



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 9, 2023, at 1700 hrs.**

**10828 Littlerock Rd SW, Olympia, WA 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. EXECUTIVE SESSION.** THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO: RCW 42.30.110(1)(h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such a candidate and final action appointing a candidate to elective office shall be in a meeting open to the public. The duration of this executive session is set at ***30 minutes***, but this may be extended by the presiding officer. Action may or may not be taken after the Board reconvenes into regular session, and no action shall be taken in executive session.
- 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   \$ 64,782.90 Payroll           \$ 444,692.04 <b>TOTAL:</b> \$ 509,474.94 <i>Warrants \$137,449.19</i> <i>EFTs \$372,025.75</i>	1-10	Shannon	Approve/Reject
2) Meeting Minutes a) September 11, 2023, General Meeting	11-13	Shannon	Approve/Reject
3) Resolution 2023-009 Surplus Items	14-15	Shannon	Approve/Reject

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Policy 2018 Staffing Priority Call Out Revision – 2nd Review.		Chief Smith	

**X. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for Sept 2023	16-19	Shannon	Informational
2) Oct 2023 Budget Report to Date	20-23	Shannon	Informational

**XI. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	24-43	Chief Smith	Informational
2) Commissioner Meetings		BOFC	Informational

**XII. GOOD OF THE ORDER:**

**XIII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:15:49 Date: 10/11/2023

10/09/2023 To: 10/09/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
231001001 1st Security Bank	1569	10/09/2023	Claims	6700	215.03		
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	SHELL	09/26/2023	10/09/2023	A68 Yellepit Mobe			86.65
	AMPM	09/26/2023	10/09/2023	A68 Yellepit Mobe			34.94
	SHELL	09/26/2023	10/09/2023	A14 Yellepit Mobe			64.72
	SHELL	09/26/2023	10/09/2023	A14 Yellepit Mobe			28.72
231001002 Ainsworth Inc.	1570	10/09/2023	Claims	6700	155.66	SRVCE11747	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	SRVCE11747	09/22/2023	10/09/2023	1-1 Grand Mound Annual Delta Connects Heat Control			155.66
231001003 Brookfield Group, The	1571	10/09/2023	Claims	6700	616.17	68294	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	68294	09/29/2023	10/09/2023	Voice Hosted User Oct 2023			616.17
231001004 Capital Business Machines Inc	1572	10/09/2023	Claims	6700	426.76	166731, 169644, 169645, 169646	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	166731	09/13/2023	10/09/2023	1-2 Littlerock Watch Office Printer Toner			218.75
	169644	09/13/2023	10/09/2023	1-1 Grand Mound Copies			98.05
	169645	09/13/2023	10/09/2023	1-2 Littlerock Copies			86.77
	169646	09/13/2023	10/09/2023	1-6 Maytown Copies			23.19
231001005 Carefirst Bluecross Blueshield Payment Administrator	1573	10/09/2023	Claims	6700	261.00	232490007861	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	232490007861	09/22/2023	10/09/2023	Harris Medical Premium			261.00
231001006 Cedar Creek Correction Center	1574	10/09/2023	Claims	6700	259.74	CCCC2309.1623	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	CCCC2309.1623	10/04/2023	10/09/2023	Sep 2023 Work Crews			259.74
231001007 Centralia OK Tire Inc Point S Tires	1575	10/09/2023	Claims	6700	937.98	1120849	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	1120849	09/22/2023	10/09/2023	A77 BN1-6 New Tires (x4)			937.98
231001008 Citi Cards	1576	10/09/2023	Claims	6700	3,276.15		
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	AMAZON	10/05/2023	10/09/2023	1-6 Maytown Facility Cache Supplies (wipes, jet dry, dry			82.93
	AMAZON	10/05/2023	10/09/2023	1-1 Grand Mound Conference Speakers			139.44
	AMAZON	10/05/2023	10/09/2023	1-1 Grand Mound & 1-2 Littlerock Bay Door Rollers			178.30
	ARMOR COIN	10/05/2023	10/09/2023	FF Appreciation Challenge Coins			1,261.96
	COSTCO	10/05/2023	10/09/2023	1-6 Maytown Facility Cache Supplies (soap, coffee,			824.60
	COSTCO	10/05/2023	10/09/2023	Refund - 1-6 Maytown Facility Cache Supplies (foil)			-57.81
	COSTCO	10/05/2023	10/09/2023	All Dept. Safety Mtg - refreshments			112.88
	GLOWWITHUS	10/05/2023	10/09/2023	Glow Stick (x1400) - Halloween Pub Ed			686.00
	MRSC	10/05/2023	10/09/2023	PRA Workshop Training (Patraca)			140.00
	CITI CARD	10/05/2023	10/09/2023	Refund Late Fees			-39.00
	CITI CARD	10/05/2023	10/09/2023	Refund Interest Charged			-70.44
	ZOOM	10/05/2023	10/09/2023	Mnthly communications Service			17.29
231001009 City Of Olympia	1577	10/09/2023	Claims	6700	18,521.30	10403/17256	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	10403/17256	09/27/2023	10/09/2023	A05 A1-4 Annual Service			1,386.64
	10403/17256	09/27/2023	10/09/2023	A08 E1-4 Pump Test			612.11
	10403/17256	09/27/2023	10/09/2023	A09 B1-7 Repair Broken Light, Auto Eject Cover			463.19
	10403/17256	09/27/2023	10/09/2023	A09 B1-7 Quarterly Srvc			2,434.57
	10403/17256	09/27/2023	10/09/2023	A19 A1-3 Quarterly Srvc			1,638.95
	10403/17256	09/27/2023	10/09/2023	A21 E1-7 Check Plumbing/Repair Leak			857.82
	10403/17256	09/27/2023	10/09/2023	A61 T1-2 Pump Test			612.11
	10403/17256	09/27/2023	10/09/2023	A68 B1-2 Quarterly Srvc			809.62
	10403/17256	09/27/2023	10/09/2023	A73 U1-2 Replace Steering Gear Box			1,692.19

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10403/17256	09/27/2023	10/09/2023	A75 A1-1 Quarterly Srvc		735.69	
10403/17256	09/27/2023	10/09/2023	A75 A1-1 Check Engine Light, Sensor Repair		997.42	
10403/17256	09/27/2023	10/09/2023	A76 A1-2 Annual Srvc		3,047.74	
10403/17256	09/27/2023	10/09/2023	A76 A1-2 Replace Brake Pads & Rotors		1,422.74	
10403/17256	09/27/2023	10/09/2023	A77 BN1-6 Quarterly Srvc		856.49	
10403/17256	09/27/2023	10/09/2023	A78 B1-3 Quarterly Srvc		639.76	
10403/17256	09/27/2023	10/09/2023	A78 B1-3 Pump Test		314.26	
231001010 City Sanitary Inc	1578	10/09/2023	Claims	6700	205.80	17375891S188, 17375703S188
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
17375703S188	10/04/2023	10/09/2023	1-3 Rochester Recycle			28.60
17375891S188	10/04/2023	10/09/2023	1-1 Grand Mound Recycle			177.20
231001011 Clearfly	1579	10/09/2023	Claims	6700	226.42	551404
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
551404	10/04/2023	10/09/2023	Oct 2023 SIP Trunk Srvc			226.42
231001012 Comcast	1580	10/09/2023	Claims	6700	1,042.30	1030
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
1030	09/22/2023	10/09/2023	1-2 Littlerock Phone/Cable			223.00
1030	09/22/2023	10/09/2023	1-6 Maytown Phone/Cable			244.14
1030	09/22/2023	10/09/2023	1-1 Grand Mound Phone/Cable			212.44
1030	09/22/2023	10/09/2023	1-4 Scott Lake Phone			168.29
1030	09/22/2023	10/09/2023	1-3 Rochester Phone/Cable			194.43
231001013 Complete Repair Services LLC	1581	10/09/2023	Claims	6700	181.21	023213, 118106
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
023213	09/13/2023	10/09/2023	0203 - Stihl Chainsaw Repair			104.57
118106	09/13/2023	10/09/2023	Facility Maintenance - Weed Eater Line			76.64
231001014 DE Lage Landen	1582	10/09/2023	Claims	6700	279.98	81081718
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
81081718	10/04/2023	10/09/2023	1-2 Littlerock Copier Lease			279.98
231001015 Daily Dispatch	1583	10/09/2023	Claims	6700	280.00	004073
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
004073	09/13/2023	10/09/2023	WFCA Advertising of AC Position			280.00
EFT Department Of Revenue	1561	10/09/2023	Claims	6700	401.43	QR3 2023 LET and Use Tax; UCP For SFY2022
JOSSELYN, JESSE	09/21/2023	10/31/2023	UCP For SFY2022			78.50
WALLACE, SOPHIA	09/21/2023	10/31/2023	UCP For SFY2022			30.47
PULLIN, ANDREW	09/21/2023	10/31/2023	UCP For SFY2022			9.23
WALLACE, SOPHIA	09/21/2023	10/31/2023	UCP For SFY2022			30.47
231001016 ESO Solutions, Inc.	1584	10/09/2023	Claims	6700	629.04	121361
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
121361	10/04/2023	10/09/2023	Oct 2023 Srvc			629.04
231001017 Eric T. Quinn, P.S.	1585	10/09/2023	Claims	6700	1,575.00	1443, 1471
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
1443	09/13/2023	10/09/2023	Leqal Srvc Aug 2023			425.00
1471	09/13/2023	10/09/2023	Leqal Srvc Sep 2023			1,150.00
231001018 First Choice Health Network	1586	10/09/2023	Claims	6700	141.12	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
SEP 2023	10/05/2023	10/09/2023	Sep 2023 EAP Srvc			141.12
231001019 Harris, Mike	1587	10/09/2023	Claims	6700	39.83	Reimbursement
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
REIMBURSEMENT	09/22/2023	10/09/2023	RX: 6990828, 6990783, 6990829 Fred Meyer			39.83

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
231001020 Home Depot Credit Services	1588	10/09/2023	Claims	6700	320.55	4524886, 4524883, 1521930, 5160343
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	4524886	09/27/2023	10/09/2023	1-6 Maytown Kitchen Faucet Replacement (putty, pipe)		7.36
	4524883	09/27/2023	10/09/2023	1-6 Maytown Kitchen Faucet Replacement		169.63
	1521930	09/27/2023	10/09/2023	1-1 Grand Mound Dryer Vent Cap		26.03
	5160343	09/27/2023	10/09/2023	1-2 Littlerock Facility Repairs (concrete, hose spiqot,		117.53
231001021 Intelligent Technical Solutions, LLC	1589	10/09/2023	Claims	6700	4,250.00	134248, 133773
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	133773	09/29/2023	10/09/2023	Windows 11 Pro for New MDT		312.38
	134248	09/29/2023	10/09/2023	Oct 2023 Srvc		3,937.62
231001022 Joes Refuse Inc	1590	10/09/2023	Claims	6700	175.91	17372336S188, 17372193S188
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	17372193S188	10/04/2023	10/09/2023	1-3 Rochester Refuse		38.98
	17372336S188	10/04/2023	10/09/2023	1-1 Grand Mound Refuse		136.93
231001023 LN Curtis & Sons Inc	1591	10/09/2023	Claims	6700	447.05	744509
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	744509	09/13/2023	10/08/2023	Air Sample Kits Baqs for Mako Machine (x2)		447.05
231001024 Les Schwab Tire Center of Wa Inc	1592	10/09/2023	Claims	6700	17.36	31000724020
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	31000724020	09/27/2023	10/09/2023	Tire Disposal (x2)		17.36
231001025 Lincoln Creek Lumber	1593	10/09/2023	Claims	6700	70.64	434271
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	434271	09/29/2023	10/09/2023	1-2 Littlerock Roof Repair (sealant, coating, wire brush,		70.64
231001026 McLane Black Lake Fire Dept	1594	10/09/2023	Claims	6700	3,525.00	870, 883
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	870	09/22/2023	10/09/2023	2023 SORT Dues		3,500.00
	883	09/22/2023	10/09/2023	SORT Riqiq Manual		25.00
231001027 Mountain Mist Water	1595	10/09/2023	Claims	6700	311.26	029585
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	029585	10/04/2023	10/09/2023	1-2 Littlerock Water		88.76
	029585	10/04/2023	10/09/2023	1-6 Maytown Water		54.44
	029585	10/04/2023	10/09/2023	1-1 Grand Mound Water		126.06
	029585	10/04/2023	10/09/2023	1-3 Rochester Water		42.00
231001028 Northoly Woodworking and Gifts LLC	1596	10/09/2023	Claims	6700	109.50	D365
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	D365	09/22/2023	10/09/2023	Wildland Tool Engraving (x20)		109.50
231001029 Northwest Water Systems	1597	10/09/2023	Claims	6700	576.75	23-08543, 23-08342, 23-08380
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	23-08543	09/22/2023	10/09/2023	1-1 Grand Mound Water Srvc		192.25
	23-08342	09/22/2023	10/09/2023	1-2 Littlerock Water Srvc		192.25
	23-08380	09/22/2023	10/09/2023	1-6 Maytown Water Srvc		192.25
231001030 Olympia Sheet Metal Inc	1598	10/09/2023	Claims	6700	8,205.87	67002, 67001
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	67001	10/04/2023	10/09/2023	1-6 Maytown HVAC #2 Unit Repair		3,752.15
	67002	10/04/2023	10/09/2023	1-6 Maytown HVAC #3 Unit Repair		4,453.72
231001031 On-Hold Concepts Inc	1599	10/09/2023	Claims	6700	19.95	616622
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	616622	09/28/2023	10/09/2023	Mnthly On Hold Srvc	19.95	
231001032 Patraca Linda Ellen	1600	10/09/2023	Claims	6700	111.39	Reimbursement
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
REIMBURSEMENT	09/22/2023	10/09/2023	Mileage QR3 2023 (July, Aug, Sep)		111.39	
231001033 Pilot Travel Centers LLC	1601	10/09/2023	Claims	6700	421.26	627950031
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
627950031	10/04/2023	10/09/2023	A77 BN1-6 Fuel		230.59	
627950031	10/04/2023	10/09/2023	A25 CH1-2 Fuel		143.68	
627950031	10/04/2023	10/09/2023	A24 BN1 Fuel		46.99	
231001034 Pioneer Fire And Security Inc	1602	10/09/2023	Claims	6700	1,780.91	115314, 115315, 115658, 115353, 11351, 115350, 115352, 115716, 115769, 115768
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
115314	09/22/2023	10/09/2023	1-1 Grand Mound Annual Fire Alarm Inspection		205.00	
115315	09/22/2023	10/09/2023	1-3 Rochester Annual Fire Alarm Inspection & Batteries		179.59	
115658	09/22/2023	10/09/2023	1-1 Grand Mound QR4 2023 Alarm Monitoring		113.51	
115353	09/22/2023	10/09/2023	1-2 Littlerock QR4 2023 Alarm Monitoring		113.51	
115351	09/22/2023	10/09/2023	1-3 Rochester QR4 2023 Alarm Monitoring		113.51	
115350	09/22/2023	10/09/2023	1-4 Scott Lake QR4 2023 Alarm Monitoring		113.51	
115352	09/22/2023	10/09/2023	1-6 Maytown QR4 2023 Alarm Monitoring		113.51	
115716	09/22/2023	10/09/2023	1-2 Littlerock Annual Fire Alarm Inspection		408.77	
115769	09/22/2023	10/09/2023	1-4 Scott Lake Annual Fire Alarm Inspection		270.00	
115768	09/22/2023	10/09/2023	1-6 Maytown Annual Fire Alarm Inspection		150.00	
231001035 Propane Northwest	1603	10/09/2023	Claims	6700	1,051.48	1511123932, 1511245198
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
1511123932	09/28/2023	10/09/2023	1-3 Rochester Propane (577.70 gal)		1,050.40	
1511245198	09/28/2023	10/09/2023	1-7 Old Hwy 99 Tank Rental		1.08	
231001036 Puget Sound Energy	1604	10/09/2023	Claims	6700	3,542.01	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
200017639499	09/22/2023	10/09/2023	1-1 Grand Mound Aug23		1,823.00	
220025935044	09/22/2023	10/09/2023	1-2 Littlerock Sep23		762.00	
220025936018	09/22/2023	10/09/2023	1-3 Rochester Aug23		326.17	
220025935051	09/22/2023	10/09/2023	1-4 Scott Lake Sep23		146.85	
220025935077	09/22/2023	10/09/2023	1-5 Michigan Hill Jul23		54.16	
220025935069	09/22/2023	10/09/2023	1-6 Maytown Aug23		383.22	
220006625754	09/22/2023	10/09/2023	1-7 Old Hwy 99 Aug23		46.61	
231001037 Quest Diagnostics	1605	10/09/2023	Claims	6700	40.95	926430212
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
9206430212	10/05/2023	10/09/2023	Drug Screening (R. Calica)		40.95	
231001038 Rochester Lumber	1606	10/09/2023	Claims	6700	239.90	1212564, 1214928, 1213266, 1214149, 1214086, 1214084
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
1212564	09/13/2023	10/08/2023	Facility Maintenance - Weed Eater Line		21.61	
1214928	09/13/2023	10/08/2023	1-3 Rochester Drop Cord		21.92	
1213266	09/13/2023	10/08/2023	1-1 Grand Mound Sign & Flaq Pole Project (paint,		116.83	
1214149	09/13/2023	10/08/2023	1-1 Grand Mound Sign & Flaq Pole Project (paint,		33.80	
1214086	09/13/2023	10/08/2023	1-3 Rochester Drop Cord (pluqs)		64.64	
1214084	09/13/2023	10/08/2023	1-3 Rochester Drop Cord (pluqs) Return		-18.90	
231001039 Rochester Water Association	1607	10/09/2023	Claims	6700	121.13	100100
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
100100	09/26/2023	10/09/2023	1-3 Rochester Water Srvc.		121.13	
231001040 Scott Lake Maintenance Co C/O Northwest Water Syst	1608	10/09/2023	Claims	6700	115.00	2165

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	2165	10/04/2023	10/09/2023	1-4 Scott Lake Water	115.00	
231001041 Service Saw WorkWears, Inc.	1609	10/09/2023	Claims	6700	374.06	310856, 310927, 311152
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	310856	09/28/2023	10/09/2023	#424 Stihl Chain Saw Repair	128.08	
	310927	09/28/2023	10/09/2023	#429 Chain Saw Repairs	227.59	
	311152	09/28/2023	10/09/2023	#429 Chain Saw Repairs	18.39	
231001042 Snure Seminars	1610	10/09/2023	Claims	6700	100.00	126
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	126	09/26/2023	10/09/2023	Snure Laws Seminar 2023 (Hemminger, Patraca)	100.00	
231001043 Stericycle Inc	1611	10/09/2023	Claims	6700	10.36	3006608484
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	3006608484	09/22/2023	10/09/2023	1-2 Littlerock HazMat Srvc	10.36	
231001044 Strategic Government Resources SGR	1612	10/09/2023	Claims	6700	175.00	C66Y9/1
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	C66Y9/1	09/28/2023	10/09/2023	60-day Job Postinq for AC Position	175.00	
231001045 Systems Design West LLC	1613	10/09/2023	Claims	6700	2,046.08	20231868
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	20231868	09/22/2023	10/09/2023	Aug 2023 Transports (x73), MVA Billing (x2)	2,046.08	
231001046 Trott Thomas John	1614	10/09/2023	Claims	6700	143.00	Reimbursement
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	IAAI	09/13/2023	10/08/2023	IAAI Annual Membership Reimbursement	143.00	
231001047 Tumwater Printing	1615	10/09/2023	Claims	6700	102.69	123339
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	123339	09/22/2023	10/09/2023	WTRFA Business Cards (x250)	102.69	
231001048 Verizon Wireless	1616	10/09/2023	Claims	6700	300.15	9944216474, 9945195639
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	9944216474	09/22/2023	10/09/2023	App Cells	48.85	
	9945195639	09/22/2023	10/09/2023	Captain Cells	171.28	
	9945195639	09/22/2023	10/09/2023	Modems	80.02	
231001049 WHA Insurance Agency Inc	1617	10/09/2023	Claims	6700	832.00	893119, 893120
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	893119	09/22/2023	10/09/2023	Policy EXAD95381WA10040 Renewal	125.00	
	893120	09/22/2023	10/09/2023	Policy BADD95381WA10040 Renewal	707.00	
231001050 Wells Fargo Financial Leasing	1618	10/09/2023	Claims	6700	159.99	5026663417
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	5026663417	09/22/2023	10/09/2023	1-1 Grand Mound Copier Lease	159.99	
231001051 Wilcox & Flegel	1619	10/09/2023	Claims	6700	5,103.26	0819295-IN, 0819293-IN, 0820303-IN, 0820306-IN, CL99323
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	0819295-IN	09/22/2023	10/09/2023	1-1 Grand Mound Diesel (270 gal)	1,359.97	
	0819293-IN	09/22/2023	10/09/2023	1-2 Littlerock Diesel (235 gal)	1,183.67	
	0820303-IN	09/22/2023	10/09/2023	1-1 Grand Mound Diesel (100 gal)	457.99	
	0820306-IN	09/22/2023	10/09/2023	1-2 Littlerock Diesel (170 gal)	778.59	
	CL99323	09/22/2023	10/09/2023	A14 SU1-2	100.09	
	CL99323	09/22/2023	10/09/2023	A77 BN1-6	635.32	
	CL99323	09/22/2023	10/09/2023	A25 CH1-2	52.28	
	CL99323	09/22/2023	10/09/2023	A73 U1-2	264.64	
	CL99323	09/22/2023	10/09/2023	A07 E1-7	270.71	

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
231001052 Wilson Parts Corp	1620	10/09/2023	Claims	6700	310.52	985060
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	985060	10/05/2023	10/09/2023	DEF (x25)		310.52

53 Vouchers:

64,782.90



# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
231001053	Aflac	1621	10/09/2023	Payroll	6700	460.85	
231001054	Benefit Solutions Inc-WSCFF	1622	10/09/2023	Payroll	6700	2,100.00	
	EFT Bennett Matthew Shaun	1504	10/13/2023	Payroll	6700		
	EFT Bennett Matthew Shaun	1528	10/31/2023	Payroll	6700		
231001101	Berryman Thomas A	1512	10/11/2023	Payroll	6700		
	EFT Betts Brandon John	1529	10/31/2023	Payroll	6700		
	EFT Brownell Scott Lee	1513	10/11/2023	Payroll	6700		
	EFT Christenson Brian David	1530	10/31/2023	Payroll	6700		
	EFT Cooke Hans Robert	1531	10/31/2023	Payroll	6700		
	EFT Culleton Thomas P	1514	10/11/2023	Payroll	6700		
231001104	Davis Dustin James	1515	10/11/2023	Payroll	6700		
	EFT Dean Sarah Linnea	1532	10/31/2023	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1562	10/09/2023	Payroll	6700	31,772.65	
	EFT Department Of Retirement Systems Retirement	1563	10/09/2023	Payroll	6700	41,678.01	
	EFT Department Of The Treasury	1564	10/09/2023	Payroll	6700	47,089.89	
	EFT Dept Of Labor & Industries	1565	10/09/2023	Payroll	6700	35,484.13	
	EFT Devert Brent Nathaniel	1533	10/31/2023	Payroll	6700		
231001055	Dimartino Associates Brown & Brown of WA, Inc	1623	10/09/2023	Payroll	6700	2,237.64	
	EFT Drake Nathan Tyler	1534	10/31/2023	Payroll	6700		
	EFT Elkins Ben M	1516	10/11/2023	Payroll	6700		
	EFT Employment Security Department	1566	10/09/2023	Payroll	6700	1,442.00	
	EFT Employment Security Dept PFMLA - WALTC	1567	10/09/2023	Payroll	6700	10,380.38	
231001106	Fitzgerald Thomas J	1517	10/11/2023	Payroll	6700		
	EFT Fox Timothy Andrew	1535	10/31/2023	Payroll	6700		
231001056	GET Program	1624	10/09/2023	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	1505	10/13/2023	Payroll	6700		
	EFT Garza Isaac Wayne	1536	10/31/2023	Payroll	6700		
231001057	HRA VEBA Trust	1625	10/09/2023	Payroll	6700	6,475.00	
	EFT Hall Aaron David	1506	10/13/2023	Payroll	6700		
	EFT Hall Aaron David	1537	10/31/2023	Payroll	6700		
231001107	Harding Arthur James William	1518	10/11/2023	Payroll	6700		
	EFT Heilman Chris Douglas	1538	10/31/2023	Payroll	6700		
	EFT Hemminger Shannon Marie	1539	10/31/2023	Payroll	6700		
	EFT Hoskison Jordan Tyler	1540	10/31/2023	Payroll	6700		
	EFT Hull Nathan Scott	1541	10/31/2023	Payroll	6700		
231001058	IAFF Local 3825 Treasurer	1626	10/09/2023	Payroll	6700	5,693.67	
	EFT Kaleiwahea Blake William	1542	10/31/2023	Payroll	6700		
	EFT Kondrack Andrew Joseph	1543	10/31/2023	Payroll	6700		
231001108	Linn Catherine Louise	1519	10/11/2023	Payroll	6700		
	EFT Lyon Colby Wayne	1507	10/13/2023	Payroll	6700		
	EFT Lyon Colby Wayne	1544	10/31/2023	Payroll	6700		
	EFT Matson Collin Reid	1520	10/11/2023	Payroll	6700		
	EFT McGeary Michael C	1521	10/11/2023	Payroll	6700		
	EFT Miller Devann Munroe	1545	10/31/2023	Payroll	6700		
	EFT Morales Michael Lawrence	1546	10/31/2023	Payroll	6700		
	EFT Nelson Jacob Matthew	1522	10/11/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	1508	10/13/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	1547	10/31/2023	Payroll	6700		
	EFT Parker Gregory Jerel	1509	10/13/2023	Payroll	6700		
	EFT Parker Gregory Jerel	1548	10/31/2023	Payroll	6700		
	EFT Patraca Linda Ellen	1549	10/31/2023	Payroll	6700		

## VOUCHER APPROVAL TRANSMITTAL

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pethia David C	1523	10/11/2023	Payroll	6700		
231001113 Ricks John Rual	1524	10/11/2023	Payroll	6700		
EFT Santee Ricardo Leon	1550	10/31/2023	Payroll	6700		
EFT Sexton Thomas Edward	1551	10/31/2023	Payroll	6700		
EFT Singleton Charles Ed	1552	10/31/2023	Payroll	6700		
EFT Skrei Kaitlyn Amber	1525	10/11/2023	Payroll	6700		
EFT Smith Eric David	1510	10/13/2023	Payroll	6700		
EFT Smith Eric David	1553	10/31/2023	Payroll	6700		
EFT Smith Rob Dean	1554	10/31/2023	Payroll	6700		
EFT Spiegelberg John Steven	1526	10/11/2023	Payroll	6700		
EFT Stone Roger Lee	1555	10/31/2023	Payroll	6700		
EFT Swecker Joel Anthony	1511	10/13/2023	Payroll	6700		
EFT Swecker Joel Anthony	1556	10/31/2023	Payroll	6700		
231001116 Teitzel Steven David	1527	10/11/2023	Payroll	6700		
EFT Trautman Alexander Paul	1557	10/31/2023	Payroll	6700		
EFT Trott Thomas John	1558	10/31/2023	Payroll	6700		
231001059 Trusteed Plans	1627	10/09/2023	Payroll	6700	54,570.77	
EFT Washington State Support Registry	1568	10/09/2023	Payroll	6700	768.66	
231001060 West Thurston Fire - House Funds	1628	10/09/2023	Payroll	6700	180.00	
EFT White Christopher Charles	1559	10/31/2023	Payroll	6700		
71 Vouchers:					444,692.04	



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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September 11, 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 17:08 hours.

**Commissioners:** Elkins, Ricks, Pethia, Dahl, Culleton (Zoom)

**Chief:** R. Smith,

**Battalion Chief:** R. Stone

**Captains:** E. Smith,

**Lieutenants:** E. Palmerson, J. Swecker, M. Morales (Zoom), C. Lyons (Zoom)

**Firefighters:** M. Bennett, S. Dean, J. Nelson, B. Devert (Zoom)

**Volunteer:** T. Berryman

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

**Union Representative:** A. Trautman

**Guests:** E. Morales (Zoom), Jeff Merryman

**Additions/Deletions to the Agenda:** Medic 14 Contract for New Business

**Public Comments/Presentations:** Jeff Merryman – Concerned about filling vacant Assistant Chief position and feels \$160 is not enough for volunteers.

**Labor Management:** FF/EMT Trautman reported on two public ed events, one was the back-to-school event at the Rochester Primary School, and second the Rochester High School football game where West Thurston Fire had a presence at both activities.

Trautman acknowledged Policy 2018 Staffing Priority Call Out Revision has been reviewed by labor management and revisions provided to the Chief.

Congratulations to J. Hoskinson and T. Fox on their recent hire as full-time FF/EMT's.

**New Business:**

1. Expenditure Approval. Commissioner Pethia moved to approve the total expenditure amount of \$502,500.94. Commissioner Ricks seconded the motion. Motion carried 5-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the general board meeting minutes from August 14, 2023, and the special meeting minutes from August 25, 2023. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Safer Grant Acceptance for Recruit and Retention Coordinator. This position is funded for 4 years, full-time, and will be working to bolster the volunteer program. Commissioner Ricks moved to approve the grant for the Recruit and Retention Coordinator. Commissioner Pethia seconded the motion. Motion carried 4-0.

4. Dist. 1 Commissioner Vacancy. Commissioner Jernigan resigned effective September 1, 2023; the vacancy announcement will be posted the week of September 11, 2023.
5. Policy 2018 Staffing Priority Call Out. The first review of the Policy 2018 Staffing Priority Call Out was provided to labor management.
6. Medic 14 Contract. Chief Smith provided the updated Medic 14 Contract for board approval and signature. Commissioner Dahl moved to approve the Medic 14 Contract. Commissioner Pethia seconded the motion. Motion carried 5-0
7. Zoom Meetings. Commissioner Dahl spoke to how zoom became part of the board meetings as a result COVID protocol. It was discussed that zoom attendance for commissions shouldn't be the normal practice and limitations need to be set. Commissioner Dahl requested the policy for such needs to be revised. A rough draft of policy changes will be available for review on the October 9<sup>th</sup>, 2023, meeting.

**Unfinished Business (action items):**

1. Assistant Chief Job Description – Final. Chief Smith presented the final draft of the Assistant Chief job description and requested approval. Commissioner Pethia moved to approve the Assistant Chief job description. Commissioner Dahl seconded the motion. Motion carried 5-0.
2. Assistant Chief Recruitment – Final. Chief Smith presented the final draft of the Assistant Chief Recruitment announcement and requested approval. Commissioner Pethia moved to approve the Assistant Chief Recruitment announcement. Commissioner Dahl seconded the motion. Motion carried 5-0
3. Volunteer Firefighter/EMT Policy Update – Final. Chief Smith presented the final draft of the Volunteer Firefighter/EMT Policy update and requested approval. Commissioner Dahl motioned to approve the updated Volunteer Firefighter/EMT Policy. Commissioner Ricks seconded the motion. Motion carried 4-1, Commissioner Pethia abstained.

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

1. Open Work Order List. Admin Services Director Hemminger provided the quarterly updated open work order list reflecting items that have been taken care of and for the items remaining on the list, they require financial consideration.

**Communications:**

1. August 2023 Thurston County Treasurers report presented.
2. August 2023 Budget Report presented.
3. Chief Smith thanked the WTRFA Volunteer Committee for their assistance in review and advisement on the Volunteer Firefighter/EMT Policy Update.

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

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

**Commissioner Reports:** Commissioner Ricks no Medic One meeting. Commissioner Pethia advised the Emergency Management and County Commissioners will meet in October 2023

**Good of the Order:** Fleet Update. Based on the cost analysis on E1-1, it has been decided to move forward on the repair estimated around \$40,000.

**Adjournment:** The board adjourned the meeting at 18:38 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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Calvin Dahl, Board Member

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Dave Pethia, Board Member

---

Ben Elkins, Board Member

---

John Ricks, Board Member

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Vacant



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



10828 Littlerock Rd SW  
 Olympia WA 98512  
 360.352.1614

**RESOLUTION NO. 2023-009**

A RESOLUTION OF THE GOVERNING BOARD OF THE  
 WEST THURSTON REGIONAL FIRE AUTHORITY (“RFA”)  
 DECLARING CERTAIN ITEMS OF PROPERTY AS  
 SURPLUS AND AUTHORIZING THEIR DISPOSAL

WHEREAS, the “RFA” has certain items which are no longer of use to the “RFA”; and  
 WHEREAS, it would be appropriate to surplus the property and dispose of it through appropriate sale or  
 donation, if the property is found to have little or no value.

NOW, THEREFORE, THE WEST THURSTON REGIONAL AUTHORITY GOVERNING BOARD  
 HEREBY RESOLVES AS FOLLOWS:

**Section 1.** That the property identified in Exhibit 1, attached hereto and incorporated herein by  
 reference, is declared to be surplus, and the Fire Chief of the Authority, or designee, is authorized to  
 dispose of and convey such property through appropriate sale or donation, if the property is found to  
 have little or no value.

**Section 2.** That the Fire Chief of the “RFA”, or designee, is authorized to implement such  
 administrative procedures as may be necessary to carry out this directive.

**Section 3.** That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 9th  
 day of October 2023, the following majority of commissioners being present and voting:

**West Thurston Regional Fire Authority  
 Board of Commissioners**

\_\_\_\_\_  
 Tom Culleton, Commissioner

\_\_\_\_\_  
 Calvin Dahl, Commissioner

\_\_\_\_\_  
 David Pethia, Commissioner

\_\_\_\_\_  
 Ben Elkins, Commissioner

\_\_\_\_\_  
 John Ricks, Commissioner

\_\_\_\_\_  
 Vacant

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

**EXHIBIT 1 – Surplus Property  
Resolution #2023-009**

<b>Item</b>	<b>Value</b>	<b>Serial #</b>	<b>Tag #</b>	<b>Reason</b>
KaySuda USB Speaker Phone – model SP200U	\$30.00	SN 31031606		
MXL ProCon Series 1 Speaker	\$50.00			
Anker Portable Conference Speaker PowerConf S500 – model A3005	\$25.00			
Misc. wired Dell mouse (x 5)	\$2.00 ea			
Mount It Standing Desk, Adjustable Height, 35” Wide Tabletop	\$150.00			
Mitsubishi 73” x 48” TV model WD-82840 (screen size 71 x 40)	\$75.00			
Christie Portable Battery Charger 12V or 6V	\$0	1508	256	No longer used / doesn’t work – to be disposed
GE VHS Player/TV Combo w/remote 19 ½” x 19” (screen size (16 x 12)	\$25.00	540510963		
Stihl Extrication Circular Saw	\$200.00		216	
Honda EA69 Generator	\$500.00	4015426	222	
Pipe Poles (x3)	\$25.00 ea			
Hose Clamps (x6)	\$50.00 ea			
Churville Safe-T-Lite 13400 (x2)	\$5.00 ea			
Electrical Cord Reels (x2)	\$5.00 ea			
Wheel Chocks-Cribbing	\$20.00			
2 1/2 “ Hose Nozzles (x6)				Donate to New Market

*\*If value is estimated to exceed \$500, minimum bid must be established and approved by chief.*



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

**Cash Activity**

Date	Description	Amount	Notes
09/01/2023	<b>Beginning Cash Balance</b>	<b>\$6,839,544.40</b>	
	<b>Receipts/Deposits/Refunds:</b>		
09/01/2023	Credit Card Deposit \$212.64 / 6701	212.64	
09/01/2023	District Deposit \$1,149.95 / 6701	1,149.95	
09/01/2023	District Deposit \$13,035.00 / 6701	13,035.00	
09/01/2023	District Deposit \$474.79 / 6701	474.79	
09/01/2023	District Deposit \$761.40 / 6701	761.40	
09/07/2023	Credit Card Deposit \$25.00 / 6701	25.00	
09/07/2023	Credit Card Deposit \$285.00 / 6701	285.00	
09/07/2023	District Deposit \$155.98 / 6701	155.98	
09/07/2023	District Deposit \$286.12 / 6701	286.12	
09/07/2023	District Deposit \$776.80 / 6701	776.80	
09/07/2023	District Deposit \$924.12 / 6701	924.12	
09/08/2023	District Deposit \$150.00 / 6701	150.00	
09/08/2023	District Deposit \$935.00 / 6701	935.00	
09/08/2023	DNR Other Trust 1	0.26	
09/08/2023	DNR Other Trust 2	0.43	
09/11/2023	Credit Card Deposit \$250.00 / 6701	250.00	
09/11/2023	District Deposit \$27,673.28 / 6701	27,673.28	
09/11/2023	District Deposit \$65,706.96 / 6701	65,706.96	
09/11/2023	Interest on Tax Refunds	(12.74)	
09/12/2023	District Deposit \$460.30 / 6701	460.30	
09/13/2023	District Deposit \$1,372.49 / 6701	1,372.49	
09/13/2023	Interest on Tax Refunds	(1.61)	
09/14/2023	District Deposit \$1,563.55 / 6701	1,563.55	
09/14/2023	District Deposit \$5,314.80 / 6701	5,314.80	
09/15/2023	District Deposit \$1,198.67 / 6701	1,198.67	
09/15/2023	DNR Other Trust 1	0.52	
09/15/2023	DNR Other Trust 2	0.87	
09/18/2023	District Deposit \$1,203.20 / 6701	1,203.20	
09/18/2023	District Deposit \$2,365.37 / 6701	2,365.37	
09/18/2023	District Deposit \$558.56 / 6701	558.56	
09/18/2023	Interest on Tax Refunds	(0.47)	
09/19/2023	District Deposit \$584.45 / 6701	584.45	
09/20/2023	District Deposit \$2,316.80 / 6701	2,316.80	
09/20/2023	District Deposit \$5,174.38 / 6701	4,395.93	
09/22/2023	District Deposit \$1,809.19 / 6701	1,809.19	
09/22/2023	District Deposit \$113.47 / 6701	113.47	
09/25/2023	Interest on Tax Refunds	(0.22)	
09/26/2023	District Deposit \$31,481.72 / 6701	31,481.72	
09/26/2023	District Deposit \$648.00 / 6701	648.00	
09/27/2023	District Deposit \$122.84 / 6701	122.84	
09/27/2023	District Deposit \$2,184.62 / 6701	2,184.62	
09/27/2023	District Deposit \$743.03 / 6701	743.03	
09/28/2023	District Deposit \$117.43 / 6701	117.43	
09/28/2023	District Deposit \$338.68 / 6701	338.68	
09/28/2023	District Deposit \$7,796.02 / 6701	7,796.02	
09/29/2023	District Deposit \$1,147.59 / 6701	1,147.59	
09/29/2023	District Deposit \$13,998.90 / 6701	13,998.90	
09/29/2023	District Deposit \$201.70 / 6701	201.70	
09/29/2023	District Deposit \$227.99 / 6701	227.99	





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

09/29/2023	District Deposit \$462.27 / 6701	462.27	
09/29/2023	District Deposit \$564.67 / 6701	564.67	
09/29/2023	DNR Interest	0.07	
09/29/2023	DNR Other Trust 1	0.26	
09/29/2023	DNR Other Trust 2	0.43	
09/30/2023	Tax & Assessment Receipts	33,393.78	
09/30/2023	Interest Paid	9,824.11	
	<b>Total Deposits</b>	<b>\$239,299.97</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
09/13/2023	Electronic Disbursement	(18,965.91)	
09/13/2023	Issued Warrants	(152,333.84)	
09/15/2023	Electronic Disbursement	(9,524.13)	
09/29/2023	Electronic Disbursement	(321,677.06)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$502,500.94)</b>	
<b>09/30/2023</b>	<b>Ending Cash Balance</b>	<b>\$6,576,343.43</b>	

### Warrant Activity

<b>09/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$11,478.43</b>
	Total Warrants Issued	152,333.84
	Total Warrants Redeemed	(160,118.36)
	Total Warrants Voided	-
<b>09/30/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$3,693.91</b>

### Investment Activity

<b>09/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$19,504.77</b>
	Interest Earned	12,008.79
	Cash Paid	(9,824.11)
<b>09/30/2023</b>	<b>Ending Interest Receivable</b>	<b>\$21,689.45</b>

TCIP Yield (used to calculate interest earnings)	2.15%
LGIP Yield (budget benchmark)	5.12%



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

### Cash Activity

Date	Description	Amount	Notes
<b>09/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$220,574.43</b>	
	<b>Receipts/Deposits/Refunds:</b>		
09/08/2023	DNR Other Trust 1	0.05	
09/08/2023	DNR Other Trust 2	0.08	
09/11/2023	Interest on Tax Refunds	(0.05)	
09/15/2023	DNR Other Trust 1	0.09	
09/15/2023	DNR Other Trust 2	0.15	
09/18/2023	Interest on Tax Refunds	(0.08)	
09/20/2023	District Deposit \$5,174.38 / 6701	778.45	
09/25/2023	Interest on Tax Refunds	(0.04)	
09/29/2023	DNR Interest	0.01	
09/29/2023	DNR Other Trust 1	0.05	
09/29/2023	DNR Other Trust 2	0.08	
09/30/2023	Tax & Assessment Receipts	2,715.00	
09/30/2023	Interest Paid	303.48	
	<b>Total Deposits</b>	<b>\$3,797.27</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
<b>09/30/2023</b>	<b>Ending Cash Balance</b>	<b>\$224,371.70</b>	

### Warrant Activity

<b>09/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
<b>09/30/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

### Investment Activity

<b>09/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$583.91</b>
	Interest Earned	389.59
	Cash Paid	(303.48)
<b>09/30/2023</b>	<b>Ending Interest Receivable</b>	<b>\$670.02</b>

TCIP Yield (used to calculate interest earnings)	2.15%
LGIP Yield (budget benchmark)	5.12%



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

### Cash Activity

Date	Description	Amount	Notes
09/01/2023	Beginning Cash Balance	\$769,784.18	
	<b>Receipts/Deposits/Refunds:</b>		
09/30/2023	Interest Paid	1,067.57	
	<b>Total Deposits</b>	<b>\$1,067.57</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
09/30/2023	Ending Cash Balance	\$770,851.75	

### Warrant Activity

09/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
09/30/2023	Ending Warrants Outstanding	\$0.00

### Investment Activity

09/01/2023	Beginning Interest Receivable	\$2,067.19
	Interest Earned	1,357.32
	Cash Paid	(1,067.57)
09/30/2023	Ending Interest Receivable	\$2,356.94

TCIP Yield (used to calculate interest earnings)	2.15%
LGIP Yield (budget benchmark)	5.12%

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

Title	January	February	March	April	May	June	July	August	Sept	YTD Collected / Expended	Original Budget	75% of Year Expended		
												Revised Budget	Budget Remaining	% Rev/Exp
<b>GENERAL FUND</b>														
Beg Bal-Unresv GF 67A0	4,398,675									4,398,675	4,398,675	4,398,675	(0)	
Beg Bal-Oper Res 67A0	2,907,000									2,907,000	2,907,000	2,907,000	-	
Beg Bal-Wildland Res 67A0										-		-	-	
Beg Bal-GEMT Res 67A0										-		-	-	
Beg Bal-SCBA Res 67A0										-		-	-	
Beg Bal-Facility Res 67A0										-		-	-	
Beg Bal-Apparatus Res 67A0										-		-	-	
Beg Bal-Petty Cash										-		-	-	
<b>BEGINNING BALANCES</b>	<b>7,305,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,305,675</b>	<b>7,305,675</b>	<b>7,305,675</b>	<b>(0)</b>	
Property Tax - WTRFA	42	37	0.82	36	8	-				124			(124)	
Property Tax-Regular District #1	3,922	54,985	80880	677740	144,301	4,405.92	10,496	7215.77	17,112	1,001,057	1,734,676	1,734,676	733,619	58%
Property Tax-M&O #1 6615	2,031	2,290	2808	2300	3,853	(159.23)	503	-431.14	939	14,134	-	-	(14,134)	#DIV/0!
Property Tax-Regular District #11	5,370	47,039	74085	684116	136,973	6,251.99	3,122	9768.14	16,236	982,962	1,738,402	1,738,402	755,440	57%
Property Tax-M&O #11 6715	634	2,706	1331	3621	3,620	(273.94)	304	712.43	(910)	11,746	-	-	(11,746)	#DIV/0!
Property Tax-WTRFA M&O	-	-	0				29	0		29		-	(29)	
COVID-19 Nongrant Assistance	-	-	0	0				0		-		-	-	
GEMT	47,120	43,356	18333	25715	55,428	358,179.56	36,724	5254.02	90,119	680,228	700,000	700,000	19,772	97%
State Grant-Military Dept	-	-	8228	0				457.09		8,685		-	(8,685)	
State Grant - DNR Wildland	-	-		0				0		-		-	-	
State Grant-Dept Of Health	-	-		554				0		554	1,200	1,200	646	46%
State Grant-Other	-	-		0				0		-		-	-	
Interlocal Grants (incl. Timber Harvest/DNR)	394	7,445	139	0	11,978	0.69	3	2,874		22,835	60,000	60,000	37,165	38%
Mobilizations	14,847	9,969		-			11,632	15,059	33629.92	85,136		-	(85,136)	
Intergov't/Tribal		80,420		91250	30,420				4395.93	332,967	200,244	200,244	(132,723)	166%
Ambulance & Emer Aid Fees	34,264	26,247	37607	35630	42,219	23,019.68	39,556	17,204	36640.52	292,387	360,000	360,000	67,613	81%
Other Interest	9,699	6,991	5379	6141	11,223	17,447.56	10,956	11,022	9824.11	88,682	20,000	20,000	(68,682)	443%
Space & Fac Leases (short and long-ter	5,794	673	400	948	574	206.42	2,773	9,598	28322.16	49,289	56,314	56,314	7,025	88%
Contributions And Donations From P	-	-	0	0					0	-		-	-	
Sale Of Surplus	-	-	10897	21320					0	32,217		-	(32,217)	
Misc Revenue - Incident Cost Recove	898	-	1754	0					1326.07	3,978	4,000	4,000	22	99%
Misc Revenue - Prior Year	20,182	(401)	255	0		148.67			0	20,185		-	(20,185)	
Misc Revenue - Fuel Tax Refunds	-	16	0	0	10			5	0	30		-	(30)	
Misc Revenue - Other	-	10	5	15	50607	(100.00)	100	533	14.52	51,184		-	(51,184)	
Other-Sales Tax	(940)	940	51	-1017	90	19.26	(109)	39	102.72	(824)		-	824	
Suspense (cancelled warrants, pendin	-	-								-		-	-	
Long Term Debt Issuance	-	-								-		-	-	
Premiums on Bonds	-	-								-		-	-	
Sale Of Assets	-	-								-		-	-	
Insurance Recovery	-	-								-		-	-	

Title	January	February	March	April	May	June	July	August	Sept	YTD Collected / Expended	Original Budget	Revised Budget	Budget Remaining	% Rev/Exp
Transfers In	-	-								-		-	-	
<b>TOTAL REVENUE</b>	<b>144,258</b>	<b>282,725</b>	<b>242,152</b>	<b>1,548,371</b>	<b>491,302</b>	<b>409,146.58</b>	<b>242,570</b>	<b>79,309</b>	<b>237,753</b>	<b>3,677,585</b>	<b>4,874,836</b>	<b>4,874,836</b>	<b>1,197,251</b>	<b>75%</b>
<b>TOTAL FUNDS AVAILABLE</b>											<b>12,180,511</b>	<b>12,180,511</b>	<b>1,197,251</b>	
Admin-Salaries-Commissioner	1,447	2,432	1536	1152	1920	2,432.00	1536	1792	1792	16,039	27,648	27,648	11,609	58%
Admin-Salaries-Admin	62,691	46,470	39945	35565	29394	42,025.02	29627.04	29101.86	29387.78	344,207	673,772	673,772	329,565	51%
Admin-Salaries-Temporary Adm	-	131	113	0	0	-	57.29	71.61	5014.63	5,387	12,207	12,207	6,820	44%
Admin-Benefits-Commissioner	120	186	118	99	147	186.04	128.18	137.1	137.1	1,258	2,212	2,212	954	57%
Admin-Benefits-Admin	22,955	23,417	15611	23162	12817	11,651.03	10444.38	10903.27	10913.57	141,874	294,508	294,508	152,634	48%
Admin-Benefits-Temporary Adm	1	10	9	2		-	4.38	5.48	649.4	681	1,007	1,007	326	68%
Admin-Office & Oper Supplies	412	1,548	107	39		-	203.19	91.88	199.99	2,602	3,000	3,000	398	87%
Admin-Minor Equip (noninv)	-	-	30	0		-	0	0	165.37	195	7,560	7,560	7,365	3%
Admin-Small & Attractive Assets (inve	-	-	162	0		-	0	1668.77	1536.6	3,368	6,400	6,400	3,032	53%
Admin-Software	8,882	3,545	8302	1726	8022	3,792.81	993.41	3158.08	717.05	39,140	45,083	45,083	5,943	87%
Admin-Prof Services	9,856	9,090	11565	8794	6313	13,926.05	38075.13	6120.7	6582.04	110,321	157,508	157,508	47,187	70%
Admin-Communication (clearfly, onh	415	6,819	245	244	244	243.74	243.83	243.83	243.87	8,943	500	10,300	1,357	87%
Admin-Advertising	-	-	0	0	0	-	0	0	0	-	500	500	500	0%
Admin-Insurance	141	(443)	141	141	141	141.12	141.12	141.12	8487.12	9,032	106,303	106,303	97,271	8%
Admin-Equipment Maint	298	292	245	250	0	406.35	196.53	156.86	0	1,844	3,494	3,494	1,650	53%
Admin-Misc-Commissioner	19	67	39	48	62	83.19	51.21	42.58	57.64	470	2,000	2,000	1,530	24%
Admin-Misc-Admin	565	2,434	250	482	0	-	823.86	0	109.44	4,663	5,780	5,780	1,117	81%
Admin-Dues & Membership	4,835	-	0	0	0	-	0	0	0	4,835	9,060	9,060	4,225	53%
Admin-Elections	4,525	3,306	0	0	0	-	0	0	0	7,832	30,000	30,000	22,168	26%
Suppr-Salaries-Career FF	276,560	259,757	242367	255889	256346	248,580.43	254340.81	276092.36	267846.94	2,337,780	3,180,613	3,180,613	842,833	74%
Suppr-Salaries-Vol Pts	2,340	1,931	1880	2484	2611	2,287.70	1581.68	1425.35	1897.5	18,437	51,800	51,800	33,363	36%
Suppr-Salaries-Mobe OT	-	-	0	0	0	-	2929.9	22644.72	18978.75	44,553	-	-	(44,553)	
Suppr-Salaries-Training OT	-	6,478	519	4824	3001	5,607.48	2222.02	324.12	934.3	23,910	57,899	57,899	33,989	41%
Suppr-Salaries-OTEP Instructor OT	-	1,549	0	1122	0	-	0	0	873.27	3,544	-	-	(3,544)	#DIV/0!
Suppr-Salaries-COVID 19 OT	3,395	-	0	0	0	(228.93)	0	0	0	3,166	-	-	(3,166)	
Suppr-Benefits-Career FF	113,914	83,627	81581	112434	90861	80,123.89	112478.44	83439.34	82938.26	841,397	1,397,275	1,397,275	555,878	60%
Suppr-Benefits-Volunteer	635	913	189	191	200	175.02	143.26	109.06	192.66	2,747	6,987	6,987	4,240	39%
Suppr-Benefits-Mobe OT	2	-	0	0	0	-	192.14	1558.85	1237.03	2,990	-	-	(2,990)	
Suppr-Benefits-Training OT	2	425	34	333	195	364.41	180.52	21.18	60.51	1,615	3,908	3,908	2,293	41%
Suppr-Benefits-OTEP Instructor OT	-	101	0	77	0		3.03	0	56.07	237	-	-	(237)	
Suppr-Benefits-COVID 19 OT	221	-	0	9	0		0	0	0	230	-	-	(230)	
Suppr-Bunker Gear/PPE	14,996	1,935	396	564	176			0		18,067	14,928	29,928	11,861	60%
Suppr-Uniforms	-	508	60	2124	910		1022.32	689.22	1,092	6,406	5,000	5,000	(1,406)	128%
Suppr-Rehab Supplies	-	-	87				157.3	25.19	84	353	1,000	1,000	647	35%
Suppr-COVID 19 PPE Supplies	-	-	0				0	0	0	-	-	-	-	
Suppr-Small Tools (hand tools)	-	-	0				0	0	0	-	5,000	5,000	5,000	0%
Suppr-Minor Equipment (apparatus)	6,824	-	48				0	0	0	6,872	6,550	12,388	5,516	55%
Suppr-Health & Wellness Equip	-	-	0				0	0	0	-	-	-	-	#DIV/0!
Suppr-Small & Attractive Assets (inve	-	-	0				0	0	0	-	-	-	-	
Suppr-EMS Supplies	-	-	0				0	0	0	-	2,000	2,000	2,000	0%

Title	January	February	March	April	May	June	July	August	Sept	YTD Collected / Expended	Original Budget	Revised Budget	Budget Remaining	% Rev/Exp
Suppr-Wildland tools/gear	-	-	0				953.4	1682.6		2,636	-	-	(2,636)	
Suppr-Comm/Modems (verizon)	301	300	300	405	321	299.33	299.33	299.42	299	2,825	4,680	4,680	1,855	60%
Suppr-Advertising	-	-	0				0	0		-	500	500	500	0%
Medical Costs	1,578	396	0	151			0	0	8,205	10,330	20,000	20,000	9,670	52%
Medical Costs - COVID-19	-	-	0				0	0		-	-	-	-	
Suppr-Miscellaneous	44	484	6210	583		268.90	221.74	77.9	665	8,554	15,700	15,700	7,146	54%
Fire Inv-Salaries	129	896	74							1,099	-	-	(1,099)	#DIV/0!
Fire Inv-Benefits	13	69	6	19						107	-	-	(107)	#DIV/0!
Fire Prev-Pub Ed (public)	53	(642)	642	300	11		34			397	1,000	1,000	603	40%
Fire Inv-Professional Svcs	-	-	0	143						143	-	-	(143)	#DIV/0!
Fire Inv-Small & Attractive Assets (inv	-	-	0							-	-	-	-	
Training-Supplies	-	-	253							253	6,000	6,000	5,747	4%
Training-Pub Ed/EMS (dept)	-	-	0				104			104	-	-	(104)	#DIV/0!
Training-Travel/Registrations (Fire)	1,200	3,200	1345	1462	2125		841	1,123	2,861	14,156	49,690	47,690	33,534	30%
Training Reimb-Residents	-	-	0							-	-	-	-	#DIV/0!
Training-Travel/Registrations (EMS)	-	-	0							-	-	-	-	#DIV/0!
Training-Travel/Registrations (Peer St	-	-	0							-	2,000	4,000	4,000	0%
Facilities-Operating Supplies General	1,090	-	3008	242	163	46.52	4,320	167	793	9,830	18,700	18,700	8,870	53%
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	3427	1679	1487		909.04		1109.32	19,169	44,800	44,800	25,631	43%
Facilities-Water	573	430	411	476	412	574.66	400.09	421.2	466.68	4,164	5,000	5,000	836	83%
Facilities-Phone/Cable	1,731	1,218	1291	954	1179	560.21	984.4	998.57	986.02	9,903	9,000	9,000	(903)	110%
Facilities-Electricity	3,045	3,723	4113	4218	4020	4,352.64	4218.35	3909.36	3264.75	34,864	45,472	45,472	10,608	77%
Facilities-Garbage	221	343	434	393	393	452.95	392.85	467.11	400.49	3,497	4,800	4,800	1,303	73%
Facilities-Repairs & Maint	2,534	11,479	12058	11748	3090	2,792.28	2549.35	2463.05	20547.1	69,260	125,284	159,034	89,774	44%
Vehicle & Equip-Fuel	3,622	4,171	3807	3851	4838	6,035.79	12424.68	7446.6	8578.95	54,774	65,300	65,300	10,526	84%
Vehicle & Equip-Repairs & Maint	19,033	32,253	10567	14127	21083	28,145.01	2536.91	9410.19	14645.15	151,801	185,319	185,319	33,518	82%
Refunds/Fund Bal Adjusts	-	-	0	0		-		0	0	-	-	-	-	
Payroll Clearing	(3,751)	(3,730)	-3604	7467	-3619	(3,472.08)	5,666	-5360.94	-5389.63	(15,794)	-	-	15,794	
Payroll Draw Clearing	-	-	0	0		-		0	0	-	-	-	-	
Long Term Lease - Equipment	1,364	1,056	1056	1056	1056	1,093.56	1,056	776.16	1336.12	9,851	-	-	-	
Debt Related Costs										-	-	-	-	
Capital Expenditures - CASH OUTLAYS										-	12,000	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>450,972</b>	<b>501,028</b>	<b>449,920</b>	<b>452,947</b>	<b>495,688</b>	<b>463,846</b>	<b>500,954</b>	<b>4,406,916</b>	<b>6,977,044</b>	<b>7,066,432</b>	<b>2,669,367</b>	<b>62%</b>
<b>GENERAL FUND ENDING BALANCE</b>	<b>6,876,409</b>	<b>6,641,095</b>	<b>6,432,275</b>	<b>7,479,618</b>	<b>7,521,000</b>	<b>7,477,199</b>	<b>7,224,081</b>	<b>6,839,545</b>	<b>6,576,344</b>			<b>5,114,079</b>		
<i>Balance to Treasurer's report==&gt;</i>	<i>(6,876,409)</i>	<i>(6,641,095)</i>	<i>-6429275</i>	<i>(7,479,618)</i>	<i>(7,521,000)</i>	<i>(7,477,197)</i>	<i>(7,224,079)</i>	<i>(6,839,544)</i>	<i>(6,576,343)</i>					

Title	January	February	March	April	May	June	July	August	Sept	YTD Collected / Expended	Original Budget	Revised Budget	Budget Remaining	% Rev/Exp
	-	-	3000	0	0	2	2	0	0					
<b>EMERGENCY RESERVE FUND</b>														
Beg Bal-Emerg Res 67A4	761,289	762,313	763,069	763,667	764,369	765,596	767,462				761,289	761,289	<b>761,289</b>	
Other Interest-Emergency Res	1,024	756	598	702	1,227	1,866	1,153	1,169	1,068	<b>9,562</b>	10,000	10,000	<b>438</b>	
Transfers In-Emergency Rsrv						-				-		-	-	
Property Tax-M&O						-				-		-	-	
<b>EMERGENCY RESERVE ENDING BALA</b>	<b>762,313</b>	<b>763,069</b>	<b>763,667</b>	<b>764,369</b>	<b>765,596</b>	<b>767,462</b>	<b>768,615</b>	<b>769,784</b>	<b>770,852</b>	<b>9,562</b>	<b>771,289</b>	<b>771,289</b>		
<i>Balance to Treasurer's report===&gt;</i>	<i>(762,313)</i>	<i>(763,069)</i>	<i>(763,667)</i>	<i>(764,369)</i>	<i>(765,596)</i>	<i>(767,462)</i>	<i>(768,615)</i>	<i>(769,784)</i>	<i>(770,852)</i>					
	-	-	-	-	-	-	-	-	-					
<b>BOND DEBT FUND</b>														
Beg Bal-Reserved Debt Srv	130,726	133,422	145,878	159,852	284,703	315,130	210,609				130,726	130,726	<b>130,726</b>	
Property Tax-Bond Debt	2,191	9,024	13,811	124,674.77	30,064	988	4,598	1,528		<b>186,879</b>	325,000	325,000	<b>138,122</b>	
Property Tax-Bond Debt - IAGs				0					778	<b>778</b>		-	<b>(778)</b>	
Sale of Tax Title Property Debt Svc				0						-		-	-	
Interlocal Grants <i>(includes DNR Timber Trust)</i>	70	3,187	0	0		0	1	3,182	2,715	<b>9,155</b>		-	<b>(9,155)</b>	
Other Interest-Debt Srv	435	244	163	176.29	364	538	327	330	303	<b>2,881</b>	5,000	5,000	<b>2,119</b>	
Transfers In-Debt Svc										-	240,297	240,297	<b>240,297</b>	
Debt Svcs-Principal Debt Srv Fund										-		-	-	
Debt Svc-Interest And Other Debt Srv Fund						106,048				<b>106,048</b>		-	<b>(106,048)</b>	
Transfers Out-Debt Svc										-		-	-	
<b>BOND DEBT ENDING BALANCE</b>	<b>133,423</b>	<b>145,877</b>	<b>159,852</b>	<b>284,703</b>	<b>315,130</b>	<b>210,609</b>	<b>215,534</b>	<b>220,574</b>	<b>224,371</b>	<b>93,645</b>	<b>701,023</b>	<b>701,023</b>		



## WEST THURSTON REGIONAL FIRE AUTHORITY

**CHIEF REPORT | September 2023**

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

### **CHIEF'S RECAP**

Crews responded to 302 calls (an average of 10 calls a day), and 43% of the time they were managing more than one call. They responded to 9 fire calls: 1 building fire, 2 mobile/RV fires, 1 dumpster fire, and 5 brush fires. Crews also attended to 209 EMS calls of which 22 were motor vehicle accidents, and 84 others (details can be found on page six).

It's important to note that our current call volume is on a record pace trajectory, up 6.23% or 156 calls over the prior year. We achieved 2659 calls for service and this demand continues to rise. With this comes the challenge of planning for the future with limited funding options.

Our staffing challenges continue with overtime accrual continuing at pace with last year or slightly higher to maintain minimum staffing requirements. Since August of 2022, five career staff have left citing in casual exit interviews concern for unstable funding and uncertainty with family planning. Those under Reduction in Force notification felt compelled to seek stable employment and left our agency for other fire departments. This movement has created a shortage in current staffing with added pressure on current line personnel to fill a constant void. Although the recent Levy Lid Lift has temporarily restored funding, we are on a mission to restore stability with staffing and return to baseline. A longer-term solution is needed, however, and should be explored in short order. 2024 will be an opportunity to engage the community on what the long-term future of West Thurston Fire looks like.

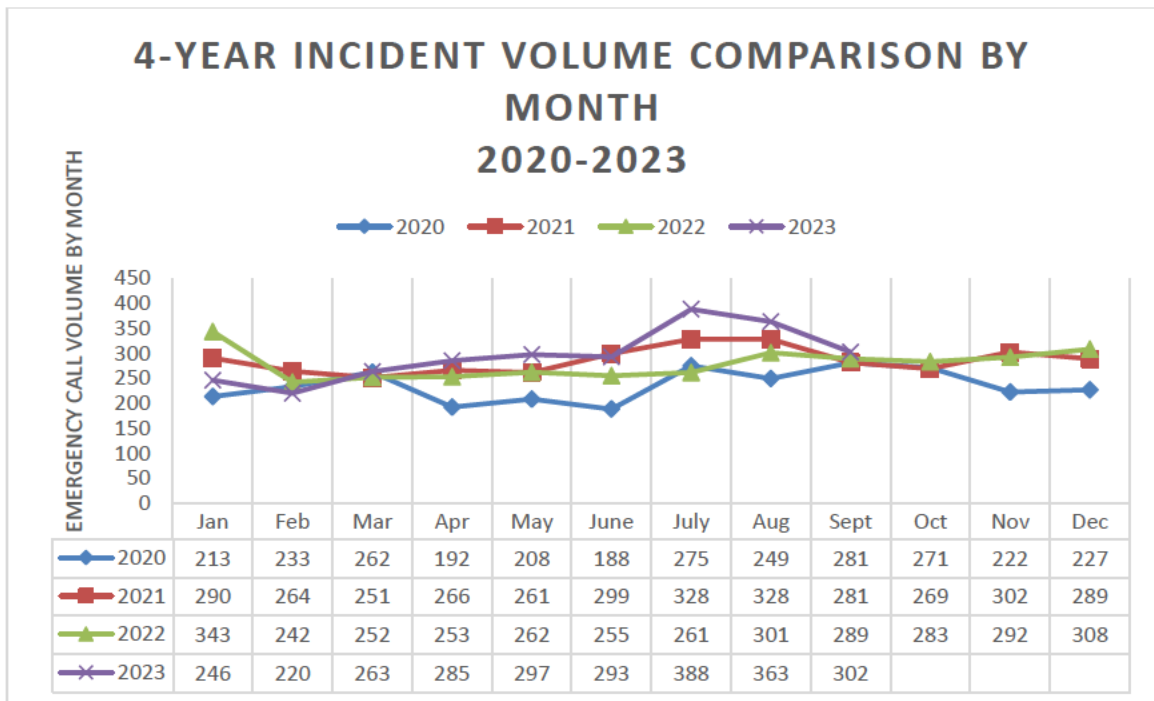
Current energy is directed toward filling two to three full time Firefighter/EMT positions to restore to 31-line personnel as was in place prior to August of 2022 with interviews scheduled mid-October. We are hopeful to return to baseline by December 1, 2023. As reported last month, we have begun recruiting for a full-time Volunteer Recruitment and Retention Coordinator Position. This limited four-year-term position that is fully funded from grant funds is expected to be filled no later than January 1, 2023. With recent positive changes to our volunteer reimbursement schedule from \$74.00 for a 24-hour shift for fully credentialed Firefighter/EMT to \$160.00, which is one of the highest paid volunteer reimbursements in Thurston County, will make joining our family more attractive. The work from this position we anticipate will generate much interest and further promises to bolster staffing to meet the needs of our communities going into the future. In addition, the Assistant Fire Chief Position recruitment process has launched with hopes to fill this position with the right candidate by December 1, 2023. Once we have filled these positions, we will be in position to fire on all cylinders to ensure a successful future at West Thurston Fire.





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

MONTH	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	247	204	6	37	246	4	64	92
FEB	220	167	13	40	466	11	46	64
MAR	263	190	15	58	729	15	63	81
APR	285	226	9	50	1014	7	72	97
MAY	297	223	16	58	1311	12	76	103
JUN	293	212	17	64	1604	15	56	77
JUL	388	265	41	82	1992	19	86	128
AUG	364	249	17	98	2355	14	71	114
SEP	302	209	9	84	2659	9	59	82
OCT								
NOV								
DEC								
YEAR	2659	1945	143	571	2659	107	599*	843

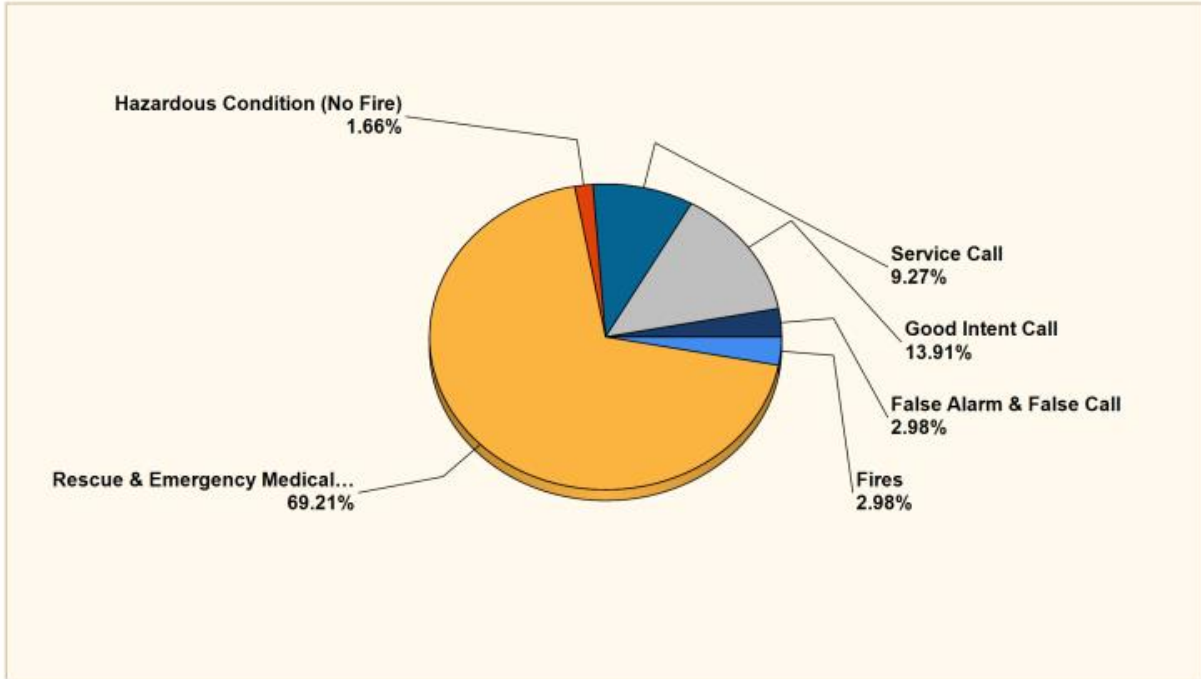




**ALL INCIDENTS BY TYPE – MONTH**

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

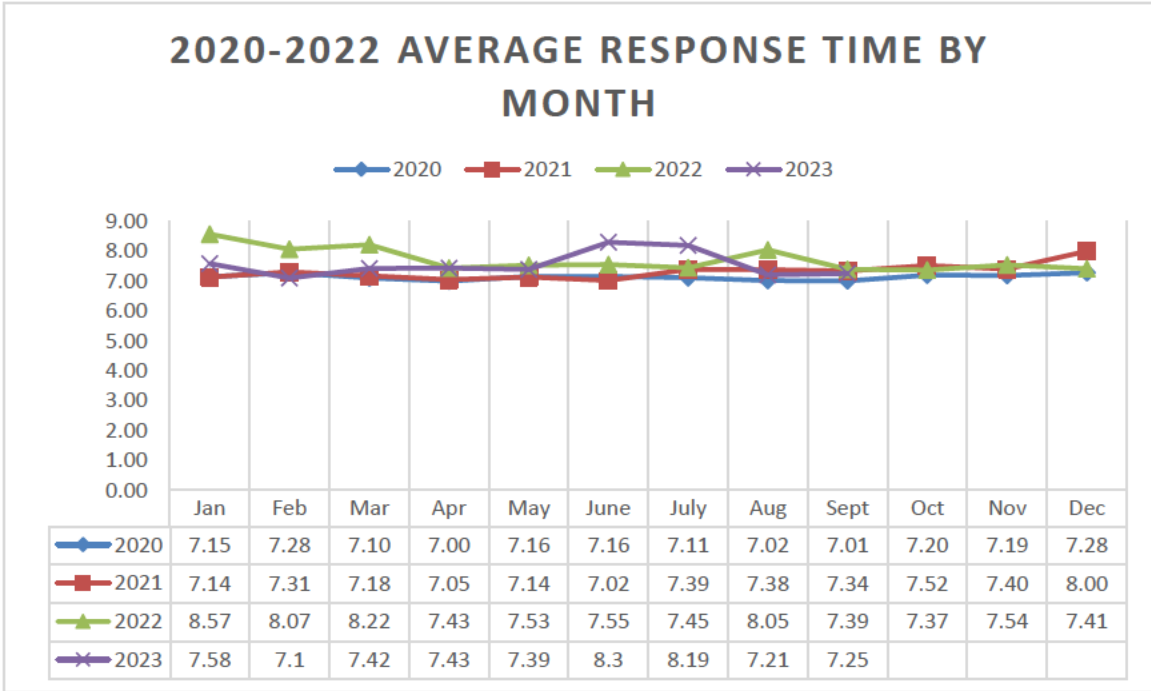
Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	2.98%
Rescue & Emergency Medical Service	209	69.21%
Hazardous Condition (No Fire)	5	1.66%
Service Call	28	9.27%
Good Intent Call	42	13.91%
False Alarm & False Call	9	2.98%
<b>TOTAL</b>	<b>302</b>	<b>100%</b>

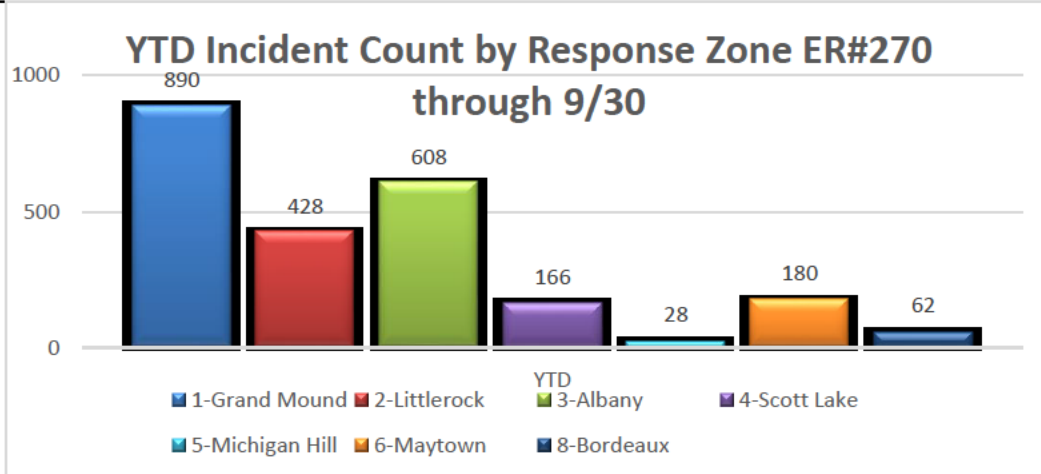


**WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH**



**Average Response Time (Month): 7:25 Minutes**  
*\*ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

- Monthly Call Volume and Response Time Comments\*reviewed incident counts**
- 2659 Incidents YTD \*ER553
  - 2503 Incidents Prior YTD (Through September 2023 compared to September 2022)
  - Change of 156 calls over PYTD.
  - 6.23% over PYTD
  - Overlapping calls occurred 43.05% of the time during September (130 calls) \*ER1120





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

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	209	1945
FIRE/EXPLOSION	9	143
OTHER	84	571
<b>TOTAL</b>	<b>302</b>	<b>2659</b>
<b>WEST THURSTON PATIENT TRANSPORTS</b>	<b>59</b>	<b>599</b>

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	06	40
Eagles Landing (12840)	01	25
Great Wolf Lodge (20500)	05	45
Fairfield Inn (6223)	01	05
Burger Claim (20320)	00	02
Distillery (19770) Sargent Rd	00	03
End of Trail (19615) Elderberry	03	13
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	01	04
Chevron Gas Station (20330)	00	00
<b>Total Tribal Property Call Volume</b>	<b>17</b>	<b>137</b>
<b>% of Total WTRFA</b>	<b>5.6%</b>	<b>5.15%</b>
<b>% of Total GM/Rochester</b>	<b>10.1%</b>	<b>9.14%</b>

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	16	242
Aid 1-2 – App 06	16	186
Aid 1-3 – App 03	27	166
Aid 1-6 – App 55	00	04
Aid 1-4	00	01
<b>TOTAL WTRFA</b>	<b>59</b>	<b>599</b>
Transported ALS	18	214
Airlift	00	02
Private Ambulance	00	07
Other FD	5	21
<b>TOTAL PT's TRANSPORTED</b>	<b>82</b>	<b>843</b>

TRANSPORT DESTINATION	MONTH	YTD
SPH	32	341
PHC	43	361
CMC	7	128
MAMC	1	2
Harborview	0	2
Mary Bridge	1	1
Other	0	2
<b>TOTAL</b>	<b>84</b>	<b>837</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	92	6:37	890	33.47%
2 – Littlerock	43	8:23	428	16.10%
3 – Albany	76	6:53	608	22.87%
4 – Scott Lake- Sta. 1-2	27	6:57	166	6.24%
5 – Michigan Hill- Sta.1-3	7	18:13	28	1.05%
6 – Maytown – Sta. 1-2	14	10:50	180	6.77%
8 – Bordeaux–Sta.1-2	8	10:27	62	2.33%
I-5 1-1	11	6:39	72	2.71%
I-5 1-2	2	9:56	26	0.98%
I-5 1-6	9	9:54	53	1.99%
Capitol Forest	4	38:06	39	1.47%
Mutual Aid	9	9:13*	107	4.02%



TOTAL	302	8:12	2659	100%
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**WEST THURSTON STATION UPTIME – MONTH DETAIL**

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

Certified Responders- Personnel Count	Personnel-Hours Worked SEPTEMBER 2023
(30) Career-Union	Regular Hours 4344; Overtime Hours: 434; Sick Leave Hours; 504 (includes paternity and FMLA); Kelly Day Hours: 1056; Vacation Hours 828; Personal Leave: 24; Training OT: 19.5; Other OT: 0 Bereavement 48; Mob:141, Mob Backfill; 18
(18) Volunteer Responders	392 Regular Hours
(2) PACT	11 Hours
(2) Residents/Temp/ PT	198 Regular Hours
(1) Maintenance/Logistics FT	140 Regular Hours

**WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES**

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

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

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

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

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

- No report



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

- September 16 – Brush Fire 49 C4300 Capitol Peak – 25 acres (no report)

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

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

- LT/EMT – work-related elbow injury – time loss/light duty until 11/26/23
- 9/2 – A1-2 rear bumper damage.

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

- Nelson (A Shift) vacated temp position earlier than anticipated – September 30.
- Matson (B Shift) resigned – September 30.
- Staffing of permanent staff down from August 2022 from 31 to 28 (net loss of three).
- NTN list pulled to fill two-three permanent positions – 12 invitations - target 11/15/23 fill.
- Temporary Staffing will continue to be explored for two current line positions.
- Training Officer placement targeted for 1/1/24.
- Will seek to restore 31 career positions with August 1 Levy Passage by 1/1/24.

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

- FF/EMT interviews scheduled for October 17 and 18
- Volunteer Recruit/Retention Coordinator Position – interviews planned for November 14.
- Assistant Fire Chief Position – initial review October 12. Tentative panel interview November 6-10; Chief Interview tentative for November 15; target December 1 start

#### **Legal Issues:**

- Summons & Complaint filed by Chehalis Tribe – alleging coercion with remedy sought to void Emergency Services Contract for 2023-2025– Trial setting date November 3, 2023, Interrogatories in process. Chief Smith deposition December 7, 2023.

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

- Policy # 2018 - Personnel- Staffing Priority - Guideline – Call-out requirements – Change clarifies acceptable complete communication – in 60-day review period. Plan to implement NLT November 14, 2023.

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

- No items

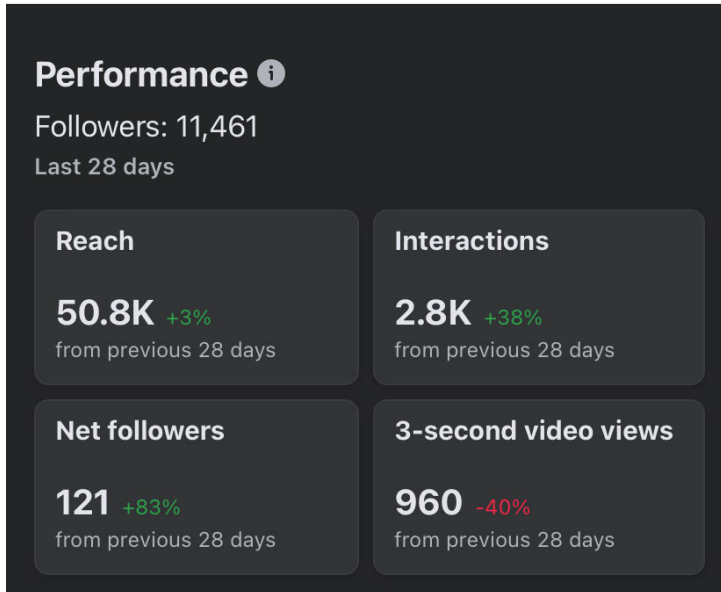
#### **Risk Management:**

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



**Social Media Enhancements:**

- Enhanced our online presence with the community. Evident around themes and safety tips.
- September – Resolve to be Ready.
- October – National Fire Prevention Day (10/9) and Week
- Great Shakeout Earthquake Drill (10/19)



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

- FPAWS @Great Wolf Lodge – Sept 9 (Fitz, McGeary)
- Bordeaux HOA Meeting – Sept 17 (R. Smith)
- Station Tour with former Littlerock Fire Chief (1965-1974) and Board Chair Marion Smith – October 6 (R. Smith and crew)
- Harvest Festival at South Union Grange – October 7 (Fitzgerald)
- Trunk or Treat at Rochester Life Church – October 28

**Training: (See TO Report)**

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

- No updates

**Recruitment and Retention:**

- September 7th interview conducted with **2** candidates.
- **5** candidates selected; 1 to Fire Academy 2023-2; 5 to PACT and 1 to EMT Academy 2024-1. **10 new on-boarded volunteers** since January 2023.
- See Appendix for details (Volunteer plan)



**Wildland Program: (Mobilizations - \$151,546.00 reimbursement request made - \$60,007.00 received)**

- **9/2-9/3:** *Yellepit Fire/Benton County* – STL (Drake) B11 (Kaleiwahea) – 1582 acres
- **9/17-9/22:** *Black Hills Fire/Capitol Forest, WA* – T1-1 and T1-2 (Berryman, Lyon, Hoskison, and Stone rotating) –25 acres.

**Quick Washington State Snapshot:**

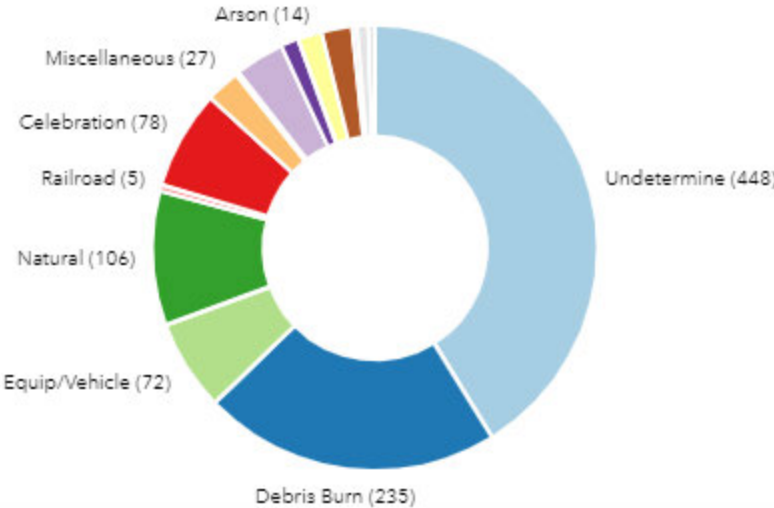
**Summary**

Location	DNR Responses	Response Acres Burned	DNR Fires	DNR Acres Burned
Westside	696	1,223 ac.	548	1,194 ac.
Eastside	956	127,175 ac.	540	107,488 ac.
<b>Totals</b>	<b>1,652</b>	<b>128,397 ac.</b>	<b>1,088</b>	<b>108,682 ac.</b>

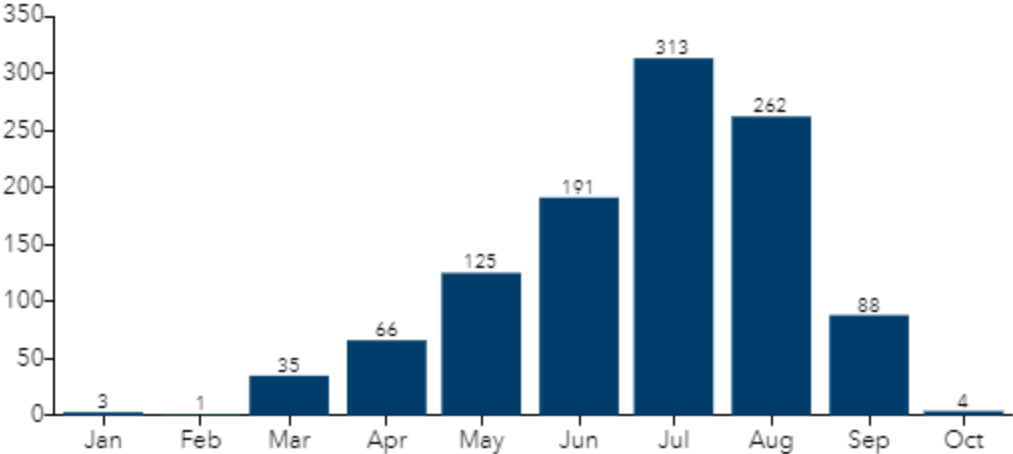




### DNR Fire Causes



### DNR Fires by Month



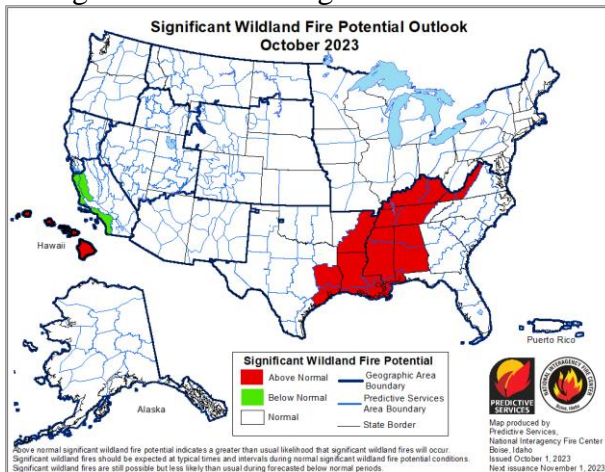


### DNR Acres Burned by Month



### Quick National Snapshot:

- [https://www.nifc.gov/nicc-files/predictive/outlooks/monthly\\_seasonal\\_outlook.pdf](https://www.nifc.gov/nicc-files/predictive/outlooks/monthly_seasonal_outlook.pdf)  
 Significant fire activity generally decreased during September as the national preparedness level dropped from four to three September 7 and from three to two September 25. Rainfall at the end of August and beginning of September across northern California and the northern Intermountain West caused a step down in fire activity, and a season ending rain event along and west of the Cascades from northwest California through western Washington occurred the last week in September.





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



- 9/4- DNR Wildfire Situation Briefing (Teams Meeting) 11:00am-11:30am
- 9/7 – Volunteer Firefighter Interviews @1-1 at 5:00pm-7:00pm
- 9/8 – EVIP Train-the-Trainer Class (ZOOM) at 9:00am-12:30pm
- 9/11 – DNR Wildfire Situation Briefing (Teams Meeting) 11:00am-11:30am
- 9/11 – WTRFA Engine Demo (Pierce) Meeting with Hughes Fire @1-2 at 3:00pm
- 9/11 – DNR Wildfire Situation Briefing (Teams Meeting) 11:00am-11:30am.
- 9/11 – BOFC Meeting @1-1 at 5:00pm
- 9/12 – FIIRE Monthly Q&A Hour with L&I (ZOOM) 10:00am-11:00am
- 9/14 – OTEP Lead Meeting 9:00am (ZOOM)
- 9/14 – Hospital Divert Collaborative/TRU Committee at 1:00pm
- 9/14 – BLS MPD In-Service (unable to attend)
- 9/17 – Bordeaux HOA Meeting, Sunday evening 4:00-5:00pm – Wildfire Evac Planning.
- 9/18 – Fire Officer 3 training (Teams Classroom) 8:30am-2:30pm
- 9/18 – DNR Wildfire Situation Briefing 11:00am (unable to attend due to FO3 commitment)
- 9/19 – Fire Officer 3 training – 9:00am-3:45pm
- 9/20 – Fire Officer 3 training – 8:30am-4:00pm
- 9/21 – Fire Officer 3 training – 8:30am-3:30pm
- 9/21 – Thurston County Operations Chiefs Meeting at 1:30pm (unable to attend due to FO3 class)
- 9/22 – Fire Officer 3 training – 8:30am-2:30pm; project development 2:30pm-4:15pm
- 9/25 – Fire Officer 3 training – 8:30pm-2:30pm; project development 2:30pm-4:45pm
- 9/26 – Fire Officer 3 testing – 10:00am-3:30pm Mason County FD #6 (Union, WA)
- 9/27 – Thurston County Fire Chiefs Association Meeting @Station 9-1 at 1:30pm-3:45pm
- 9/28 – BLS MSO Meeting (ZOOM) 1:00pm
- 9/28 – Brightwire consult for repairs.



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

**Fleet/Facilities** - transitioned assignment to Battalion Chief Stone temporarily with Chief Scott's retirement on December 31, 2022. Intent to reassign to new AC by 1/1/24 – **In Progress**

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

**E1-1** – In for repairs – OOS for next 30 days.

**Bay door #1 at Station 3** – replaced due to motherboard failure (blown fuses)

**Bay door (Antique)** at Station 2 – cracked windows to be replaced (contact front bumper of antique).

## APPENDIX – JANUARY 2023

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



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

# Recruitment and Retention Volunteer Program

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

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





Social Media Updates:

# Social Media Communications



## Formal Communications and Memos

On point: Fire Chief, Assistant Chief



## Monthly Updates (by Theme)

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



## Volunteer and Resident Program Comms

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



## WTRFA calls/incidents

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



# Monthly Updates by Theme

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

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





P.O. Box 879  
Rochester WA 98579  
360.273.5582

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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

To: Chief R. Smith  
From: Lt. Joel Swecker- Safety Officer  
Subject: August 2023 Safety Report  
Date: 09/29/2023  
CC: 2023 Safety File

Chief Smith,

The following report is a recap of September's safety topics, concerns, reported accident/injuries/near misses, and completed tasks/assignments.

**Accident/Injury Reports-**

1. 9/2/23 – (#23-07) Accident/Damage Aid 1-2 (App#76) following maneuver around the logging downhill road corner (over 100-degree turn) causing damage to rear bumper during response to EMS incident. Investigated and referred non-negligent damage with no direct policy violations.

**Monthly Safety Topic-**

- Officers choice secondary to fire season- crew specific with topic or areas of concern in regard to safety and crew cohesiveness.

**Safety Committee**

- Next meeting TBD

**Station Safety Inspections**

**\*\*\*Levy passing re-opened Station 1-6\*\*\***

1. Station 1- No Safety needs/concerns.
2. Station 2- still needing electrical covers over previous exiting emergency lighting in the hallways of admin.
3. Station 3- No Safety needs/concerns
4. Station 6- No safety needs/concerns.

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

- Current development of 3rd quarter report- in progress.

**Thurston County Safety Officers Board-(NEW as of January 2023)**

- Meeting 9/20/23 at 1300 @Station 8-1 or Zoom
- Topics covered and being discussed within the group/county are:
  - Covid updates
  - PFAS (bunker gear) studies and solutions- ongoing
  - Discussion and Sno-Com template for PFAS considerations in regard to crew donning of PPE to avoid unnecessary bunker gear contact, call specific. Further directives for gear placement and care. Ideas and directive from Sno-Com submitted to Chief R. Smith. Working to modify template to be effective as directive for WTRFA.

**Upcoming-**

1. Ongoing focus for injury free workplace.
2. Modification to current policies on operational overhaul practices to reflect best practices.
3. Working with Linda Patraca on Email list for current Safety Committee members. .
4. FIIRE Updates and Quarterly Reports.

**Completed-**

1. Completion of Accident Report #23-06 and #2307.

Respectfully Submitted,

Lt. J. Swecker – HSO  
West Thurston Regional Fire Authority

# September 2023

## Monthly Training Report

	September 2023	2023 Total
Total Training Hours	<b>207 hours</b>	<b>2134 hours</b>

### Training Events in March 2023

- September Safety Meeting –
- 2 Recruits currently attending EMT Class:
  - o FF Dustin Davis and FF AJ Harding.
- 2 Recruits currently attending fire academy:
  - o FF Kaitlyn Skrei and FF Austin Kautz
- Hose Drills: Nurse Tender Operations and Standpipe operations.
- SGA Inservice on all aid vehicles.

### Upcoming training Events

- October Safety Meeting
- Technical Rescue Awareness
- Olympia RIT Drill: October 17<sup>th</sup> to 20<sup>th</sup>
- HIRL / EOC Drill
- OTEP: Resilience

### Planned and Ongoing Training Projects

- 2024 Training Plan
- 2024 Training Budget
- Task Book in Target Solutions for easy tracking progress (In Progress)