112759	03/29/2023	04/10/2023			751.30	
112755	03/29/2023	04/10/2023	1-6 Maytown StarLink Cell Unit Installation, Feb-Mar		826.97	
230401035 Propane Northwest	642	04/10/2023	Claims	6700	1,679.47	
Invoice #	Rcvd Date	Due Date	Description		Amount	
1509783548	03/24/2023	04/10/2023			1,322.12	
1509836216	03/24/2023	04/10/2023			177.04	
1509836275	03/24/2023	04/10/2023	1-1 Grand Mound Propane - Storage Shed Right (92.90		177.04	
1509906988	03/24/2023	04/10/2023			1.09	
1509906636	03/24/2023	04/10/2023	1-3 Rochester Tank Rental		1.09	
1509906607	03/24/2023	04/10/2023			1.09	
230401036 Puget Sound Energy	643	04/10/2023	Claims	6700	4,217.72	
Invoice #	Rcvd Date	Due Date	Description		Amount	
200017639499	03/17/2023	04/10/2023	1-1 Grand Mound Feb 2023		1,679.00	
220025935044	03/17/2023	04/10/2023			711.00	
220025936018	03/17/2023	04/10/2023			308.13	
220025935051	03/17/2023	04/10/2023	1-4 Scott Lake Mar 2023		487.21	
220025935069	03/17/2023	04/10/2023			817.83	
220006625754	03/17/2023	04/10/2023	1-7 Old Hwy 99 Feb 2023		214.55	
230401037 Rochester Lumber	644	04/10/2023	Claims	6700	28.18	
Invoice #	Rcvd Date	Due Date	Description		Amount	
1200171	03/24/2023	04/10/2023			15.76	
1201153	03/24/2023	04/10/2023			12.42	
230401038 Rochester Water Association	645	04/10/2023	Claims	6700	48.02	
Invoice #	Rcvd Date	Due Date	Description		Amount	
100100	03/31/2023	04/10/2023			48.02	
230401039 Scott Lake Maintenance Co C/O Northwest Water Syst	646	04/10/2023	Claims	6700	115.00	
Invoice #	Rcvd Date	Due Date	Description		Amount	
2165	03/31/2023	04/10/2023	1-4 Scott Lake Water Srvcs		115.00	
230401040 South Puget Sound Community College	647	04/10/2023	Claims	6700	3,800.00	
Invoice #	Rcvd Date	Due Date	Description		Amount	
LOST WARRANT	04/05/2023	04/10/2023	Reissue Lost Warrant, Invoice WA240TPC0537		3,800.00	
230401041 Stericycle Inc	648	04/10/2023	Claims	6700	10.36	
Invoice #	Rcvd Date	Due Date	Description		Amount	
3006421342	04/05/2023	04/10/2023			10.36	
230401042 Systems Design West LLC	649	04/10/2023	Claims	6700	1,151.03	
Invoice #	Rcvd Date	Due Date	Description		Amount	
20230495	03/16/2023	04/10/2023	Feb 2023 Transports (x44)		1,151.03	
230401043 Verizon Wireless	650	04/10/2023	Claims	6700	405.04	
Invoice #	Rcvd Date	Due Date	Description		Amount	
9929906257	03/24/2023	04/10/2023			48.82	
9930895603	03/24/2023	04/10/2023			276.20	
9930895603	03/24/2023	04/10/2023	Modems		80.02	
230401044 Washington State Patrol	651	04/10/2023	Claims	6700	505.00	
Invoice #	Rcvd Date	Due Date	Description		Amount	
FT230101	03/24/2023	04/10/2023			505.00	
230401045 Wells Fargo Financial Leasing	652	04/10/2023	Claims	6700	159.99	
Invoice #	Rcvd Date	Due Date	Description		Amount	

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5024271962	03/24/2023	04/10/2023	1-1 Grand Mound Copier Lease		159.99	
230401046 Wesmar Automotive	653	04/10/2023	Claims	6700	259.40	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
15849 03/16/2023 04/10/2023					259.40	
230401047 West Thurston Fire	654	04/10/2023	Claims	6700	198.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
REIMBURSEMENT 03/24/2023 04/10/2023 Reimbursement for Easter Dash 2023					198.00	
230401048 West Thurston Reg Fire PETTY CASH	655	04/10/2023	Claims	6700	30.29	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1ST SECURITY BANK 03/24/2023 04/10/2023 Final Pymnt to Close Account					30.29	
230401049 Wilcox & Flegel	656	04/10/2023	Claims	6700	3,474.63	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
0776050-IN 03/16/2023 04/10/2023					808.90	
0776051-IN 03/16/2023 04/10/2023					532.70	
0779047-IN 03/16/2023 04/10/2023 1-1 Grand Mound Diesel (150 gal)					602.02	
0779039-IN 03/16/2023 04/10/2023					481.61	
CL74662 03/16/2023 04/10/2023 A19 A1-3					219.18	
CL74662 03/16/2023 04/10/2023					30.12	
CL74662 03/16/2023 04/10/2023					241.25	
CL74662 03/16/2023 04/10/2023 A77 BN1-6					541.03	
CL74662 03/16/2023 04/10/2023					17.82	
230401050 Wilson Parts Corp	657	04/10/2023	Claims	6700	471.51	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
9695045 03/24/2023 04/10/2023 1-3 Rochester Apparatus Oil					66.45	
9692379 03/24/2023 04/10/2023					16.16	
9700280 03/24/2023 04/10/2023 DEF (x24) Cache Supply					388.90	

51 Vouchers:

62,218.11

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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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



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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
230401001	1st Security Bank	608	04/10/2023	Claims	6700	292.62	
230401051	Aflac	658	04/10/2023	Payroll	6700	460.85	
230401052	Benefit Solutions Inc-WSCFF	659	04/10/2023	Payroll	6700	2,100.00	
	EFT Employee Paycheck	535	04/14/2023	Payroll	6700		
	EFT Employee Paycheck	568	04/28/2023	Payroll	6700		
230401098	Employee Paycheck	546	04/12/2023	Payroll	6700		
230401002	Besse Dolores	609	04/10/2023	Claims	6700	967.89	
	EFT Employee Paycheck	569	04/28/2023	Payroll	6700		
230401003	Brightwire Networks LLC Int'	610	04/10/2023	Claims	6700	3,993.29	
	Technical Solutions						
230401004	Brookfield Group, The	611	04/10/2023	Claims	6700	616.17	
230401005	Capital Business Machines Inc	612	04/10/2023	Claims	6700	249.68	
230401006	Carefirst Bluecross Blueshield	613	04/10/2023	Claims	6700	248.00	
	Payment Administrator						
230401007	Cascade Fire Equipment	614	04/10/2023	Claims	6700	775.78	
	Company						
230401008	Cedar Creek Correction Center	615	04/10/2023	Claims	6700	304.06	
230401009	Centralia OK Tire Inc Point S	616	04/10/2023	Claims	6700	955.81	
	Tires						
	EFT Employee Paycheck	570	04/28/2023	Payroll	6700		
230401010	Citi Cards	617	04/10/2023	Claims	6700	2,542.55	
230401011	City Of Olympia	618	04/10/2023	Claims	6700	12,440.12	
230401012	City Sanitary Inc	619	04/10/2023	Claims	6700	205.80	
230401013	Clearly	620	04/10/2023	Claims	6700	223.79	
230401014	Coaxsher	621	04/10/2023	Claims	6700	1,692.55	
230401015	Comcast	622	04/10/2023	Claims	6700	954.47	
230401016	Complete Hearing & Balance	623	04/10/2023	Claims	6700	150.70	
	EFT Employee Paycheck	571	04/28/2023	Payroll	6700		
230401099	Employee Paycheck	547	04/12/2023	Payroll	6700		
230401017	DE Lage Landen	624	04/10/2023	Claims	6700	279.98	
	EFT Employee Paycheck	572	04/28/2023	Payroll	6700		
	EFT Department Of Retirement	601	04/10/2023	Payroll	6700	30,595.30	
	Services Deferred Comp						
	EFT Department Of Retirement	602	04/10/2023	Payroll	6700	38,581.41	
	Systems Retirement						
	EFT Department Of Revenue	600	04/10/2023	Claims	6700	1,107.26	
	EFT Department Of The Treasury	603	04/10/2023	Payroll	6700	47,783.83	
	EFT Dept Of Labor & Industries	604	04/10/2023	Payroll	6700	33,973.52	
230401018	Detech Inc.	625	04/10/2023	Claims	6700	5,437.66	
	EFT Employee Paycheck	573	04/28/2023	Payroll	6700		
230401053	Dimartino Associates Brown &	660	04/10/2023	Payroll	6700	2,216.75	
	Brown of WA, Inc						
	EFT Employee Paycheck	548	04/12/2023	Payroll	6700		
	EFT Employee Paycheck	574	04/28/2023	Payroll	6700		
230401019	ESO Solutions, Inc.	626	04/10/2023	Claims	6700	629.04	
	EFT Employee Paycheck	549	04/12/2023	Payroll	6700		
	EFT Employment Security	605	04/10/2023	Payroll	6700	2,199.23	
	Department						
	EFT Employment Security Dept	606	04/10/2023	Payroll	6700	5,622.58	
	PFMLA						
230401020	Eric T. Quinn, P.S.	627	04/10/2023	Claims	6700	3,650.00	
230401021	First Choice Health Network	628	04/10/2023	Claims	6700	141.12	
230401102	Employee Paycheck	550	04/12/2023	Payroll	6700		
	EFT Employee Paycheck	551	04/12/2023	Payroll	6700		
	EFT Employee Paycheck	552	04/12/2023	Payroll	6700		
230401054	GET Program	661	04/10/2023	Payroll	6700	287.00	
	EFT Employee Paycheck	536	04/14/2023	Payroll	6700		

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	Employee Paycheck	575	04/28/2023	Payroll	6700		
230401022	Grindstaffs Northwest Champion	629	04/10/2023	Claims	6700	459.97	
230401055	HRA VEBA Trust	662	04/10/2023	Payroll	6700	16,270.82	
EFT	Employee Paycheck	537	04/14/2023	Payroll	6700		
EFT	Employee Paycheck	576	04/28/2023	Payroll	6700		
230401023	Harris, Mike	630	04/10/2023	Claims	6700	60.76	
EFT	Employee Paycheck	577	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	578	04/28/2023	Payroll	6700		
230401024	Home Depot Credit Services	631	04/10/2023	Claims	6700	226.39	
EFT	Employee Paycheck	553	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	554	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	579	04/28/2023	Payroll	6700		
230401056	IAFF Local 3825 Treasurer	663	04/10/2023	Payroll	6700	5,464.38	
230401107	Employee Paycheck	555	04/12/2023	Payroll	6700		
230401025	Joes Refuse Inc	632	04/10/2023	Claims	6700	176.69	
EFT	Employee Paycheck	556	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	580	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	581	04/28/2023	Payroll	6700		
230401109	Employee Paycheck	557	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	538	04/14/2023	Payroll	6700		
EFT	Employee Paycheck	582	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	583	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	558	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	584	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	585	04/28/2023	Payroll	6700		
230401026	Mountain Mist Water	633	04/10/2023	Claims	6700	312.97	
230401027	Munsell Barbara	634	04/10/2023	Claims	6700	26.00	
EFT	Employee Paycheck	559	04/12/2023	Payroll	6700		
230401028	Northwest Safety Clean Inc	635	04/10/2023	Claims	6700	128.40	
230401029	Northwest Water Systems	636	04/10/2023	Claims	6700	395.12	
230401030	Olympia Sheet Metal Inc	637	04/10/2023	Claims	6700	918.85	
230401031	On-Hold Concepts Inc	638	04/10/2023	Claims	6700	19.95	
EFT	Employee Paycheck	539	04/14/2023	Payroll	6700		
EFT	Employee Paycheck	586	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	540	04/14/2023	Payroll	6700		
EFT	Employee Paycheck	587	04/28/2023	Payroll	6700		
230401032	Patraca Linda Ellen	639	04/10/2023	Claims	6700	153.96	
EFT	Employee Paycheck	588	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	560	04/12/2023	Payroll	6700		
230401033	Pilot Travel Centers LLC	640	04/10/2023	Claims	6700	376.01	
230401034	Pioneer Fire And Security Inc	641	04/10/2023	Claims	6700	4,551.06	
230401035	Propane Northwest	642	04/10/2023	Claims	6700	1,679.47	
230401036	Puget Sound Energy	643	04/10/2023	Claims	6700	4,217.72	
230401113	Employee Paycheck	561	04/12/2023	Payroll	6700		
230401037	Rochester Lumber	644	04/10/2023	Claims	6700	28.18	
230401038	Rochester Water Association	645	04/10/2023	Claims	6700	48.02	
EFT	Employee Paycheck	589	04/28/2023	Payroll	6700		
230401039	Scott Lake Maintenance Co C/O Northwest Water Syst	646	04/10/2023	Claims	6700	115.00	
EFT	Employee Paycheck	590	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	562	04/12/2023	Payroll	6700		
EFT	Employee Paycheck	591	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	541	04/14/2023	Payroll	6700		
EFT	Employee Paycheck	592	04/28/2023	Payroll	6700		
EFT	Employee Paycheck	593	04/28/2023	Payroll	6700		

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230401040 South Puget Sound Community College	647	04/10/2023	Claims	6700	3,800.00	
230401041 Stericycle Inc	648	04/10/2023	Claims	6700	10.36	
EFT Employee Paycheck	594	04/28/2023	Payroll	6700		
EFT Employee Paycheck	542	04/14/2023	Payroll	6700		
EFT Employee Paycheck	595	04/28/2023	Payroll	6700		
230401042 Systems Design West LLC	649	04/10/2023	Claims	6700	1,151.03	
230401115 Employee Paycheck	563	04/12/2023	Payroll	6700		
EFT Employee Paycheck	596	04/28/2023	Payroll	6700		
EFT Employee Paycheck	597	04/28/2023	Payroll	6700		
230401057 Trusteed Plans	664	04/10/2023	Payroll	6700	50,211.22	
230401043 Verizon Wireless	650	04/10/2023	Claims	6700	405.04	
230401044 Washington State Patrol	651	04/10/2023	Claims	6700	505.00	
EFT Washington State Support Registry	607	04/10/2023	Payroll	6700	768.66	
230401045 Wells Fargo Financial Leasing	652	04/10/2023	Claims	6700	159.99	
230401046 Wesmar Automotive	653	04/10/2023	Claims	6700	259.40	
230401058 West Thurston Fire - House Funds	665	04/10/2023	Payroll	6700	180.00	
230401047 West Thurston Fire	654	04/10/2023	Claims	6700	198.00	
230401048 West Thurston Reg Fire PETTY CASH	655	04/10/2023	Claims	6700	30.29	
EFT Employee Paycheck	598	04/28/2023	Payroll	6700		
230401049 Wilcox & Flegel	656	04/10/2023	Claims	6700	3,474.63	
230401050 Wilson Parts Corp	657	04/10/2023	Claims	6700	471.51	
123 Vouchers:					506,851.28	



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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March 13, 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, followed by the Pledge of Allegiance.

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

**Chief:** R. Smith

**Captains:** E. Smith

**Union Representative** Lt. Garza

**Lieutenants:** Morales (Zoom)

**Firefighters:** Hoskison (Zoom), White

**Volunteer:** Spiegelberg (Zoom)

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

**Guests:** Wava Garza, Jeff Merryman, Andrew Weinstein, Jeremy McLellan (Zoom), Emily Morales (Zoom)

**Additions/Deletions to the Agenda:** Happy Retirement to Administrative Services Director Linda Shea, this is her last official board meeting.

**Public Comments/Presentations:** None

**Labor Management:** None

**New Business:**

1. Expenditure Approval. Commissioner Ricks moved to approve the total expenditure amount of \$458,157.95. Commissioner Pethia seconded the motion. Motion carried 6-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the board meeting minutes from February 13, 2023. Commissioner Dahl seconded the motion. Motion carried 6-0.
  - B. Commissioner Pethia moved to approve the workshop minutes from February 21, 2023. Commissioner Dahl seconded the motion. Motion carried 6-0.
3. Resolution #2023-004 Surplus Equipment – Shannon presented Resolution #2023-004 Surplus Equipment. Commissioner Dahl moved to approve the surplus equipment. Commissioner Jernigan seconded the motion. Motion carried 6-0.
4. 2022 Budget Carry Over –Shannon requested a carry-over balance of \$15,000 from 2022 to cover the expense of bunker gear ordered in 2022, received and billed in 2023. Commissioner Pethia moved to approve the budget carry-over of \$15,000. Commissioner Culleton seconded the motion. Motion carried 6-0.

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

**Unfinished Business (non-action items):**

1. Q1 Open Facility Work Order – Linda P reported that the remaining items on the open facility work order are either financial or weather dependent in order to complete. Linda P mentioned that St 1-3's roof was reported as leaking this week, facility maintenance will assess when weather allows.
2. Propane and Electrical Usage St 1-1 – Chief Smith reported that after investigation by Capt. Smith it was determined that the boiler had a faulty sensor. Repairs were made, with continued monitoring in place.

**Communications:**

1. February 2023 Thurston County Treasurers report presented.
2. March 2023 Budget Report presented.
3. Letter to Thurston County Prosecutor Jon Tunheim addressing WTRFA's safety concerns with any future responses to the Supreme Living facility on 140<sup>th</sup> Ave SW. Chief Smith provided an update, that Supreme Living has decided to not open the facility as originally planned.
4. Department of Natural Resources Agreement – Chief Smith spoke to the cooperative agreement between WTRFA and the Department of Natural Resources, which focuses on wildland fire readiness assessments for residents within WTRFA's fire district.
5. Volunteer Program – Chief Smith reported the volunteer program committee has met to review policy, laws, and other department volunteer programs.
6. Public Consulting Group – Chief Smith reported PCG has been hired and a public survey will be distributed soon in preparation of the potential levy lid lift ballot in August.
7. Swede Day – Chief Smith reported a committee will be formed and WTRFA will have a presence at the event on June 17<sup>th</sup>, 2023.
8. Easter Egg Dash is April 8, 2023, 10am to 11am at Rochester High School and 12pm to 1pm at WTRFA St 1-2 Littlerock Rd.

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

Chief Smith reported the crews responded to 212 calls in January (average of 7 calls per day) and 33% of the time they were managing more than one call. The crews responded to 13 fire calls, of which six were mutual aid residential multi-family structure fires, and three in-district structure fires. Crews also responded to 163 EMS calls and 36 other response types.

In February, WTRFA reached a Fire and Emergency Service Agreement with the Confederate Tribes of the Chehalis Reservation, which allowed enough funding to reopen and operate Station 1-3 on Albany St, Rochester.

**Commissioner Reports:**

1. Commissioner Ricks reported the EMS Council has added a fifth commissioner position. The EMS Council had a by-law change moving from four members at large, one from each of the county commissioners' districts, and one physician, to five members at large and one physician. This change will bring a total of fifteen members on the EMS council. Commissioner Ricks plans to request more representation from the smaller fire districts at the next EMS council meeting.

**Good of the Order:**

1. BVFF meeting was held after the general board meeting to approve the 2022 Annual Pension Certification for the department's volunteers.

**Adjournment:** The board adjourned the meeting at 17:53 hours.

Submitted for Board approval by:

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Shannon Hemminger, Secretary

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Tom Culleton, Board Member

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Dave Pethia, Board Member

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John Ricks, Board Member

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Calvin Dahl, Board Member

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Ben Elkins, Board Member

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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



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February 21, 2023 – Governing Board Workshop at 10824 Lundeen Rd SW., Rochester

**Call to Order/Attendance:** Commissioner Dahl called the meeting to order at 1520 hours. Commissioners Culleton, Pethia, Elkins, and Ricks, Chiefs R. Smith and R. Stone, Union Representative Lt. Garza, and Secretary Shannon Hemminger. Commissioner Jernigan absent (excused).

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

**Public Comments/Presentations:** None.

**New Business:**

1. Delegated Authority Policy – Commissioner Dahl asked the Secretary to review the policy after the meeting and incorporate any additional discussion points not already listed after they present their expectations to the Chief.
2. Resolution 2023-003 Authorize the Fire Chief to Sign Agreement for Services with Chehalis Tribe – Commissioner Dahl moved to approve Resolution 2023-003. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Board By-Laws or Rules of Procedure – A sample copy of board by-laws or rules of procedure were provided to the board for review and consideration in creating the same for WTRFA board.
4. Chairman of the Board Nomination for the Awards Banquet – A unanimous decision was made and provided to the Chief.
5. Establish Performance Expectations for Fire Chief – Performance expectations were discussed with Chief Smith.

**Old Business:**

1. PCG Contract – Shannon presented the final PCG Contract for review and approval. Commissioner Pethia moved to approve the PCG Contract. Commissioner Ricks seconded the motion. Motion carried 5-0
2. Public Comment Protocol Review – Shannon presented the public comment protocol, approved at the January 9, 2023, board meeting, and inquired if changes need to be made due to public comments going over the allowed five minutes. All agreed it would be to the discretion of the Board Chairman at each meeting.

**Good of the Order:** None.

**Adjournment:** The board adjourned the workshop at 1704 hours.

Submitted for Board approval by:

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Shannon Hemminger, Secretary

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Tom Culleton, Board Member

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Dave Pethia, Board Member

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John Ricks, Board Member

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Ben Elkins, Board Member

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Calvin Dahl, Board Member

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Jeff Jernigan, Board Member





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

**Cash Activity**

Date	Description	Amount	Notes
03/01/2023	Beginning Cash Balance	\$6,641,095.20	
	<b>Receipts/Deposits/Refunds:</b>		
03/01/2023	District Deposit \$131.21 / 6701	131.21	
03/01/2023	Timber Harvest Tax	41.04	
03/03/2023	District Deposit \$1,248.18 / 6701	1,248.18	
03/03/2023	District Deposit \$1,680.20 / 6701	1,680.20	
03/03/2023	District Deposit \$10,896.88 / 6701	10,896.88	
03/03/2023	State Forest - Purchase/Other	0.87	
03/03/2023	State Forest - Transfer/Other	0.52	
03/06/2023	District Deposit \$489.35 / 6701	489.35	
03/06/2023	District Deposit \$6,062.96 / 6701	6,062.96	
03/08/2023	Credit Card Deposit \$50.00 / 6701	50.00	
03/08/2023	Credit Card Deposit \$95.00 / 6701	95.00	
03/08/2023	District Deposit \$2,067.08 / 6701	2,067.08	
03/08/2023	Interest on Tax Refunds	(0.02)	
03/09/2023	District Deposit \$350.60 / 6701	350.60	
03/09/2023	District Deposit \$597.43 / 6701	597.43	
03/10/2023	Credit Card Deposit \$150.00 / 6701	150.00	
03/10/2023	District Deposit \$522.30 / 6701	522.30	
03/10/2023	District Deposit \$961.65 / 6701	961.65	
03/10/2023	State Forest - Purchase/Other	0.43	
03/10/2023	State Forest - Transfer/Other	0.26	
03/13/2023	District Deposit \$1,012.36 / 6701	1,012.36	
03/14/2023	District Deposit \$463.45 / 6701	463.45	
03/16/2023	District Deposit \$3,410.85 / 6701	3,410.85	
03/16/2023	District Deposit \$673.16 / 6701	673.16	
03/16/2023	District Deposit \$8,227.65 / 6701	8,227.65	
03/16/2023	District Deposit \$874.72 / 6701	874.72	
03/16/2023	District Deposit \$881.40 / 6701	881.40	
03/17/2023	District Deposit \$0.01 / 6701	0.01	
03/17/2023	District Deposit \$1,350.36 / 6701	1,350.36	
03/17/2023	District Deposit \$458.23 / 6701	458.23	
03/17/2023	District Deposit \$475.09 / 6701	475.09	
03/20/2023	District Deposit \$1,746.48 / 6701	1,746.48	
03/20/2023	District Deposit \$19,643.07 / 6701	19,643.07	
03/20/2023	District Deposit \$321.32 / 6701	321.32	
03/20/2023	Interest on Tax Refunds	(10.95)	
03/21/2023	District Deposit \$215.04 / 6701	215.04	
03/22/2023	District Deposit \$2,160.61 / 6701	2,160.61	
03/23/2023	District Deposit \$335.55 / 6701	335.55	
03/23/2023	District Deposit \$352.03 / 6701	352.03	
03/23/2023	District Deposit \$522.89 / 6701	522.89	
03/24/2023	District Deposit \$1,059.12 / 6701	1,059.12	
03/24/2023	District Deposit \$1,181.60 / 6701	1,181.60	
03/24/2023	District Deposit \$136.19 / 6701	136.19	
03/24/2023	District Deposit \$2,465.50 / 6701	2,465.50	
03/24/2023	District Deposit \$240.71 / 6701	240.71	
03/27/2023	District Deposit \$427.19 / 6701	427.19	
03/28/2023	Credit Card Deposit \$100.00 / 6701	100.00	
03/28/2023	Credit Card Deposit \$25.00 / 6701	25.00	
03/29/2023	District Deposit \$1,009.20 / 6701	1,009.20	



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

03/29/2023	District Deposit \$1,581.28 / 6701	1,581.28	
03/30/2023	District Deposit \$2,339.47 / 6701	2,339.47	
03/31/2023	Credit Card Deposit \$188.52 / 6701	188.52	
03/31/2023	District Deposit \$2,534.56 / 6701	2,534.56	
03/31/2023	Leasehold Excise Tax	96.08	
03/31/2023	State Forest - Interest	0.11	
03/31/2023	Tax & Assessment Receipts	159,103.94	
03/31/2023	Interest Paid	5,390.38	
	<b>Total Deposits</b>	<b>\$246,338.11</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
03/15/2023	Electronic Disbursement	(27,408.85)	
03/15/2023	Issued Warrants	(143,436.89)	
03/31/2023	Electronic Disbursement	(287,312.21)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$458,157.95)</b>	
<b>03/31/2023</b>	<b>Ending Cash Balance</b>	<b>\$6,429,275.36</b>	

### Warrant Activity

<b>03/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$29,097.60</b>
	Total Warrants Issued	143,436.89
	Total Warrants Redeemed	(147,825.50)
	Total Warrants Voided	-
<b>03/31/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$24,708.99</b>

### Investment Activity

<b>03/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$13,899.53</b>
	Interest Earned	8,560.75
	Cash Paid	(5,390.38)
<b>03/31/2023</b>	<b>Ending Interest Receivable</b>	<b>\$17,069.90</b>

TCIP Yield (used to calculate interest earnings)	1.53%
LGIP Yield (budget benchmark)	4.51%



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

### Cash Activity

Date	Description	Amount	Notes
03/01/2023	Beginning Cash Balance	\$145,877.54	
	<b>Receipts/Deposits/Refunds:</b>		
03/03/2023	State Forest - Purchase/Other	0.15	
03/03/2023	State Forest - Transfer/Other	0.09	
03/10/2023	State Forest - Purchase/Other	0.08	
03/10/2023	State Forest - Transfer/Other	0.05	
03/31/2023	State Forest - Interest	0.02	
03/31/2023	Tax & Assessment Receipts	13,810.91	
03/31/2023	Interest Paid	163.00	
	<b>Total Deposits</b>	<b>\$13,974.30</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
03/31/2023	Ending Cash Balance	\$159,851.84	

### Warrant Activity

03/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
03/31/2023	Ending Warrants Outstanding	\$0.00

### Investment Activity

03/01/2023	Beginning Interest Receivable	\$488.98
	Interest Earned	190.19
	Cash Paid	(163.00)
03/31/2023	Ending Interest Receivable	\$516.17

TCIP Yield (used to calculate interest earnings)	1.53%
LGIP Yield (budget benchmark)	4.51%



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

### Cash Activity

Date	Description	Amount	Notes
03/01/2023	Beginning Cash Balance	\$763,069.24	
	Receipts/Deposits/Refunds:		
03/31/2023	Interest Paid	598.01	
	Total Deposits	\$598.01	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
03/31/2023	Ending Cash Balance	\$763,667.25	

### Warrant Activity

03/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
03/31/2023	Ending Warrants Outstanding	\$0.00

### Investment Activity

03/01/2023	Beginning Interest Receivable	\$1,499.90
	Interest Earned	991.85
	Cash Paid	(598.01)
03/31/2023	Ending Interest Receivable	\$1,893.74

TCIP Yield (used to calculate interest earnings)	1.53%
LGIP Yield (budget benchmark)	4.51%

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

**4/1/2023**

Budget Report as of:		4/1/2023					25%		of Year Expended	
Title	January	February	March	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	
GENERAL FUND										
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							-	-		
BEGINNING BALANCES	7,305,675	-	-	7,305,675	7,305,675	-	7,305,675	(0)		
Property Tax - WTRFA	42	37		79				(79)		
Property Tax-Regular District #1	3,922	54,985		58,906	1,734,676		1,734,676	1,675,770	3%	
Property Tax-M&O #1 6615	2,031	2,290		4,321	-		-	(4,321)	#DIV/0!	
Property Tax-Regular District #11	5,370	47,039		52,410	1,738,402		1,738,402	1,685,992	3%	
Property Tax-M&O #11 6715	634	2,706		3,341	-		-	(3,341)	#DIV/0!	
Property Tax-WTRFA M&O	-	-		-			-	-		
COVID-19 Nongrant Assistance	-	-		-			-	-		
GEMT	47,120	43,356	18,333	108,809	700,000		700,000	591,191	16%	
State Grant-Military Dept	-	-	8,228	8,228			-	(8,228)		
State Grant - DNR Wildland	-	-		-			-	-		
State Grant-Dept Of Health	-	-		-	1,200		1,200	1,200	0%	
State Grant-Other	-	-		-			-	-		
Interlocal Grants (incl. Timber Harvest/DNR Timber Trust Tax & Medic	394	7,445		7,840	60,000		60,000	52,160	13%	
Mobilizations	14,847	9,969		24,816			-	(24,816)		
Intergov't/Tribal		80,420		80,420	200,244		200,244	119,824	40%	
Ambulance & Emer Aid Fees	34,264	26,247	37606.84	98,118	360,000		360,000	261,882	27%	
Other Interest	9,699	6,991	0	16,689	20,000		20,000	3,311	83%	
Space & Fac Leases (short and long-term)	5,794	673	400	6,868	56,314		56,314	49,446	12%	
Contributions And Donations From Private Sources	-	-	0	-			-	-		
Sale Of Surplus	-	-	10896.88	10,897			-	(10,897)		
Misc Revenue - Incident Cost Recovery	898	-	1753.91	2,652	4,000		4,000	1,348	66%	
Misc Revenue - Prior Year	20,182	(401)	254.9	20,036			-	(20,036)		
Misc Revenue - Fuel Tax Refunds	-	16	0	16			-	(16)		
Misc Revenue - Other	-	10	5	15			-	(15)		

Title	January	February	March	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Other-Sales Tax	(940)	940	51.36	51			-	(51)	
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>77,529</b>	<b>504,512</b>	<b>4,874,836</b>	-	<b>4,874,836</b>	<b>4,370,325</b>	<b>10%</b>
<b>TOTAL FUNDS AVAILABLE</b>					<b>12,180,511</b>	-	<b>12,180,511</b>	<b>4,370,324</b>	
Admin-Salaries-Commissioner	1,447	2,432	1,536	6,567	27,648		27,648	21,081	24%
Admin-Salaries-Admin	62,691	46,470	40,093	184,671	673,772		673,772	489,101	27%
Admin-Salaries-Temporary Adm	-	131	113	243	12,207		12,207	11,964	2%
Admin-Benefits-Commissioner	120	186	118	523	2,212		2,212	1,689	24%
Admin-Benefits-Admin	22,955	23,417	15,611	85,145	294,508		294,508	209,363	29%
Admin-Benefits-Temporary Adm	1	10	9	22	1,007		1,007	985	2%
Admin-Office & Oper Supplies	412	1,548	107	2,106	3,000		3,000	894	70%
Admin-Minor Equip (noninv)	-	-	30	30	7,560		7,560	7,530	0%
Admin-Small & Attractive Assets (inventoriable)	-	-	162	162	6,400		6,400	6,238	3%
Admin-Software	8,882	3,545	8,302	22,456	45,083		45,083	22,627	50%
Admin-Prof Services	9,856	9,090	14,565	42,305	157,508		157,508	115,203	27%
Admin-Communication	415	6,819	245	7,724	240		240	(7,484)	3218%
Admin-Advertising	-	-	0	-	500		500	500	0%
Admin-Insurance	141	(443)	141	(20)	106,303		106,303	106,323	0%
Admin-Equipment Maint	298	292	245	1,085	3,494		3,494	2,409	31%
Admin-Misc-Commissioner	19	67	39	173	2,000		2,000	1,827	9%
Admin-Misc-Admin	565	2,434	250	3,730	5,780		5,780	2,050	65%
Admin-Dues & Membership	4,835	-	0	4,835	9,060		9,060	4,225	53%
Admin-Elections	4,525	3,306	0	7,832	30,000		30,000	22,168	26%
Suppr-Salaries-Career FF	276,560	259,757	246,312	1,034,573	3,180,613		3,180,613	2,146,040	33%
Suppr-Salaries-Vol Pts	2,340	1,931	1,880	8,634	51,800		51,800	43,166	17%
Suppr-Salaries-Mobe OT	-	-	0	-	-		-	-	
Suppr-Salaries-Training OT	-	6,478	519	11,821	57,899		57,899	46,078	20%
Suppr-Salaries-OTEP Instructor OT	-	1,549	0	2,671	-		-	(2,671)	#DIV/0!
Suppr-Salaries-COVID 19 OT	3,395	-	0	3,395	-		-	(3,395)	
Suppr-Benefits-Career FF	113,914	83,627	81,581	391,556	1,397,275		1,397,275	1,005,719	28%
Suppr-Benefits-Volunteer	635	913	189	1,927	6,987		6,987	5,060	28%
Suppr-Benefits-Mobe OT	2	-	0	2	-		-	(2)	

Title	January	February	March	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Suppr-Benefits-Training OT	2	425	34	793	3,908		3,908	3,115	20%
Suppr-Benefits-OTEP Instructor OT	-	101	0	178	-		-	(178)	
Suppr-Benefits-COVID 19 OT	221	-	0	230	-		-	(230)	
Suppr-Bunker Gear/PPE	14,996	1,935	396	17,891	14,928	15,000	29,928	12,037	60%
Suppr-Uniforms	-	508	60	2,692	5,000		5,000	2,308	54%
Suppr-Rehab Supplies	-	-	87	87	1,000		1,000	913	9%
Suppr-COVID 19 PPE Supplies	-	-	0	-	-		-	-	
Suppr-Small Tools (hand tools)	-	-	0	-	5,000		5,000	5,000	0%
Suppr-Minor Equipment (apparatus)	6,824	-	48	6,872	6,550	5,838	12,388	5,516	55%
Suppr-Health & Wellness Equip	-	-	0	-	-		-	-	#DIV/0!
Suppr-Small & Attractive Assets (inventoriable)	-	-	0	-	-		-	-	
Suppr-EMS Supplies	-	-	0	-	2,000		2,000	2,000	0%
Suppr-Wildland tools/gear	-	-	0	-	-		-	-	
Suppr-Comm/Modems	301	300	300	1,306	4,680		4,680	3,374	28%
Suppr-Advertising	-	-	0	-	500		500	500	0%
Medical Costs	1,578	396	0	2,125	20,000		20,000	17,875	11%
Medical Costs - COVID-19	-	-	0	-	-		-	-	
Suppr-Miscellaneous	44	484	6,228	7,320	15,700		15,700	8,380	47%
Fire Inv-Salaries	129	896	74	1,099	-		-	(1,099)	#DIV/0!
Fire Inv-Benefits	13	69	6	107	-		-	(107)	#DIV/0!
Fire Prev-Pub Ed (public)	53	(642)	642	353	1,000		1,000	647	35%
Fire Inv-Professional Svcs	-	-	0	143	-		-	(143)	#DIV/0!
Fire Inv-Small & Attractive Assets (inventoriable)	-	-	0	-	-		-	-	
Training-Supplies	-	-	253	253	6,000		6,000	5,747	4%
Training-Pub Ed/EMS (dept)	-	-	0	-	-		-	-	#DIV/0!
Training-Travel/Registrations (Fire)	1,200	3,200	1,345	7,207	49,690		49,690	42,483	15%
Training Reimb-Residents	-	-	0	-	-		-	-	#DIV/0!
Training-Travel/Registrations (EMS)	-	-	0	-	-		-	-	#DIV/0!
Training-Travel/Registrations (Peer Support)	-	-	0	-	2,000		2,000	2,000	0%
Facilities-Operating Supplies General	1,090	-	3,008	4,341	18,700		18,700	14,359	23%
Facilities Station 1-1 Kitchen	-	-	0	-	-		-	-	#DIV/0!
Facilities Station 1-2 Kitchen	-	-	0	-	-		-	-	#DIV/0!
Facilities Station 1-3 Kitchen	-	-	0	-	-		-	-	#DIV/0!
Facilities Station 1-4 Kitchen	-	-	0	-	-		-	-	#DIV/0!
Facilities Station 1-6 Kitchen	-	-	0	-	-		-	-	#DIV/0!
Facilities COVID 19	-	-	0	-	-		-	-	
Facilities-Heating Fuels	4,690	5,867	3,427	15,663	44,800		44,800	29,137	35%
Facilities-Water	573	430	411	1,890	5,000		5,000	3,110	38%

Title	January	February	March	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Facilities-Phone/Cable	1,731	1,218	1,291	5,194	9,000		9,000	3,806	58%
Facilities-Electricity	3,045	3,723	4,113	15,099	45,472		45,472	30,373	33%
Facilities-Garbage	221	343	434	1,391	4,800		4,800	3,409	29%
Facilities-Repairs & Maint	2,534	11,479	12,132	37,818	125,284	33,750	159,034	121,216	24%
Vehicle & Equip-Fuel	3,622	4,171	3,807	15,450	65,300		65,300	49,850	24%
Vehicle & Equip-Repairs & Maint	19,033	32,253	10,567	75,980	185,319		185,319	109,339	41%
Refunds/Fund Bal Adjusts	-	-	0	-	-		-	-	
Payroll Clearing	(3,751)	(3,730)	-3,604	(3,618)	-		-	3,618	
Payroll Draw Clearing	-	-		-	-		-	-	
Long Term Lease - Equipment	1,364	1,056	1,056		-				
Debt Related Costs				-	-		-	-	
Capital Expenditures - CASH OUTLAYS				-	12,000	25,000	37,000	37,000	0%
Capital Expenditures - FINANCED				-	-		-	-	#DIV/0!
Transfers-Out - Other Costs Allocations				-	240,297		240,297	240,297	0%
<b>TOTAL GF EXPENDITURES/OTHER</b>	<b>573,523</b>	<b>518,039</b>	<b>458,158</b>	<b>2,042,029</b>	<b>6,976,784</b>	<b>79,588</b>	<b>7,056,372</b>	<b>5,014,343</b>	<b>29%</b>
<b>GENERAL FUND ENDING BALANCE</b>	<b>6,876,409</b>	<b>6,641,095</b>	<b>6,260,467</b>				<b>5,124,139</b>		
<b>EMERGENCY RESERVE FUND</b>									
Beg Bal-Emerg Res 67A4	761,289				761,289		761,289	761,289	
Other Interest-Emergency Res	1,024	756		1,780	10,000		10,000	8,220	
Transfers In-Emergncy Rsrv				-			-	-	
Property Tax-M&O				-			-	-	
<b>EMERGENCY RESERVE ENDING BALANCE</b>	<b>762,313</b>	<b>756</b>	<b>756</b>	<b>1,780</b>	<b>771,289</b>	<b>-</b>	<b>771,289</b>		
Balance to Treasurer's report==>	(762,313)	(756)	(756)						
	-	-	-						
<b>BOND DEBT FUND</b>									
Beg Bal-Reserved Debt Srv	130,726				130,726		130,726	130,726	
Property Tax-Bond Debt	2,191	8,150		10,342	325,000		325,000	314,658	
Property Tax-Bond Debt - IAGs		1,748		1,748			-	(1,748)	
Sale of Tax Title Property Debt Svc				-			-	-	
Interlocal Grants (includes DNR Timber Trust)	70	3,187		3,257			-	(3,257)	
Other Interest-Debt Srv	435	244		679	5,000		5,000	4,321	
Transfers In-Debt Svc				-	240,297		240,297	240,297	
Debt Svcs-Principal Debt Srv Fund				-			-	-	
Debt Svc-Interest And Other Debt Srv Fund				-			-	-	
Transfers Out-Debt Svc				-			-	-	



Title	January	February	March	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
BOND DEBT ENDING BALANCE	133,423	13,329	13,329	16,026	701,023	-	701,023		
Balance to Treasurer's report==>	(133,422)	(13,329)	-13,329						
	0	-	-						

# West Thurston Regional Fire Authority Public Input Survey

84

Responses

29:46

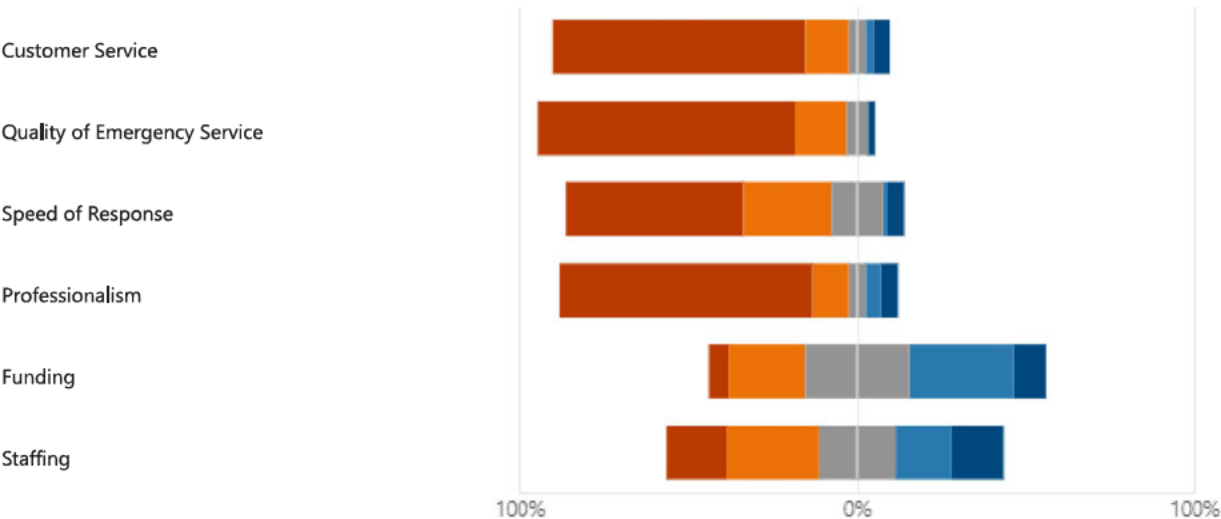
Average time to complete

Active

Status

1. How would you rate the WTRFA in the following areas?

Excellent Good Average Poor Unsure



2. What, in your opinion, are the major STRENGTHS of the WTRFA?

84

Responses

Latest Responses

"Quick response, very knowledgeable"

"The people"

"Professionalism"

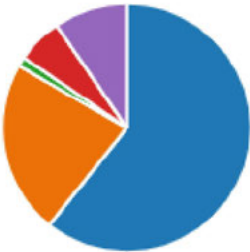
3. What are your opinions on how the WTRFA can enhance or improve services?

84  
Responses

Latest Responses  
"I'm new here so am unable to comment"  
"More people and more training "  
"Don't know"

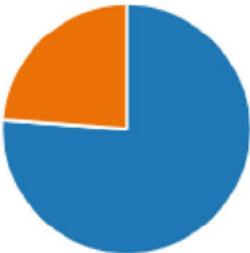
4. How would you prefer to receive information about WTRFA?

Social media (Facebook, Twitter,...	51
Mailings	19
TV/Radio	1
Town Hall Meetings	5
Other	8



5. Have you ever called 9-1-1 for an emergency?

Yes	64
No	20



6. Within the past five years have you required Fire or Emergency Medical Services provided by the WTRFA via 9-1-1?

Fire	8
Emergency Medical Services (E...	33
Fire and Emergency Medical Ser...	9
Rescue Services	1
No	20



7. If you have called 9-1-1 for emergency response services, how did you feel about the time it took for WTRFA to arrive at your location?

Arrived sooner than expected	18
Arrived at the time expected	40
Arrived later than expected	6



8. Did the WTRFA response meet your expectations?

Yes	59
No	5



9. Please provide details below regarding your answer to Question #8.

51  
Responses

Latest Responses  
"Expectva quick response when in a crisis. In this case it was only a few minu..."

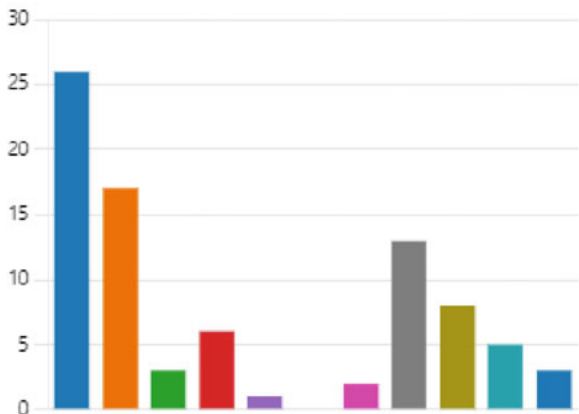
10. If you were to call 9-1-1, how long do you think it should take for Fire/Emergency Medical Services to arrive?

4 minutes or less	13
4 - 6 minutes	25
7 - 10 minutes	35
11 - 15 minutes	9
16+ minutes	2



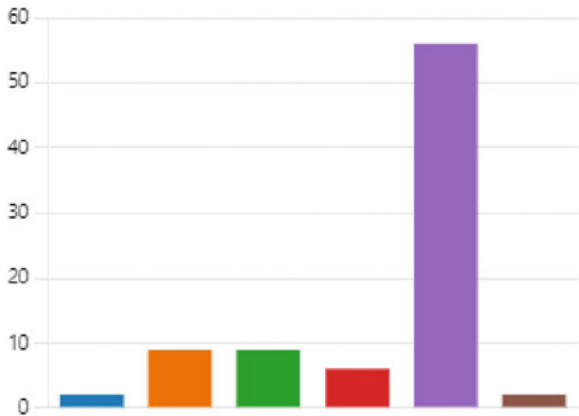
11. Here is a map of WTRFA's response area, as well as the surrounding area. Please indicate which part of the WTRFA's response area you reside in:

Grand Mound	26
Rochester	17
Bordeaux	3
Delphi	6
Michigan Hill	1
Gate	0
Mima	2
Little Rock	13
Scott Lake	8
Maytown	5
Prefer not to answer	3



12. How long have you been a resident of the WTRFA response area?

Less than 1 year	2
1 - 3 years	9
4 - 6 years	9
7 - 10 years	6
10+ years	56
Prefer not to answer	2



13. Would you consider supporting a tax that meets WTRFA's funding needs to provide a reasonable response time throughout the district?

Yes	73
No	11



14. Please provide details below regarding your answer to the question above.

84  
Responses

Latest Responses

*"I will always support funding WTRFA."*

*"To have a bigger department. I am willing to pay for more taxes."*

*"I want them tp be able to keep their staffing to keep the community safe."*

15. Please share any additional thoughts or comments you have regarding the provision of emergency services.

84  
Responses

Latest Responses

*"I have no additional thoughts."*

*"One of the best organizations I have ever associate with"*

*"Keep up the good work."*



## WEST THURSTON REGIONAL FIRE AUTHORITY

**CHIEF REPORT | March 2023**

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

### **CHIEF'S RECAP**

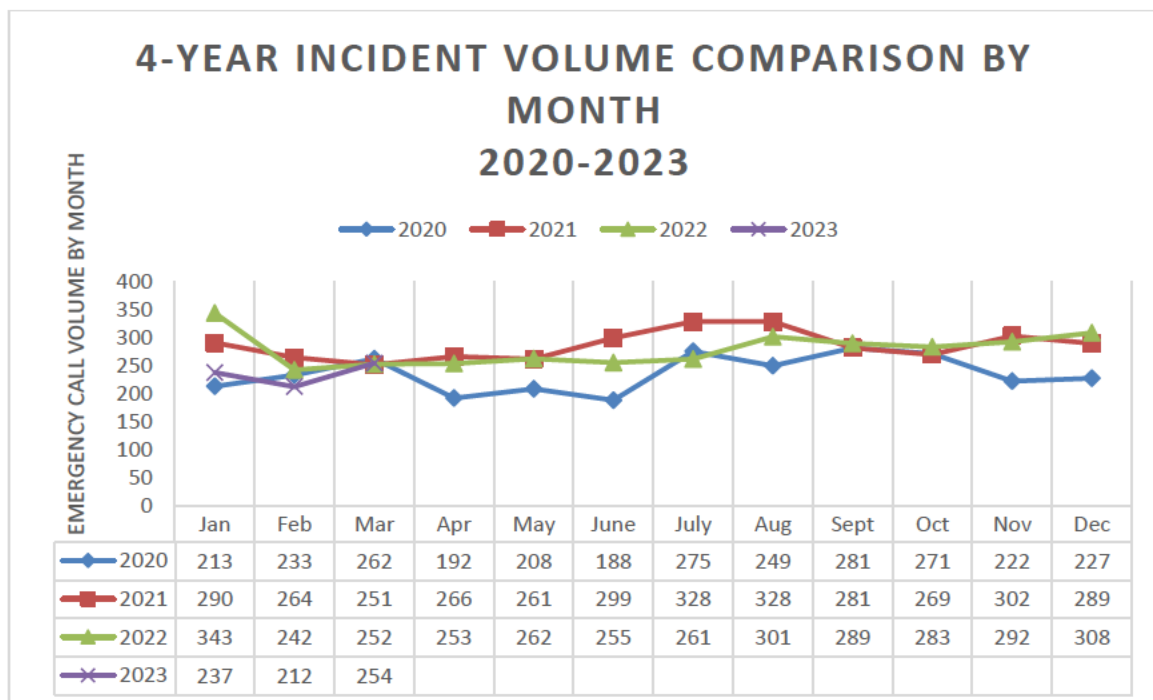
January kicked off a new year. Crews responded to 212 calls (an average of seven calls a day), and 33% of the time they were managing more than one call. They responded to 13 fire calls, six of which were mutual aid residential multi-family structure fires, and three in-district structure fires. Crews also attended to 163 EMS calls and 36 others (details can be found on page three).

In February, we were able to reach a Fire and Emergency Service Agreement with the Confederated Tribes of the Chehalis Reservation that allowed enough funding to reopen and operate out of our previously closed Albany Street Fire Station effective February 27, 2023. A temporary staffing agreement is in place with the union, which requires to be revisited early March to consider continuing to ensure staffing conditions exist to continuing operating three fire stations with available personnel. Steps were taken to update our volunteer efforts which is captured in Appendix 1.



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

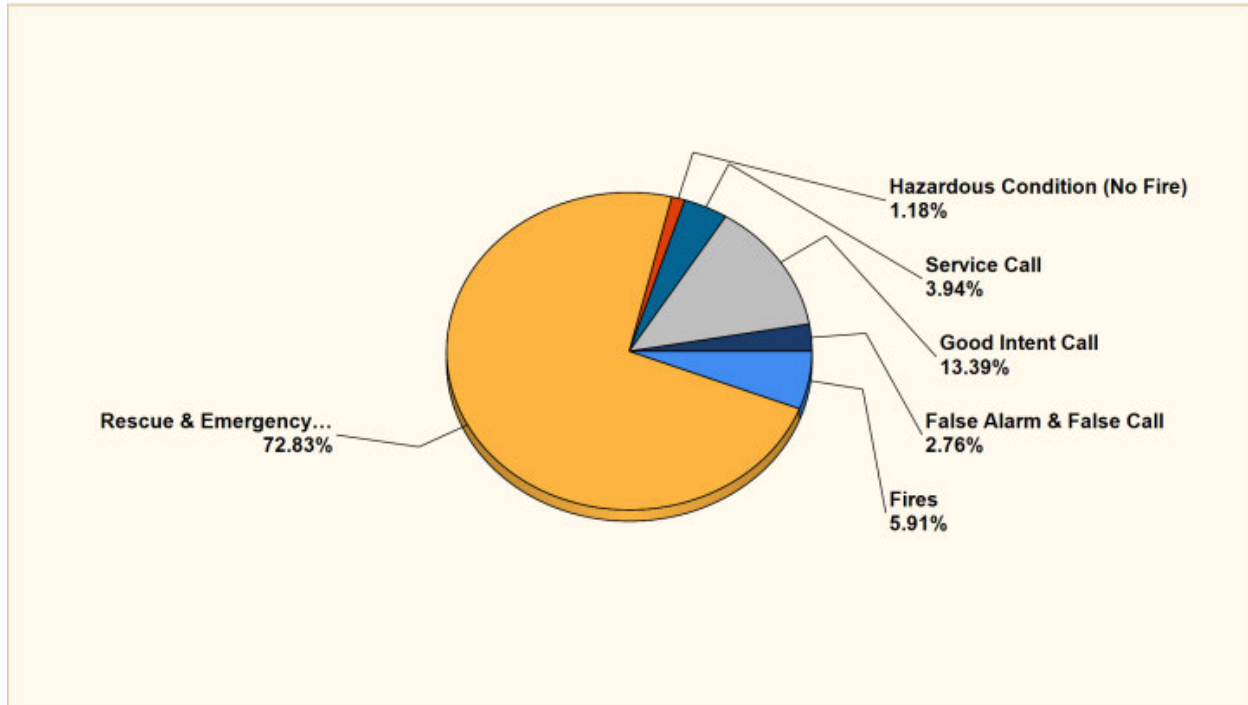
	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
MONTH	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	237	201	3	33	237	7	64	91
FEB	212	163	13	36	449	11	47	64
MAR	254	185	15	54	703	15	62	79
APR								
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	703	549	31	123	703	33	173	234







## ALL INCIDENTS BY TYPE – MONTH

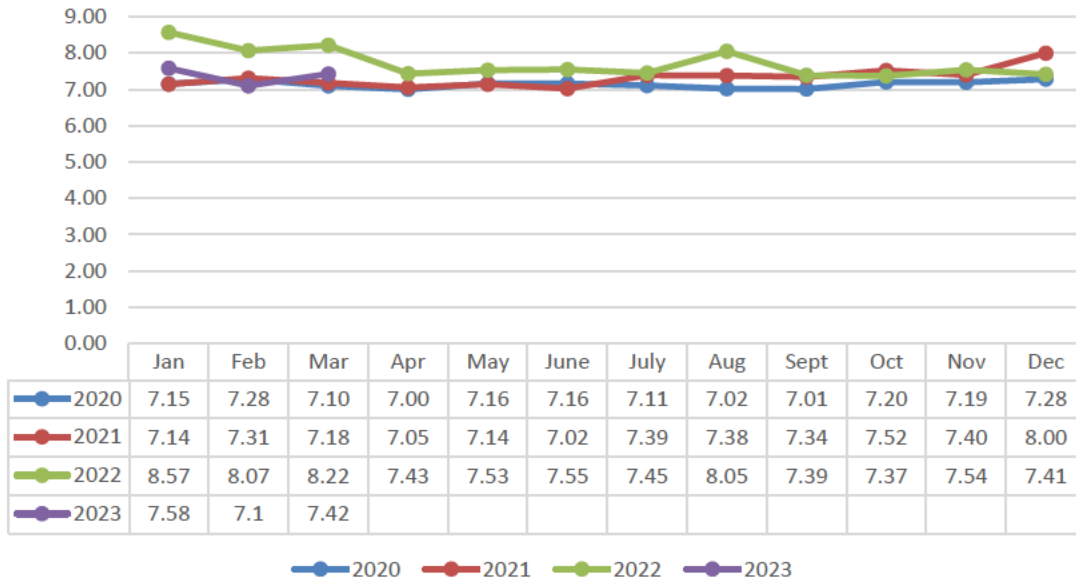


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	15	5.91%
Rescue & Emergency Medical Service	185	72.83%
Hazardous Condition (No Fire)	3	1.18%
Service Call	10	3.94%
Good Intent Call	34	13.39%
False Alarm & False Call	7	2.76%
<b>TOTAL</b>	<b>254</b>	<b>100%</b>



## WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH

2020-2022 Average Response Time by Month



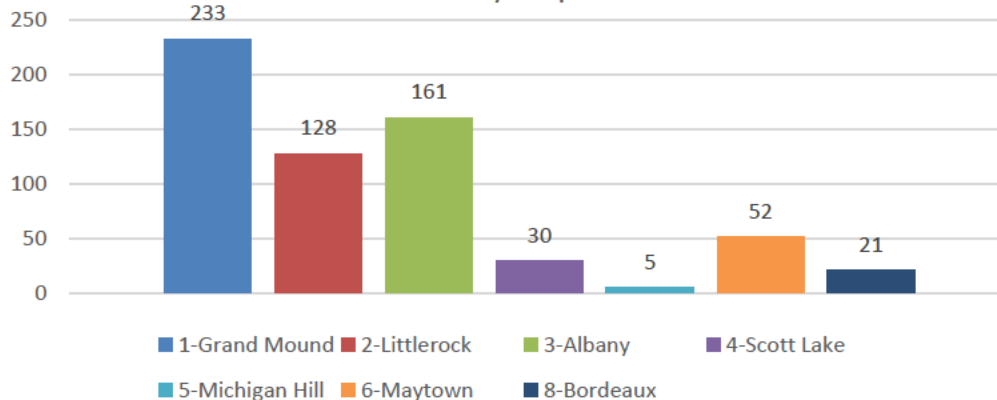
**Average Response Time (Month): 7:10 Minutes**

*\*ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

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

- 703 Incidents YTD
- 837 Incidents Prior YTD (Mar 2023 compared to Mar 2022)
- 134 under PYTD
- - 17% over PYTD
- Overlapping calls occurred 36.61% of the time during Mar (93calls) \*ER1120

YTD Incident Count by Response Zone ER#270





## WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH DETAIL

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	185	549
FIRE/EXPLOSION	15	31
OTHER	54	123
<b>TOTAL</b>	<b>254</b>	<b>703</b>
<b>WEST THURSTON PATIENT TRANSPORTS</b>	<b>62</b>	<b>172</b>

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	05	14
Eagles Landing (12840)	03	13
Great Wolf Lodge (20500)	03	08
Fairfield Inn (6223)	03	03
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	00	02
End of Trail (19615) Elderberry	04	07
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	01	01
Chevron Gas Station (20330)	00	00
<b>Total Tribal Property Call Volume</b>	<b>19</b>	<b>48</b>
<b>% of Total WTRFA</b>	<b>3.5%</b>	<b>6.8%</b>
<b>% of Total GM/Rochester</b>	<b>13.8%</b>	<b>12.2%</b>

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	21	81
Aid 1-2 – App 06	26	60
Aid 1-3 – App 03	15	28
Aid 1-6 – App 55	0	3
Aid 1-4	00	00
<b>TOTAL WTRFA</b>	<b>62</b>	<b>172</b>
Transported ALS	14	44
Airlift	00	00
Private Ambulance	0	1
Other FD	3	1
<b>TOTAL PT's TRANSPORTED</b>	<b>79</b>	<b>218</b>

TRANSPORT DESTINATION	MONTH	YTD
SPH	33	90
PHC	32	106
CMC	14	37
MAMC	0	0
Harborview	0	0
Mary Bridge	0	0
Other	0	1
<b>TOTAL</b>	<b>79</b>	<b>234</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	76	7:05	233	33.07%
2 – Littlerock	43	7:21	128	18.11%
3 – Albany	62	7:06	161	22.48%
4 – Scott Lake- Sta. 1-2	9	8:43	30	4.33%
5 – Michigan Hill- Sta.1-3	1	13:03	5	0.09%
6 – Maytown – Sta. 1-2	19	12:42	52	7.28%
8 – Bordeaux–Sta.1-2	9	10:48	21	2.56%
I-5 1-1	6	13:28	17	2.56%
I-5 1-2	2	11:01	11	1.57%
I-5 1-6	8	12:34	19	2.5%
Capitol Forest	4	16:24	13	2.5%
Mutual Aid	15	11:06*	30	2.95%



<b>TOTAL</b>	<b>254</b>	<b>8:22</b>	<b>720</b>	<b>100%</b>
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### WEST THURSTON STATION UPTIME – MONTH DETAIL

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

Certified Responders- Personnel Count	Personnel-Hours Worked MARCH 2023
(30) Career-Union	Regular Hours 4549; Overtime Hours: 366; Sick Leave Hours: 336 (includes paternity and FMLA); Kelly Day Hours: 984; Vacation Hours 575; Personal Leave: 132; Training OT: 75; Other OT: 0 Bereavement 0; Mob:0, Mob Backfill; 0
(18) Volunteer Responders	352 Regular Hours
(7) PACT	0
(2) Residents/Temp/ PT	656 Regular Hours
(1) Maintenance/Logistics FT	166 Regular Hours

### WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES

#### Agreements, Resolutions, Contracts & Leases:

- TCERN Subscriber Agreement - signed

#### Budget & Finance/Planning/Levy:

- EMW-2022-FG-00067 AFG Grant submitted 2/2/23 for \$43,860.80 (Training/CTC).
- **Fiscal Year (FY) 2022 Fire Prevention and Safety (FP&S)** EMW-2022-FP-00048 submitted 3/30/2023 \$43,300.00 – (Fire Education, Prevention, CRR and Investigation)
- **Fiscal Year (FY) 2022 Staffing for Adequate Fire and Emergency Response (SAFER) Grant** EMW-2022-FF-00556 for \$558,176.00 Due date: 03/17/2023 5:00 pm – (Recruitment/Retention Coord).
- WTRFA Public Input Survey posted March 24, 2023 on FB and to Department website (68 responses as of 3/27)

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

- No update

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

- No reports of significance



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

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

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

### **Labor Management Report:**

- Temporary MOU revisions – three temporary positions have been secured to replace on “C” shift (Nelson for Sexton out on injury and Hoskison for Weinstein resignation); “B” shift has one temporary position secured to replace FF Vavrinec (Fox)
- Josh Howe – resignation effective 4/3 - RIF
- Net -3 loss of FF/EMT personnel due to RIF conditions; 1 loss due to attrition; 31 down to 27

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

- Commendation Letter(s) for ROSC of patient in cardiac arrest, Mar 12, 2023 – FF Devert, Lt. Lyon, Lt. Swecker, FF Santee, FF Kaleiwahea, M14 FF/Paramedics Comstock and McDaniels and TCSO 19M1.
- Annual Awards Banquet at Swede Hall, Mar 18, 2023.
- Recruitment for Volunteer Rehab Unit Coordinator – 9/21/22. Anticipate filling role by 3/1/23 - *overdue*.

### **Legal Issues:**

- No update

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

- Policy #3024 – Exposure Control – broadens provider selection for testing
- Policy #2010 – Equipment Use and Replacement – narrows use of equipment under certain circumstances

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

- Levy Lid Lift proposals

### **Risk Management:**

- No updates

### **Social Media Enhancements:**

- Enhanced our online presence with the community. Evident around themes and safety tips.
- FB – analytics show +2104% post reach from prior 28 days; +8160% engagement; +612% net followers as of 3/27/23
- See Appendix for details.



### Public Education/Public Relations Activities:

- Safety Fair at Rochester Head-start, Mar 6 – FF's Santee, Kaleiwahea and Fox
- WTRFA Public Opinion Poll – 84 responses through 3/31 – see attached end of report

### Training: (See TO Report)

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

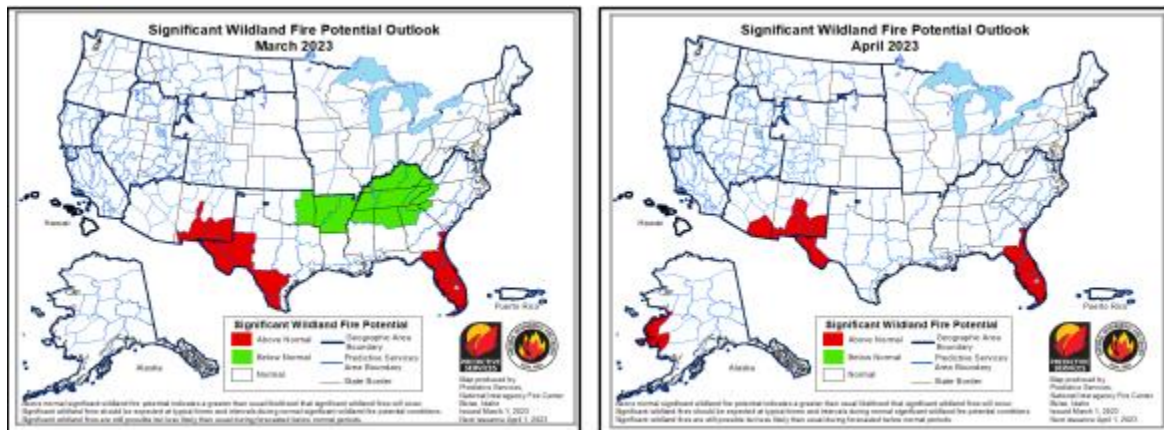
- No updates

### Recruitment and Retention:

- Three additional applications received from March 9 job fair @TCC.
- Three new Rehab members Tammy Dobson, Tiera Vaughn, Lonnie Aguon
- FF recruits Harding and Davis began 2023-1 Academy; EMT recruit Skrei began EMT school 2023-1
- New (returning) Volunteer FF Andrew Pullin to rejoin C shift in February -March
- Met with New Market Skills students for job interviews 3/31/23
- See Appendix for details (Volunteer plan)

### Wildland Program: (Mobilizations)

- [https://www.predictiveservices.nifc.gov/outlooks/monthly\\_seasonal\\_outlook.pdf](https://www.predictiveservices.nifc.gov/outlooks/monthly_seasonal_outlook.pdf)
- All reporting areas are in normal (i.e., low) risk for significant fires, and normal significant fire potential will continue through June.
- Climate outlooks suggest the Pacific Northwest will remain colder and wetter than typical through March. Beyond that, climate forecasters anticipate the potential for warmer-than-normal temperatures elevating through June, with no significant anomaly in rainfall accumulation foreseen.



### County Projects & Legislative Impacts:

- Hazard Mitigation Workgroup –March 27 (Chief R. Smith and Comm. Pethia in attendance)
- Thurston Wildfire Ready Neighbors Meeting – Mar 13, 20, 27 (Chief Smith in attendance)
- Recruit Academy Oversight Committee Meeting – Mar 28 @Lacey SPSCC



- TCERN Radio project – mobile installations to fleet completed Jan 24. Portable radio delivery delayed until 2Q due to supply chain issues (not enough chargers).



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

**New Tender Spec Build – Fouts Brothers – 3/24/23 – schedule still pending – In Process**

**E1-3 Ladder Rack Repairs** – ladder rack actuators failed on an emergency scene requiring repairs. Failure suspected due to use over time. Original estimate \$8268.65, *revised* to \$4293.90 with 12-week delay – ordered 2/28/23. **In Process**

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

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

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

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

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



## APPENDIX – JANUARY 2023

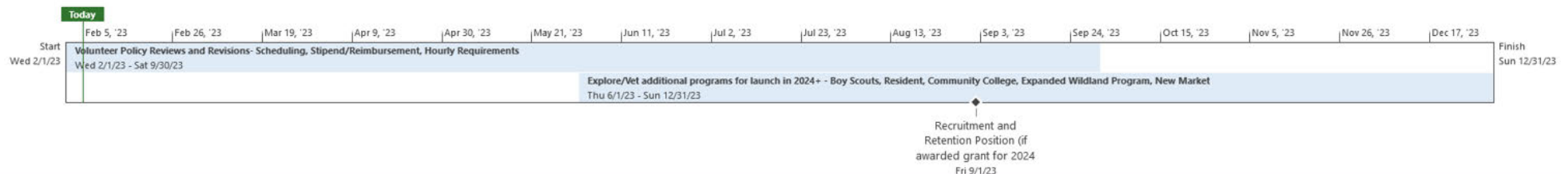
1. Recruitment and Retention (Volunteer Plan)
2. Social Media Enhancements (Monthly Themes)

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

# Recruitment and Retention Volunteer Program

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

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





## Social Media Updates:

APPENDIX

# 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)

2023 SOCIAL MEDIA UPDATES



# Monthly Updates by Theme

## January

Flood Safety  
[Link](#)

## February

Winter Safety  
[Link](#)  
American Heart  
Month (CPR)

## March

Disaster  
Preparedness  
[It's not Luck Link](#)

## April

Wildfire Ready

## May

Stroke Awareness  
Month

## June

Wildfire and  
Summer Safety  
(Grilling, Outside  
Fires, Burns)  
[Link](#)

## July

Fireworks Safety  
[Link](#)  
[Link2](#)  
Wildfire Safety

## August

Summer and  
Extreme Heat  
[Link](#)  
Wildfire Safety

## Sept

Resolve to be Ready  
[Link](#)

## October

Nat'l Fire Prevention  
Day (10/9) and Week  
Great Shakeout  
Earthquake Drill  
(10/19)

## Nov

Winter Weather  
Safety  
Holiday Cooking  
Safety

## Dec

House Fires  
[Link to Home Fire  
Safety](#)

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

### March 2023

### Monthly Training Report

	March 2023	2023 Total
Total Training Hours	<b>414 hours</b>	<b>938 hours</b>

#### Training Events in March 2023

- March Safety Meeting – Back and Lifting Safety.
- 2 Recruit currently attending Thurston Co Fire Academy
- 1 Recruit attending EMT class.
- Wildland refresher training
- OTEP – SGA refresher and Airway Training
- SORT Drills – Rope Rescue, Trench Drills
- SORT Initial Training – FF Hall Structure Collapse Training
- Rollout of new online platform for EMS Training – EMS1
- Hose Drill: Pre-connect, Forward Lay
- SCBA Work Capacity Test

#### Upcoming training Events

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

#### Planned and Ongoing Training Projects

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