



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, January 13, 2025, at 1730 hr.**

**In-Person: 18720 Sargent Rd SW, Rochester St. 1-1**

*Zoom virtual meeting link:*

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

*Meeting ID: 812 4444 7713*

*Passcode: 193350*

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Calvin Dahl Recognition		Chief Drake	
2) Five Commissioner Applicants to address the Board with their interest to serve.		Chief Drake	See Handouts
3) Expenditures: Accts. Payable   \$111,819.14 Payroll           \$521,405.66 <b>TOTAL:           \$633,224.80</b> Warrants \$203,848.75 EFTs \$429,376.05	1-10	Shannon	Accept/Reject
4) Meeting Minutes a) December 9, 2024, General Meeting	11-12	Shannon	Accept/Reject
5) Brady Tort Claim	13-17	Chief Drake	Accept/Reject
6) Facility Maintenance Vehicle – repair quotes		Chief Drake	Accept/Reject
7) Conflict of Interest – Admin Services Director acting as Board Secretary		Commissioner Merryman	

8) Policy creation for accountability for damaged property.		Commissioner Merryman	
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**VIII. UNFINISHED BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) South Sound Solar – Grant Follow Up		Shannon	

**X. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Proposed Lithium-ion Battery Storage site 7505 183 <sup>rd</sup> Ave SW	18-19	Chief Drake	

**XI. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports/Shift	20-32	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	33	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

**XII. GOOD OF THE ORDER:**

**XIII. ADJOURNMENT:**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 16:06:31 Date: 01/15/2025

01/13/2025 To: 01/13/2025

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
250101001 ArchiveSocial CivicPlus	91	01/13/2025	Claims	6700	4,762.38	321224
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	321224	12/17/2024	01/13/2025	2025 Annual Social Media Archiving Subscription		4,762.38
250101002 Bigfoot Pest Management LLC	92	01/13/2025	Claims	6700	514.45	17160, 17159, 17157, 17156, 17153
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	17160	01/08/2025	01/13/2025	1-6 Maytown Semi Annual Pest Control		102.89
	17159	01/08/2025	01/13/2025	1-1 Grand Mound Semi Annual Pest Control		102.89
	17157	01/08/2025	01/13/2025	1-3 Rochester Semi Annual Pest Control		102.89
	17156	01/08/2025	01/13/2025	1-2 Littlerock Semi Annual Pest Control		102.89
	17153	01/08/2025	01/13/2025	1-4 Scott Lake Semi Annual Pest Control		102.89
250101003 Board For Volunteer Firefighters	93	01/13/2025	Claims	6700	570.00	Jan 2025
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	JAN 2025	12/19/2024	01/13/2025	New Volunteers (x7)		570.00
250101004 Brookfield Group, The	94	01/13/2025	Claims	6700	697.72	73830
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	73830	01/08/2025	01/13/2025	Voice Over Hosted Srvc Jan 2025		697.72
250101005 Broumley Gavin Jon	95	01/13/2025	Claims	6700	104.00	Reimbursement
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	NREMT	12/19/2024	01/13/2025	NREMT Reimbursement		104.00
250101006 Capital Business Machines Inc	96	01/13/2025	Claims	6700	528.40	240652, 240653, 240651, 244665, 244664, 244663
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	240652	12/19/2024	01/13/2025	1-1 Grand Mound Copies (Nov 2024)		109.83
	240653	12/19/2024	01/13/2025	1-2 Littlerock Copies (Nov 2024)		151.66
	240651	12/19/2024	01/13/2025	1-6 Maytown Copies (Nov 2024)		23.83
	244665	12/19/2024	01/13/2025	1-2 Littlerock Copies (Dec 2024)		119.62
	244664	12/19/2024	01/13/2025	1-1 Grand Mound Copies (Dec 2024)		99.63
	244663	12/19/2024	01/13/2025	1-6 Maytown Copies (Dec 2024)		23.83
250101007 Carefirst Bluecross Blueshield Payment Administrator	97	01/13/2025	Claims	6700	286.00	243401007695
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	243401007695	12/19/2024	01/13/2025	Harris Medical Premium		286.00
250101008 Cedar Creek Correction Center	98	01/13/2025	Claims	6700	724.90	2412.1827
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	2412.1827	01/08/2025	01/13/2025	Dec 2024 Work Crews		724.90
250101009 Citi Cards	99	01/13/2025	Claims	6700	13,470.74	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	AMAZON	12/20/2024	01/13/2025	Return - Station Supplies (paper plates)		-15.76
	AMAZON	12/20/2024	01/13/2025	Station Supplies (paper plates, batteries, paper cutter)		46.13
	AMAZON	12/20/2024	01/13/2025	PPE Uniform Supplies - hanqers		31.33
	AMAZON	12/20/2024	01/13/2025	1-2 Littlerock Station Supplies - kitchen stools		327.74
	BEST WESTERN	12/20/2024	01/13/2025	Fire 1 Instructor Training (Kautz) lodqing		154.45
	COSTCO	12/20/2024	01/13/2025	1-6 Maytown Cache Station Supplies (coffee)		899.80
	GALLS	12/20/2024	01/13/2025	Duty Boots (Christenson)		249.64
	GALLS	12/20/2024	01/13/2025	Duty Boots (Miller)		249.64
	GODADDY.COM	12/20/2024	01/13/2025	WTRFA .ORG Annual Renewal		45.41
	GRAINGER	12/20/2024	01/13/2025	DEF 55 gal drums (x2)		664.28
	GRINDSTAFF	12/20/2024	01/13/2025	Name Plates (Cpt. Morales)		40.07
	ITS	12/20/2024	01/13/2025	New SurfacePro MDT's (x5)		10,486.09
	MECONIS	12/20/2024	01/13/2025	Lt. Interview Meal		150.27
	OFFICE DEPOT	12/20/2024	01/13/2025	Office Supplies (desk calendar)		4.33
	WA FIRE CHIEFS	12/20/2024	01/13/2025	EVIP Training Course (Morales, Speigelberg)		100.00
	ZOOM	12/20/2024	01/13/2025	Mnthly communications Service		17.32

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
WA STATE	12/20/2024	01/13/2025	WTFLS Annual Report Filing Fee		20.00	
250101010 City Of Olympia	100	01/13/2025	Claims	6700	15,536.81	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	10403	12/19/2024	01/13/2025	A08 E1-4 Replace Hydraulic Cab Cylinders		4,029.02
	10403	12/19/2024	01/13/2025	A08 E1-4 Pump Test		799.71
	10403	12/19/2024	01/13/2025	A24 BN1 Replace Crank Sensor and Battery		1,031.27
	10403	12/19/2024	01/13/2025	A24 BN1 Annual Service		1,189.42
	10403	12/19/2024	01/13/2025	A54 B1-6 Replace Batteries & Hydraulic Hoses		2,128.72
	10403	12/19/2024	01/13/2025	A61 T1-2 Pump Test		799.71
	10403	12/19/2024	01/13/2025	A61 T1-2 Annual Service		1,564.04
	10403	12/19/2024	01/13/2025	A62 E1-6 Tank to Pump Valve Handle Stuck		1,491.92
	10403	12/19/2024	01/13/2025	A71 STAF-2 Annual Service		591.41
	10403	12/19/2024	01/13/2025	A76 A1-2 Replace Batteries		852.54
	10403	12/19/2024	01/13/2025	A77 BN1-6 Quarterly Service		519.93
	10403	12/19/2024	01/13/2025	A77 BN1-6 Replace Front Rotors & Pads		539.12
250101011 City Sanitary Inc	101	01/13/2025	Claims	6700	220.21	191563725188, 191561885188
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	191563725188	01/08/2025	01/13/2025	1-1 Grand Mound Recycle		189.61
	191561885188	01/08/2025	01/13/2025	1-3 Rochester Recycle		30.60
250101012 Clearfly	102	01/13/2025	Claims	6700	233.00	674793
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	674793	01/08/2025	01/13/2025	Jan 2025 SIP Trunk Svcs		233.00
250101013 Comcast	103	01/13/2025	Claims	6700	1,042.37	1030
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1030	01/08/2025	01/13/2025	1-2 Littlerock Phone/Cable		227.22
	1030	01/08/2025	01/13/2025	1-6 Maytown Phone/Cable		227.22
	1030	01/08/2025	01/13/2025	1-1 Grand Mound Phone/Cable		216.70
	1030	01/08/2025	01/13/2025	1-4 Scott Lake Phone		172.34
	1030	01/08/2025	01/13/2025	1-3 Rochester Phone/Cable		198.44
	1030	01/08/2025	01/13/2025	Additional Owed for Dec Invoice		0.45
250101014 Complete Hearing & Balance	104	01/13/2025	Claims	6700	600.00	161686, 161895, 162157
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	161686	12/19/2024	01/13/2025	CPT Codes: 92557, 92567, 99203 (A. Reynoldson)		200.00
	161895	12/19/2024	01/13/2025	CPT Codes: 92557, 92567, 99203 (K. Sarles)		200.00
	162157	12/19/2024	01/13/2025	CPT Codes: 92557, 92567, 99203 (E. Garcia)		200.00
250101015 Complete Repair Services LLC	105	01/13/2025	Claims	6700	296.14	17253
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	17253	01/08/2025	01/13/2025	Honda Lawnmower Service		296.14
250101016 Crystal Springs	106	01/13/2025	Claims	6700	685.99	2472765120424, 24732674120424, 2470822120424, 24732674010125, 2470822201015, 24729765010125
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	24729765	12/20/2024	01/13/2025	1-1 Grand Mound Water (Nov 2024)		129.28
	24732674	12/20/2024	01/13/2025	1-3 Rochester Water (Nov 2024)		51.58
	24708222	12/20/2024	01/13/2025	1-6 Maytown Water (Nov 2024)		70.37
	24708222	12/20/2024	01/13/2025	1-2 Littlerock Water (Nov 2024)		82.92
	24729765010125	12/20/2024	01/13/2025	1-1 Grand Mound Water (Dec 2024)		123.86
	24708222010125	12/20/2024	01/13/2025	1-2 Littlerock Water (Dec 2024)		98.19
	24708222010125	12/20/2024	01/13/2025	1-6 Maytown Water (Dec 2024)		70.86
	24732674010125	12/20/2024	01/13/2025	1-3 Rochester Water (Dec 2024)		58.93
250101017 DE Lage Landen	107	01/13/2025	Claims	6700	294.53	83360241
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	83360241	01/08/2025	01/13/2025	1-2 Littlerock Copier Lease & Late Fee		294.53

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT Department Of Revenue	83	01/13/2025	Claims	6700	211.86	QR4 2024 Leasehold Tax	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	LET TAX	01/02/2025	01/13/2025	QR4 2024 Leasehold Excise Tax			211.86
250101018 East Olympia Fire District No 6	108	01/13/2025	Claims	6700	685.00	00496	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	00496	12/19/2024	01/13/2025	2025 Annual Air Six M&O			685.00
250101019 Eric T. Quinn, P.S.	109	01/13/2025	Claims	6700	600.00	1927	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	1927	01/08/2025	01/13/2025	Leqal Srvs Dec 2024			600.00
250101020 First Choice Health Network	110	01/13/2025	Claims	6700	141.12	0123721	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	0123721	01/08/2025	01/13/2025	EAP Srvs Dec 2024			141.12
250101021 Garcia Stephanie Ashlyn	111	01/13/2025	Claims	6700	104.00	Reimbursement	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	NREMT	01/08/2025	01/13/2025	Reimbursement NREMT Fee			104.00
250101022 Home Depot Credit Services	112	01/13/2025	Claims	6700	1,079.65	515381, 7510373, 3524089, 2623682, 9613993, 5614339	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	7510373	12/19/2024	01/13/2025	Facility Maintenance - Ice Melt			53.94
	515381	12/19/2024	01/13/2025	1-2 Littlerock Weight Room Repairs			61.27
	3524089	12/19/2024	01/13/2025	1-4 Scott Lake Fence Material for Septic Area			561.22
	2623682	12/19/2024	01/13/2025	1-4 Scott Lake Fence Material for Septic Area			366.29
	9613993	12/19/2024	01/13/2025	1-4 Scott Lake Fence Material for Septic Area			15.22
	5614339	12/19/2024	01/13/2025	1-4 Scott Lake Fence Material for Septic Area			21.71
250101023 Intelligent Technical Solutions, LLC	113	01/13/2025	Claims	6700	4,610.59	169860, 170814	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	170814	01/08/2025	01/13/2025	Mnthly Srvs Jan 2025			4,339.02
	169860	01/08/2025	01/13/2025	MS Office 11 and HDMI Cables (L. Patraca new laptop)			271.57
250101024 Interpath Laboratory, Inc	114	01/13/2025	Claims	6700	126.70	3750383	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	3750383	01/08/2025	01/13/2025	Labs (A. Reynoldson)			126.70
250101025 Joes Refuse Inc	115	01/13/2025	Claims	6700	180.24	19152619S188, 19152484S188	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	19152619S188	01/08/2025	01/13/2025	1-1 Grand Mound Refuse			140.31
	19152484S188	01/08/2025	01/13/2025	1-3 Rochester Refuse			39.93
250101026 Knight Fire Protection Inc	116	01/13/2025	Claims	6700	1,464.21	80984, 81041, 81131	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	80984	12/19/2024	01/13/2025	FE Exchange			43.32
	81041	12/19/2024	01/13/2025	Annual Fire Extinguisher Srvc (x65), FE Exchange x9)			1,362.41
	81131	12/19/2024	01/13/2025	FE Exchange			58.48
250101027 LN Curtis & Sons Inc	117	01/13/2025	Claims	6700	2,051.74	896554, 895882, 893782, 897885	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	896554	12/20/2024	01/13/2025	Service Kit Bags for Air Samples (x2)			422.37
	895882	12/20/2024	01/13/2025	Hazardous Materials for First Responders Books (x5)			463.31
	893782	12/20/2024	01/13/2025	Uniform Shirts, Patches (Stone, Christenson)			698.64
	897885	12/20/2024	01/13/2025	Passport Helmet Fronts (x8)			467.42
250101028 Leco Supply, Inc.	118	01/13/2025	Claims	6700	992.61	228395	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>			<b>Amount</b>
	228395	12/20/2024	01/13/2025	1-6 Maytown Cache Station Supplies (TP, towels,			992.61

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
250101029 Lighthouse Uniform Co Inc	119	01/13/2025	Claims	6700	1,231.98	A-324447, A-324395	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
A-324447 01/08/2025 01/13/2025 Class A Uniform Alterations (Drake, Christenson,					793.63		
A-324395 01/08/2025 01/13/2025 Class A Uniform Alterations (Smith)					438.35		
250101030 Lincoln Creek Lumber	120	01/13/2025	Claims	6700	21.93	447715	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
447715 12/20/2024 01/13/2025 Facility Maintenance Supply (rake)					21.93		
250101031 McLane Black Lake Fire Dept	121	01/13/2025	Claims	6700	65.72	1110	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
1110 01/08/2025 01/13/2025 SORT Uniforms/Equipment (Drake, Cooke, Hall)					65.72		
250101032 Munsell Barbara	122	01/13/2025	Claims	6700	111.00	Dec 2024	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
DEC 2024 12/20/2024 01/13/2025 Sew on Patches					111.00		
250101033 National Hose Testing Specialties, Inc.	123	01/13/2025	Claims	6700	7,704.60	24-11767	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
24-11767 12/20/2024 01/13/2025 2024 Hose Testinq (18,370 ft) & Ladder Testinq (248 ft)					7,704.60		
250101034 Netduty Software LLC	124	01/13/2025	Claims	6700	2,359.44	wthurston-14	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
WTHURSTON-14 01/08/2025 01/13/2025 2025 Annual Software Subscription					2,359.44		
250101035 Northwest Water Systems	125	01/13/2025	Claims	6700	615.40	19753, 19894, 20021,	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
19753 12/20/2024 01/13/2025 1-1 Grand Mound Water Srvcs					199.17		
19894 12/20/2024 01/13/2025 1-2 Littlerock Water Srvcs & Salt					217.06		
20021 12/20/2024 01/13/2025 1-6 Maytown Water Srvcs					199.17		
250101036 On-Hold Concepts Inc	126	01/13/2025	Claims	6700	19.95	657365	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
657365 01/08/2025 01/13/2025 Mnthly On Hold Srvc					19.95		
250101037 Paladin Background Screening LLC	127	01/13/2025	Claims	6700	429.00	6288	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
6288 01/08/2025 01/13/2025 Background Checks (Bell, Ehliq, Garcia, Gutinq,					429.00		
250101038 Parr Lumber Company	128	01/13/2025	Claims	6700	90.65	581115, 643185	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
581115 01/08/2025 01/13/2025 1-4 Scott Lake Fencing Material (contrete x11)					52.69		
643185 01/08/2025 01/13/2025 1-1 Grand Mound Roof Leak Repair (cement, putty)					37.96		
250101039 Pioneer Fire And Security Inc	129	01/13/2025	Claims	6700	568.60	122768, 122772, 122770, 122769, 122771	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
122768 01/08/2025 01/13/2025 1-1 Grand Mound QR1 2025 Fire Alarm Monitoring					113.72		
122772 01/08/2025 01/13/2025 1-2 Littlerock QR1 2025 Fire Alarm Monitoring					113.72		
122770 01/08/2025 01/13/2025 1-3 Rochester QR1 2025 Fire Alarm Monitoring					113.72		
122769 01/08/2025 01/13/2025 1-4 Scott Lake QR1 2025 Fire Alarm Monitoring					113.72		
122771 01/08/2025 01/13/2025 1-6 Maytown QR1 2025 Fire Alarm Monitoring					113.72		
250101040 Propane Northwest	130	01/13/2025	Claims	6700	7,432.17	1515484638, 1515703780, 1515778242, 1515565097, 1515561831, 1515723269	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
1515484638 01/08/2025 01/13/2025 1-1 Grand Mound Propane 531.20 qal					1,063.47		
1515703780 01/08/2025 01/13/2025 1-2 Littlerock Propane 693.60 qal					1,448.58		

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
1515778242	01/08/2025	01/13/2025	1-3 Rochester Propane	897.80	1,875.05	qaal
1515565097	01/08/2025	01/13/2025	1-6 Maytown	920	1,953.24	qaal
1515561831	01/08/2025	01/13/2025	1-7 Old Hwy 99 tank 1	238	503.89	qaal
1515723269	01/08/2025	01/13/2025	1-7 Old Hwy 99 tank 2	282.30	587.94	qaal
250101041 Puget Sound Energy	131	01/13/2025	Claims	6700	4,463.00	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
200017639499	12/20/2024	01/13/2025	1-1 Grand Mound Bdqt Plan Nov 2024		1,975.00	
220025935044	12/20/2024	01/13/2025	1-2 Littlerock Bdqt Plan Dec 2024		772.00	
220025935051	12/20/2024	01/13/2025	1-4 Scott Lake Bdqt Plan Dec 2024		214.00	
220025935069	12/20/2024	01/13/2025	1-6 Maytown Bdqt Plan Nov 2024		811.00	
220006625754	12/20/2024	01/13/2025	1-7 Old Hwy 99 Bdqt Plan Nov 2024		164.00	
220033813829	12/20/2024	01/13/2025	1-3 Rochester Bdqt Plan Dec 2024		527.00	
250101042 Quest Diagnostics	132	01/13/2025	Claims	6700	300.25	9213310416
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
9213310416	01/08/2025	01/13/2025	Druq Screens (Reynoldson, Johnson, Ehliq, Larson,		300.25	
250101043 Radia Inc PS	133	01/13/2025	Claims	6700	465.00	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
ZCWE3HF	01/08/2025	01/13/2025	CPT Code 71046 (Gutina)		93.00	
ZCW85PM	01/08/2025	01/13/2025	CPT Code 71046 (Johnson)		93.00	
ZCWWVWK	01/08/2025	01/13/2025	CPT Code 71046 (Larons)		93.00	
ZCV19ZT	01/08/2025	01/13/2025	CPT Code 71046 (Reynoldson)		93.00	
ZCVQ3ZT	01/08/2025	01/13/2025	CPT Code 71046 (Sarles)		93.00	
250101044 Rainier Dodge Inc	134	01/13/2025	Claims	6700	13.16	213944
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
213944	01/08/2025	01/13/2025	A74 B1-1 Remote Battery		13.16	
250101045 Rochester Water Association	135	01/13/2025	Claims	6700	57.30	100100
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
100100	01/08/2025	01/13/2025	1-3 Rochester Water Srvcs		57.30	
250101046 Scott Lake Maintenance Co C/O Northwest Water Syst	136	01/13/2025	Claims	6700	119.20	2267600
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
2267600	01/09/2025	01/13/2025	1-4 Scott Lake Water Srvc		119.20	
250101047 Sea-Western Inc	137	01/13/2025	Claims	6700	4,097.69	SO298727
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
SO298727	12/20/2024	01/13/2025	Turnout Bunker Gear (Ruiz)		4,097.69	
250101048 Springbrook Holding Company LLC	138	01/13/2025	Claims	6700	5,987.29	INV-B002034
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
INV-B002034	12/20/2024	01/13/2025	2025 Annual Financial/Payroll/Hosting User		5,987.29	
250101049 Stericycle Inc	139	01/13/2025	Claims	6700	158.00	8009253894, 8009396946
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
8009253894	01/08/2025	01/13/2025	1-2 Littlerock Hazo Waste		26.50	
8009396946	01/08/2025	01/13/2025	1-3 Rochester Hazo Waste		131.50	
250101050 Systems Design West LLC	140	01/13/2025	Claims	6700	1,730.85	20242465
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
20242465	01/08/2025	01/13/2025	Nov Transports (x65)		1,730.85	
250101051 Targetsolutions LLC	141	01/13/2025	Claims	6700	11,649.40	107935
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
107935	12/20/2024	01/13/2025	2025 Annual Membership Renewal		11,649.40	

## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
250101052 Thurston Co Fire Comm Assoc	142	01/13/2025	Claims	6700	50.00	2025
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
2025 DUES 01/08/2025 01/13/2025 2025 Annual Membership Dues					50.00	
250101053 Thurston County Fire Chiefs Association	143	01/13/2025	Claims	6700	750.00	DUES20254
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
DUES20254 12/20/2024 01/13/2025 2025 Annual Membership Dues					750.00	
250101054 Tumwater Printing	144	01/13/2025	Claims	6700	341.15	123958
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
123958 12/20/2024 01/13/2025 Business Cards (Morales, Christenson, Stone, Smith)					341.15	
250101055 Verizon Wireless	145	01/13/2025	Claims	6700	460.91	6100918714, 6101930041
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
6100918714 01/08/2025 01/13/2025 Apparatus Cells					51.78	
6101930041 01/08/2025 01/13/2025 Chief, RR Coordinator Cells					84.98	
6101930041 01/08/2025 01/13/2025 Modems					80.04	
6101930041 01/08/2025 01/13/2025 BC/Lt Cell & new case for Morales					244.11	
250101056 Washington Fire Comm Assn	146	01/13/2025	Claims	6700	3,564.00	300001984
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
300001984 12/20/2024 01/13/2025 2025 Annual Membership Renewal					3,564.00	
250101057 Wells Fargo Financial Leasing	147	01/13/2025	Claims	6700	160.28	5032467760
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
5032467760 01/09/2025 01/13/2025 1-1 Grand Mound Copier Lease (12/7/24 - 01/16/25)					160.28	
250101058 West Thurston Reg Fire PETTY CASH	148	01/13/2025	Claims	6700	12.50	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
PETTY CASH 01/08/2025 01/13/2025 Repayment of ACH Funds (Nov 2024)					12.50	
250101059 Wilcox & Flegel	149	01/13/2025	Claims	6700	3,852.70	0917586-IN, 0917588-IN, 0920207-IN, 0920210-IN, CL57704
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
0917586-IN 12/20/2024 01/13/2025 1-1 Grand Mound Diesel (165 gal)					625.16	
0917588-IN 12/20/2024 01/13/2025 1-2 Littlerock Diesel (125 gal)					473.60	
0920207-IN 12/20/2024 01/13/2025 1-2 Littlerock Diesel (120 gal)					457.17	
0920210-IN 12/20/2024 01/13/2025 1-1 Grand Mound Diesel (240 gal)					914.34	
CL57704 12/20/2024 01/13/2025 A71 STAF-2					12.92	
CL57704 12/20/2024 01/13/2025 A19 A1-3					57.83	
CL57704 12/20/2024 01/13/2025 A25 CH1-2					165.17	
CL57704 12/20/2024 01/13/2025 A70 STAF-1					28.55	
CL57704 12/20/2024 01/13/2025 A14 SU1-8					100.29	
CL57704 12/20/2024 01/13/2025 A77 BN1-6					530.59	
CL57704 12/20/2024 01/13/2025 A24 BN1					44.99	
CL57704 12/20/2024 01/13/2025 A73 U1-2					345.44	
CL57704 12/20/2024 01/13/2025 A07 E1-7					96.65	
250101060 Wilson Parts Corp	150	01/13/2025	Claims	6700	120.66	016480, 017121, 017721
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
016480 12/20/2024 01/13/2025 1-1 Grand Mound Diesel Trailer Fuel Pump					50.60	
017121 12/20/2024 01/13/2025 A19 A1-3 Headlight					37.43	
017721 12/20/2024 01/13/2025 A19 A1-3 Headlight					32.63	

61 Vouchers:

111,819.14



# VOUCHER APPROVAL TRANSMITTAL

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
250101061	Aflac	151	01/13/2025	Payroll	6700	484.51	
250101062	Benefit Solutions Inc-WSCFF	152	01/13/2025	Payroll	6700	18,569.87	
	EFT Bennett Matthew Shaun	6	01/15/2025	Payroll	6700		
	EFT Bennett Matthew Shaun	46	01/31/2025	Payroll	6700		
	EFT Berryman Thomas A	19	01/15/2025	Payroll	6700		
	EFT Betts Brandon John	47	01/31/2025	Payroll	6700		
	EFT Brownell Scott Lee	20	01/15/2025	Payroll	6700		
	EFT Calica Reece Lewis	21	01/15/2025	Payroll	6700		
	EFT Christenson Brian David	48	01/31/2025	Payroll	6700		
	EFT Cooke Hans Robert	49	01/31/2025	Payroll	6700		
	EFT Cooper Bailey Andrew	50	01/31/2025	Payroll	6700		
	EFT Crabb William Nicholas	22	01/15/2025	Payroll	6700		
	EFT Culleton Thomas P	23	01/15/2025	Payroll	6700		
	EFT Davis Dustin James	51	01/31/2025	Payroll	6700		
	EFT Dean Sarah Linnea	52	01/31/2025	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	84	01/13/2025	Payroll	6700	37,459.33	
	EFT Department Of Retirement Systems Retirement	85	01/13/2025	Payroll	6700	45,748.58	
	EFT Department Of The Treasury	86	01/13/2025	Payroll	6700	52,854.10	
	EFT Dept Of Labor & Industries	87	01/13/2025	Payroll	6700	47,794.39	
	EFT Devert Brent Nathaniel	53	01/31/2025	Payroll	6700		
250101063	Dimartino Associates Brown & Brown of WA, Inc	153	01/13/2025	Payroll	6700	2,508.84	
	EFT Drake Leah Noel	24	01/15/2025	Payroll	6700		
	EFT Drake Nathan Tyler	54	01/31/2025	Payroll	6700		
	EFT Eliason Nate Iver	25	01/15/2025	Payroll	6700		
	EFT Employment Security Department	88	01/13/2025	Payroll	6700	437.08	
	EFT Employment Security Dept PFMLA - WALTC	89	01/13/2025	Payroll	6700	11,211.71	
	EFT Fox Timothy Andrew	7	01/15/2025	Payroll	6700		
	EFT Fox Timothy Andrew	55	01/31/2025	Payroll	6700		
	EFT Frasl Katy J	26	01/15/2025	Payroll	6700		
	EFT Frasl Terry L	27	01/15/2025	Payroll	6700		
250101064	GET Program	154	01/13/2025	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	8	01/15/2025	Payroll	6700		
	EFT Garza Isaac Wayne	56	01/31/2025	Payroll	6700		
250101065	HRA VEBA Trust	155	01/13/2025	Payroll	6700	7,675.00	
	EFT Hall Aaron David	9	01/15/2025	Payroll	6700		
	EFT Hall Aaron David	57	01/31/2025	Payroll	6700		
	EFT Harding Arthur James William	28	01/15/2025	Payroll	6700		
	EFT Heilman Chris Douglas	29	01/15/2025	Payroll	6700		
	EFT Heilman Chris Douglas	58	01/31/2025	Payroll	6700		
	EFT Hemminger Shannon Marie	59	01/31/2025	Payroll	6700		
	EFT Hoskison Jordan Tyler	60	01/31/2025	Payroll	6700		
	EFT Hull Nathan Scott	61	01/31/2025	Payroll	6700		
	EFT Hull Shawwna Noel	30	01/15/2025	Payroll	6700		
250101066	IAFF Local 3825 Treasurer	156	01/13/2025	Payroll	6700	6,488.04	
	EFT Josselyn Jesse West	31	01/15/2025	Payroll	6700		
	EFT Kaleiwahea Angelene Carter	32	01/15/2025	Payroll	6700		
	EFT Kaleiwahea Blake William	62	01/31/2025	Payroll	6700		
	EFT Kautz Austin Robert	33	01/15/2025	Payroll	6700		
	EFT Kondrack Andrew Joseph	63	01/31/2025	Payroll	6700		
250101127	Linn Catherine Louise	34	01/15/2025	Payroll	6700		
	EFT Lohse Ryan Jacob	64	01/31/2025	Payroll	6700		

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Loofbourow Josh Kenneth	35	01/15/2025	Payroll	6700		
EFT Lyon Colby Wayne	10	01/15/2025	Payroll	6700		
EFT Lyon Colby Wayne	65	01/31/2025	Payroll	6700		
EFT McGeary Michael C	36	01/15/2025	Payroll	6700		
EFT Miller Devann Munroe	66	01/31/2025	Payroll	6700		
EFT Morales Michael Lawrence	67	01/31/2025	Payroll	6700		
EFT Palmerson Erik Morgan	11	01/15/2025	Payroll	6700		
EFT Palmerson Erik Morgan	68	01/31/2025	Payroll	6700		
EFT Parker Gregory Jerel	12	01/15/2025	Payroll	6700		
EFT Parker Gregory Jerel	69	01/31/2025	Payroll	6700		
EFT Patraca Linda Ellen	70	01/31/2025	Payroll	6700		
EFT Reynoldson Andrea Gail	71	01/31/2025	Payroll	6700		
250101130 Ricks John Rual	37	01/15/2025	Payroll	6700		
EFT Ruiz Steve Shane	72	01/31/2025	Payroll	6700		
EFT Santee Ricardo Leon	73	01/31/2025	Payroll	6700		
250101131 Santee Trisha Leann	38	01/15/2025	Payroll	6700		
EFT Scott Robert William	39	01/15/2025	Payroll	6700		
EFT Sexton Thomas Edward	74	01/31/2025	Payroll	6700		
EFT Singleton Charles Ed	75	01/31/2025	Payroll	6700		
EFT Smith Eric David	76	01/31/2025	Payroll	6700		
EFT Spiegelberg John Steven	40	01/15/2025	Payroll	6700		
EFT Stone Roger Lee	77	01/31/2025	Payroll	6700		
EFT Swecker Joel Anthony	13	01/15/2025	Payroll	6700		
EFT Swecker Joel Anthony	78	01/31/2025	Payroll	6700		
250101134 Teitzel Steven David	41	01/15/2025	Payroll	6700		
EFT Trautman Alexander Paul	79	01/31/2025	Payroll	6700		
EFT Trott Thomas John	80	01/31/2025	Payroll	6700		
250101067 Trusteed Plans	157	01/13/2025	Payroll	6700	55,421.82	
EFT Visser Miranda Louise	42	01/15/2025	Payroll	6700		
EFT Washington State Support Registry	90	01/13/2025	Payroll	6700	1,537.32	
250101068 West Thurston Fire - House Funds	158	01/13/2025	Payroll	6700	250.00	
EFT White Christopher Charles	43	01/15/2025	Payroll	6700		
				83 Vouchers:	521,405.66	



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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December 9, 2024 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

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

**Commissioners:** Scott, Ricks, Culleton, Merryman, Reed (Zoom). Commissioner Dahl Excused.

**Chief:** N. Drake

**Battalion Chief:**

**Captain:** M. Morales

**Lieutenants:** C. Lyon

**Firefighters:** M. Bennett, R. Lohse, R. Santee, B. Cooper, D. Davis

**Volunteer:** A. Kautz, B. Crabb

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

**Union Representative:** A. Trautman

**Guests:** James & Rose Cunningham, Ron & Susan DeYoung, Sarah Lyon, Trey Lyon, Kenzie Woodworth, Stephanie Lyon, Brenda Theel, Emily Morales, Todd Lohse, Heather Lohse, Wendy Koch, Rachel Lohse, Rocky Lyon, Carol Fry, Melissa Luque, Becca Chrisler, Julia Scroggins, Tyler Lawson, Rocky Lyon Jr., Alexandria Lyon. Linda Patraca (Zoom), Eric Palmerson (Zoom)

**Additions/Deletions to the Agenda:** BLS Contract, WSRB

**Public Comments/Presentations:** None

**Labor Management:** A. Trautman, 5 badge pinning's

**New Business:**

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

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

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

**Communications:** None

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

**Recruit & Retention Coordinator Update:** Refer to printed report.

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

Commissioners have requested the Safety Officer attend the next meeting.

**Good of the Order:** None

**Adjournment:** The board adjourned the meeting at 1855 hours.

Submitted for Board approval by:

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

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

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

\_\_\_\_\_  
Robert Scott, Board Member

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

\_\_\_\_\_  
Jeff Merryman, Board Member

\_\_\_\_\_  
Mike Reed, Board Member

# Standard Tort Claim Form Packet

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Please *carefully read all of the information in this packet* before completing and submitting your Standard Tort Claim. Please note that no documents will be returned.

## Presenting a Standard Tort Claim Form

RCW 4.96.020 requires individuals to present the Standard Tort Claim form to the West Thurston Regional Fire Authority (WTRFA). In compliance with these requirements and for the convenience of individuals, WTRFA developed a Standard Tort Claim Form Packet.

## Documents Contained in the Standard Tort Claim Form Packet

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form
3. Medical Authorization (only for tort claims involving bodily injury)
4. Vehicle Collision Form (only for tort claims involving vehicle accidents/collisions)
5. Mandatory Medicare Beneficiary Reporting Form

## Legal Requirements for Presenting Standard Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Submit the Standard Tort Claim Form and Supporting Documents by mail, fax or in person to:

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

Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.  
Closed on weekends and official state holidays.

## INSTRUCTIONS FOR COMPLETING A TORT CLAIM FORM

### General Liability Claim Form #SF 210

- ✓ Before filing a Tort Claim, please read these instructions, the Tort Claim form and other appropriate forms in their entirety.
- ✓ Type or print **clearly** in ink and sign the Tort Claim form. **Do not staple or tape documents**. Do not put in claim form in binders or add divider tabs as all documents must be scanned.
- ✓ Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- ✓ If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
  
- ✓ The following are *examples* on how to complete the Tort Claim Form #SF 210:
  - 1) Name of Claimant: Smith, Karen Michelle – 02/20/1965
  - 2) 1234 Bowzer Way NW, Apt. 56, Floville WA 99561
  - 3) PO Box 910, Seattle WA 92569
  - 4) Same (or residence at the time of incident)
  - 5) Claimant's phone number(s) w/ area code
  - 6) Claimant's or Representative's email address
  - 7) 8/9/2020 8:00 a.m.,
  - 8) If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 8.
  - 9) Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22.
  - 10) I-5, Southbound, Milepost 109, near the Martin Way Exit
  - 11) Washington State Department of Transportation
  - 12) Smith, John Doe, 1234 Blank Way NW, Apt. 56, Biddle, WA 93215 (360) 456-XXXX; Tow Truck Driver, Nisqually Towing
  - 13) List any WTRFA employees who have knowledge about the incident in question.
  - 14) List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 13 and 14. Also include a description of their knowledge. For example, if your sister was with you when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
  - 15) Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
  - 16) If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
  - 17) Please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills.
  - 18) Please attach any additional documents that support your claim.
  - 19) Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.
  
- ✓ If you are filing a personal injury claim, please sign and attach the Medical Release.
- ✓ If your claim involves a motor vehicle accident, please complete, sign, and attach the vehicle accident form.

**STANDARD TORT CLAIM FORM**

General Liability Claim Form #SF 210

Pursuant to Chapter 4.93.020 RCW, this form is for filing a tort claim against the WTRFA. Some of the information requested on this form is required by RCW 4.93.020 and may be subject to public disclosure.

**PLEASE TYPE OR PRINT CLEARLY IN INK**

**Mail or deliver  
original claim to**

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

Business Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Closed on weekends and official state holidays.

- Claimant's name: Brady Shannon M 05/20/1971  
Last name First Middle Date of birth (mm/dd/yyyy)
- Current residential address: 18340 Albany ST SW, Rochester, WA 98579
- Mailing address (if different): \_\_\_\_\_
- Residential address at the time of the incident: 18340 Albany ST SW, Rochester, WA 98579  
(if different from current address)
- Claimant's daytime telephone number: 360-701-8988 \_\_\_\_\_  
Home Business or Cell
- Claimant's e-mail address: Murphyelliesuri@gmail.com
- Date of the incident: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m. (check one)  
(mm/dd/yyyy)
- If the incident occurred over a period of time, date of first and last occurrences:  
from 09/20/2021 and earlier \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.  
(mm/dd/yyyy) (mm/dd/yyyy)  
to Current- 365 days/24hrs a day Time: \_\_\_\_\_  a.m.  p.m.  
(mm/dd/yyyy) (mm/dd/yyyy)
- Location of incident: WA, Thurston Rochester at the station and around home  
State and county City, if applicable Place where occurred

10. If the incident occurred on a street or highway:

Albany St SW

Hwy 12

Name of street or highway

Milepost number

At the intersection with or nearest intersecting street

11. Public agency or department alleged responsible for damage/injury:

West Thurston Fire Department, Rochester, WA

These incidences

12. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

Involved - Blake Kaleiwahea, Alex Trautman, Ricardo Santee, Thomas Trott, Jordan Hoskison, AndrewKondrack, Dustin Davis

Brandon Betts, Greg Parker, Steve Ruiz and Chris White. 18346 Albany ST SW, Rochester, WA 98579. (360)273-3593

Witnessed by: Thurston County Sheriff's office (Police reports filed, multiple calls). Elected Fire Commissioner, Jeff Merryman and Shannon Hemminger, West Thurston Fire Department

Director of Administrative Services Neighbors, Michelle Henderson and family.

13. Names, addresses and telephone numbers of all WTRFA employees having knowledge about this incident:

Calvin Dahl, WTRFABC; Russ Kaleiwahea, Chief; Shannon Hemminger, Admin Svcs Director; Robert Scott, Admin Fire Chief:

Robbie Smith, Fire Chief; and all of the above employees and the entire council that was involved in the multiple meetings. Address/phone SAA

14. Names, addresses and telephone numbers of all individuals not already identified in #13 and #14 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

All of the surrounding neighbors that have called 911 and the non emergency line to report dangerous driving and off road vehicles making wheelies and noise in front of my home. As well as the fireworks being lit off around my property weeks leading up to the fourth during and after the fourth. This was to harass and bully myself and endanger my horses wellbeing by frightening them. This was also witnessed by the Thurston Co Sheriff on sight of the fire station, when the station employees lit fireworks, on the fourth and 911 call on the 5th.

All proof for this case will be from the Thurston Co Sheriffs, the Fire Commissioner, Jeff Merryman and Shannon Hemminger.

15. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

I have spent over a year seeing a psychologist and therapist dealing with the bullying and harrasing from the fire station employees and the neighbors that joined the behavior. This has caused me to not be safe in my own home, being charged with Fourth degree assault charges, for putting my hand out, (which has been dropped by the courts) but caused undo stress, anxiety and legal fees to correct. The is going on 365days a year 24hours a day. There is not a single day that I, nor my animals are not bullied and harrassed, as the employees and the involved neighbors have brought other families and accomplices into the situation. I am no longer safe, nor can I continue to live in this community as this will not ever stop. These actions are because I have ASD (Autism Spectrum Disorder) and that the they are doing everything they can to create harm and mental anguish. The employees of the fire station (primarily those that drive Harley's, as they retaliated quickly when I brough the kill switch to the attention of those who aren't engine savy (Mrs. Hemminger). Backfiring their vehicles, reving their engines, lighting off fireworks, creating as much disturbance as possible. How can a person quantify the loss of safety, their community and this type of ongoing/never ending abuse. Emails also provided.

I have lost my home, security, peace, trust in people, animal endangerment (just time before they try to poison them, my family). Quantify the loss of all that, now put a number on it for something that is unheard of, a situation that is out of control to bully and harass a single 53yr old woman. I have also provided the address of one of the firefighters that I followed after backfiring their Harley in front of my house, reference emails sent to Shannon Hemminger.



16. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom? Please attach a copy of the report or contact information.

Ongoing reports to the hierarchy of the fire station, this would be duplicative effort to submit again, as I had already done so countless times, all had been ignored or shrugged off as lies of a "Karen". Multitude of police reports to the Thurston County Sheriffs office. Ask for the deputy and call the non emergency line (360) 786-5500. They will walk you through the multitude of increased calls and incidences reported around my home, as there are too many to provide copies.

17. Names, addresses and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

Alexa Marie Barcena, Psychologist - Kaiser Permanente and Ricki Maclaren Franklin, Therapist, ongoing- Kaiser Permanente  
Hasseltine Elizabeth Cooper, Dermatologist, and Elizabeth A Thompson - Kaiser Permanente, 700 Lilly Rd NE, Olympia, WA 98506 (360) 596-4800.

All medical bills have been paid by my employee insurance, so no reports or bills available. I was having exteme physical reactions to the stress of the situation and needed the assistance of the Dermatologist to get control of my eczema and other skin issues.

Due to the fact that as of July 2023, see police reports. I no longer had access to emergency services. As such when I was severaly injured by my dogs, photos provided, I had to drive myself 30 minutes to the hospital while in shock and bleeding from both hands. This was due to the lies from both the on shift firefighter, clarified on separate sheet.

18. Please attach documents which support the allegations of the claim. Please talk with the above witnesses.

19. I claim damages from the agency in the sum of \$3,500,000 to relocate to a new home and Federal taxes (37%).

This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney in fact for the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

  
\_\_\_\_\_  
**Signature of Claimant**

December 21, 2024  
~~September 14, 2024~~ 18340 Albany St SW, Rochester, WA 98579

\_\_\_\_\_  
**Date and place (residential address, city and county)**

Or

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date and place (residential address, city and county)**

\_\_\_\_\_  
**Print Name of Representative**

\_\_\_\_\_  
**Bar Number (if applicable)**

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Date: 01/08/2025

To: Thurston Co Community Planning and Development - Kraig Chalem

From: Chief Nathan Drake

Subject: Comment on Lithium-Ion Battery Energy System – 7505 183<sup>rd</sup> Ave SW, Rochester

Dear Community Planning and Development,

West Thurston Regional Fire Authority has reviewed the proposed land use application for the installation of a lithium-ion battery energy storage system (BESS) at 7505 183<sup>rd</sup> Ave SW, Rochester. While we acknowledge the importance of renewable energy initiatives, we must express significant concerns regarding the safety implications of this project and the potential risks associated with the operation of a lithium-ion battery system.

The following points summarize our primary concerns:

**Fire Risk:** Lithium-ion batteries, especially at large scale, present a heightened fire risk due to thermal runaway, which can result in uncontrolled fires that are difficult to extinguish. The potential for catastrophic fire incidents in the event of system malfunction, external damage, or other unforeseen events is a major safety concern for both the facility and surrounding areas. Fires caused by lithium-ion batteries can be extremely challenging to control and may lead to significant hazards, including the release of toxic gases and potential damage to nearby properties.

**Emergency Response Readiness:** Lithium-ion battery fires require specialized training, equipment, and knowledge to safely respond. West Thurston Fire currently lacks adequate resources and training specifically tailored to managing large-scale battery storage fires. This may result in increased difficulty in effectively and safely managing an emergency situation.

**Impact on Fire Suppression Infrastructure:** Given the size and nature of a lithium-ion battery energy storage system, there is a risk that standard fire suppression systems may not be adequate. There are no fire hydrants in this proposed area. This means that the vast amount of water needed for firefighting activities and containment would have to be trucked in using water tender operation. West Thurston Fire and our mutual aid partners do not have the capacity to keep up with these water flow requirements. We urge the applicant to provide detailed plans for advanced fire detection, suppression systems, and additional infrastructure improvements to ensure safe operation.

**Potential for Escalating Risk Over Time:** As battery systems age, the risk of malfunction and failure increases. Given the long operational lifespan of these systems, ongoing safety assessments, maintenance, and oversight are crucial to mitigate risks.

Considering the above concerns, West Thurston Fire Regional Fire Authority opposes the approval of this land use application unless the applicant demonstrates full compliance with the necessary fire safety standards and implements additional safeguards and infrastructure improvements to mitigate the risks associated with lithium-ion battery storage systems. We recommend that the applicant engage in further discussions with the Thurston County Fire Marshal Office to ensure that all fire-related safety measures are adequately addressed before moving forward.

Thank you for your attention to this critical matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nathan Drake', written in a cursive style.

Nathan Drake  
Fire Chief  
West Thurston Regional Fire Authority  
10828 Littlerock Rd SW Olympia, WA 98512  
Phone: 360-352-1614  
nathan.drake@wtrfa.org

# **A-Shift December 2024 Month End Report**

## **By BC Stone**

### **Greater Alarms**

- 1.) No greater alarms to report during the month of December.

### **PEER Support**

- 1.) Attended regular scheduled meetings with our Critical Stress Debriefing Team.

### **Training**

- 1.) OTEP'S. Nothing new to report. Yearend activities are all in check
- 2.) 4th Quarter Computer based training came to an end at the last of this month.  
Have started some new interactions with newly appointed Captain of training Morales.

### **Apparatus/Projects**

- 1.) For the most part all units have been found in good working order.
- 2.) Hose testing & ladder testing was successfully completed on Dec 9<sup>Th</sup> and 10<sup>th</sup>.  
Only had a few section of hose having failures. Nothing failed on the ladders which were tested.
- 3.) As of 12/31/24 True North is advising they are only waiting on two trim pieces for the rollup door and are expecting the engine to be done mid to late next week.
- 4.) The last of recall work on our light duty vehicles has been completed. There for a while would get two recalls taken care of and then all the sudden a couple more would show up. The interceptors still have their recall, but until Dodge can possess the part is completely out of our hands

### **Shift concerns**

- 1.) Sarah Dean has reported back to full duty on 12/4/24 after completing her CPAT.
- 2.) The other individual is completely out through 01/31/2025.
- 3.) Blake Kaleiwahea has been promoted to Lt of B Shift. In the meantime any shift staffing shortages will be covered with temporary employees. As they are covered up the latest MOU's for a couple more months.

## **B Shift December 2024**

### **BC Brian Christenson**

#### **Greater Alarms:**

- On 12/01/24 West Thurston units along with mutual aid responded to a residential structure fire on Hwy 99 and Oregon trail rd. When the first unit arrived they found 2 camper trailers in a shed fully involved and the fire spreading into a large shop that was connected. Quick action by the first in units saved the shop and contents. Unfortunately a family was displaced and were referred to Red Cross. This happened to be on Tribal property and they requested and were given an investigator for the report.
- On 12/14/24 Aid 1-2 had just gone en route to a BLS fall just down by 113<sup>th</sup> on Littlerock road they came across an MVA. The crew stopped to check for injuries and found a badly hurt single occupant. They upgraded to ALS and had another unit dispatched to the initial call. After extrication and packaging the patient was transported priority by Medic 5 to SPH for care.

#### **Training:**

- On 12/2/24 personnel gathered at station 1-1 for the annual county wide HIRL drill. Training was a great refresher for some and the first time for a few newer members.

#### **Personnel and Projects:**

- With the promotion of Mike Morales to Training Captain, B Shift had a need to fill a Lieutenant position. The promotional testing took place early December and Blake Kaleiwahea was selected for the position of Lieutenant on B shift. Welcome!
- Chris was given the green light to handle the fencing at station 1-4 septic tanks. He purchased the materials and built the fence for even less than he had originally thought it would cost! Thank you Chris and great job!

December 30, 2024

Chief Nathan Drake,

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

**Major events-**

No major events this month.

**Pre-fire plan/preparation-**

Started reconfiguration of the pre-fire plan drive on the district Mobile computer terminals. My self and Lt. Spiegelberg will be updating and reviewing the whole system.

Contacted Tim Crews, The new grounds manager and engineer for DSHS at Maple lane school. We will be participating in the renaming of all the buildings on campus and helping in the upgrade of the fire protection system in March.

**Training-**

C-Shift worked to complete annual training from 2024. We also continue to train on the new radio system.

No injury or other events to report.

Thank you and please contact me with any questions.

Battalion Chief Eric Smith

**December 2024**  
**Monthly Training Report**

	December 2024	2024 Total
Total Training Hours	<b>402.75</b>	<b>4106.83 hours</b>

**Training Events in December 2024**

- December Safety Meeting
- Ongoing annual EVIP Road Test's
- Ongoing PACT Training for new Volunteer Firefighter.
- OTEP make ups and quarterly Defib
- New Radio Training

**Upcoming training Events in January**

- January Safety Meeting
- Attend Thurston County Training Officer Meeting
- Attend Thurston County Protocol Meeting
- Blue Card ICS Quarterly CE.
- OTEP's
- Fire Officer One class
- Pre-connect/Advance hose training tower evolutions

**Other Projects**

- Extrication drills
- In district Blue Card sims
- Ongoing training/requests



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

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To: Chief N. Drake  
From: Lt. Joel Swecker- Safety Officer  
Subject: 2024 Safety Report  
Date: 1/3/2025  
CC: 2024 Safety File

Chief Drake & Board of Commissioners

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

**Accident/Injury Reports-**

1. **12/15/2024-** Light damage to Engine 1-1 (E1-1) following leaving the scene of an MVA on Hwy 99. E1-1 was maneuvering around the guardrail following backing procedures (with backer), and struck the guard rail on forward motion while moving around a patrol car. Light damage occurred to the wheel-well chrome flange. No violation of policy.
2. **12/18/2024-** Light damage to Brush 1-6 (B1-6) following 'tree down' incident on Old Hwy 9; a passing vehicle failed to yield for the brush truck pulled to the side of the road mitigating a large tree partially into the roadway. The truck, at high speed, passed B1-6 and hit the tree causing parts of the tree to hit the brush truck. No injury to occupant/Battalion Chief, occurred. No violation of policy.

**Monthly Safety Topic-**

- Shift/Officers choice for crews/year end concerns- Online/Target Solutions.

**Safety Committee**

- Next meeting in January for 4<sup>th</sup> quarter- dates TBD.

**Station Safety Inspections**

1. Station 1- No Issues at this time.
2. Station 2- No Issues at this time.



3. Station 3- No issues at this time.
4. Station 4-Need of padlock to the fence surrounding generator system. No other issues
5. Station 6- No issues at this time.

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

- FIIRE end of year questionnaire answer and submitted 12/22/24 to L&I.
- Completion of 4<sup>th</sup> Safety Improvement Plan (SIP)- ongoing through December-January

### **Upcoming-**

1. Ongoing focus for injury free workplace.
2. 4t Quarterly Safety Reports.
3. year-end FIIRE report:
4. 2024 OSHA 300 forms.

### **Completed-**

1. End of year FIIRE Program.
2. 2024 SIP completed; final decontamination bags distributed to all structural engines.
3. Compiling of Safety reports and Station Inspection Forms.

Respectfully Submitted,

Lt. J. Swecker – HSO  
1/3/2024  
West Thurston Regional Fire Authority



# WEST THURSTON REGIONAL FIRE AUTHORITY

## CHIEF REPORT | December 2024

### *Fire Chief N. Drake*

#### **CHIEF'S RECAP**

##### **Staffing**

We still had one firefighter out for injury with one that returned mid-December. Due to that we did see a decrease in sick time use to 408 hours (from 501) but we saw our shift OT increase to 247 (from 169). This is primarily due to unused personal days that must be used prior to the end of the year. We had no mandatory OT for the month. We did have 2 temporary FF that remained to work and cover short shifts to keep OT hours low.

##### **Lt Promotion**

Lieutenant Blake Kaleiwahea was promoted and will be the new Lieutenant on B-Shift. Captain Mike Morales has transferred to day shift as the training officer.

##### **New Hire Testing**

We will be holding an entry / lateral Firefighter test in early February. This will fill one immediate opening on March 1<sup>st</sup> and establish a hiring list that will be used for any additional opening in 2025.

##### **BLS Contract**

We have been working with our other FD and Medic One to finalize the new BLS Contract. I had a meeting with the other Fire Chiefs to share ideas and draft changes from our legal counsel. This final draft was submitted to Medic One for Review.

##### **Apparatus Maintenance**

1. App 30 (E1-2) is still at True North in Oregon for body and roll up door repair. Is expected to be complete soon.

##### **Facility Maintenance**

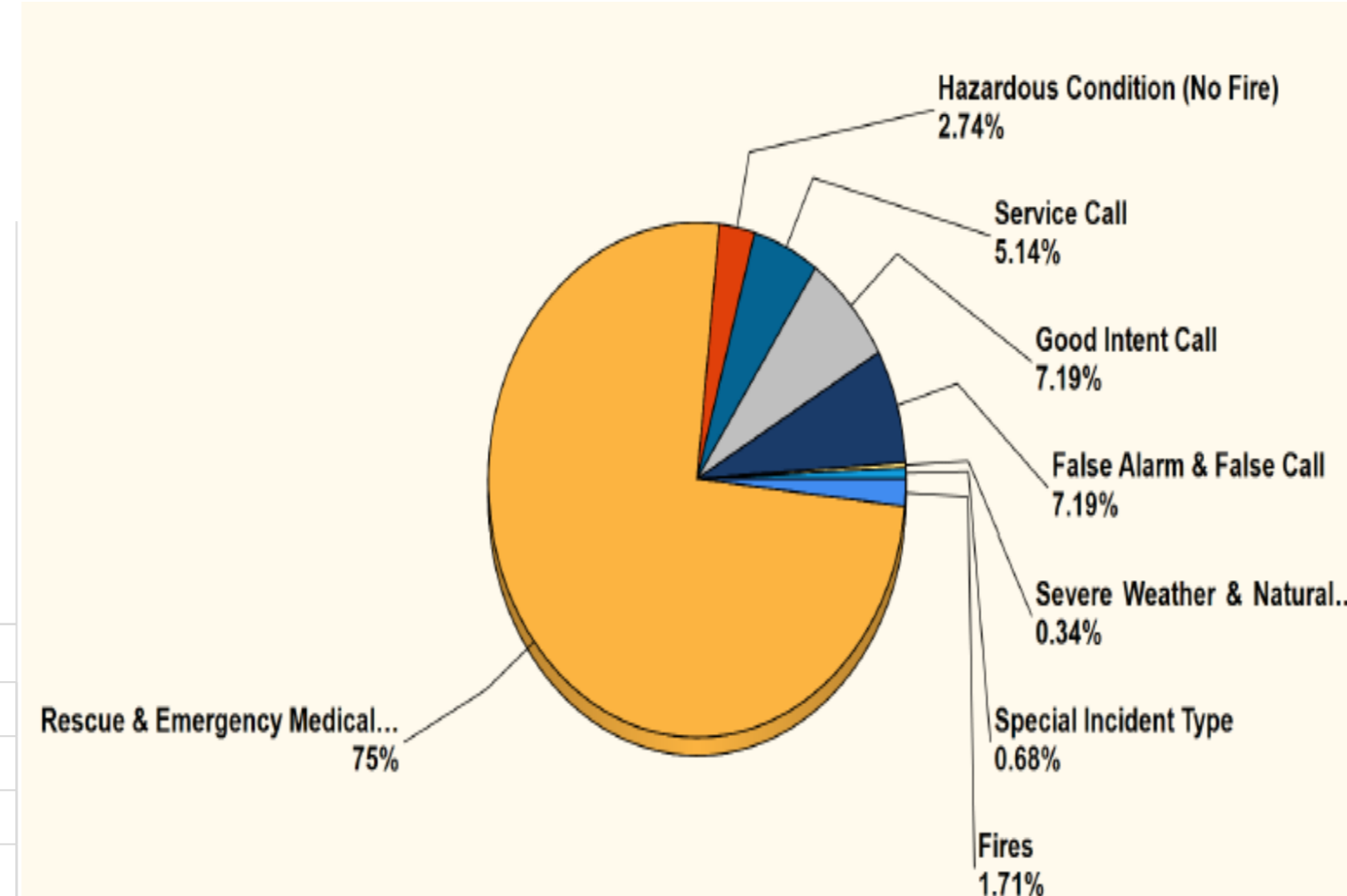
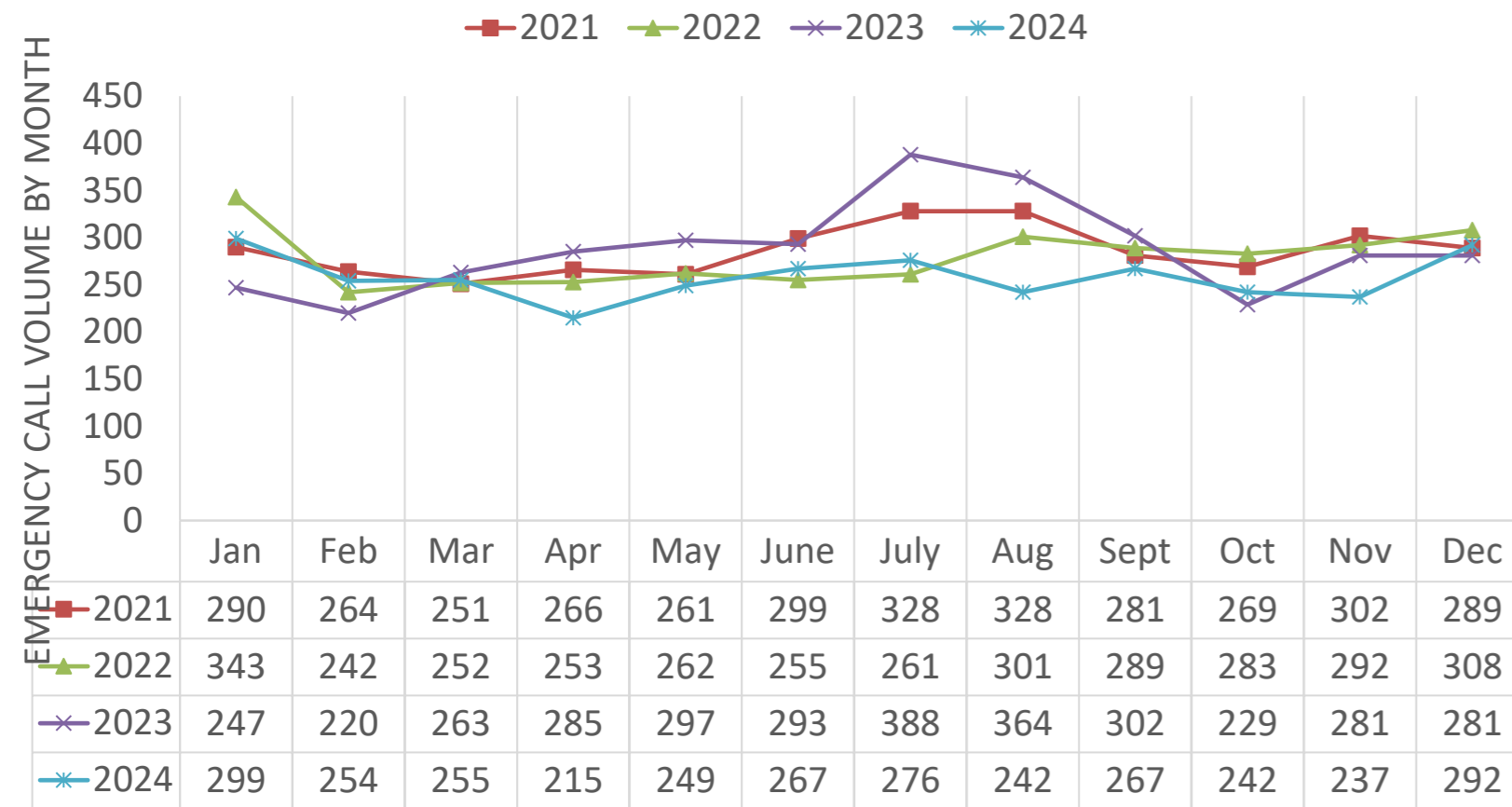
1. Chris completed a fence around the drain field at Station 1-4. This is to prevent damage to the mound system.
2. Still looking at options for radio installation at the station.

# WEST THURSTON REGIONAL FIRE AUTHORITY



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

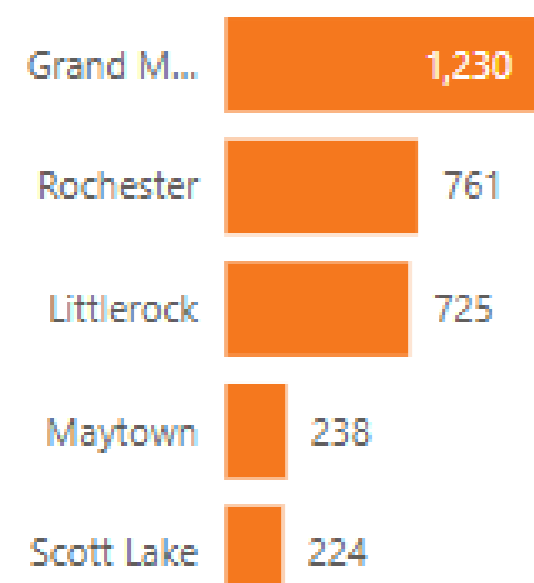
4-YEAR INCIDENT VOLUME COMPARISON BY MONTH  
2021-2024



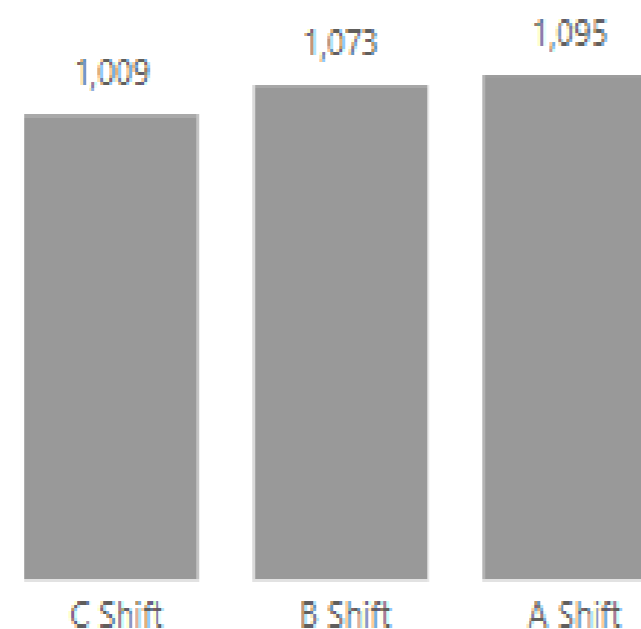
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	1.71%
Rescue & Emergency Medical Service	219	75%
Hazardous Condition (No Fire)	8	2.74%
Service Call	15	5.14%
Good Intent Call	21	7.19%
False Alarm & False Call	21	7.19%
Severe Weather & Natural Disaster	1	0.34%
Special Incident Type	2	0.68%
<b>TOTAL</b>	<b>292</b>	<b>100%</b>

## Calls by Station | Calls by Shift

Top Stations by # of Incidents



# of Incidents by Shift



3178

2024 Total

3471

2023 Total

-293

CHANGE PYTD

-8%

% PYTD



DECEMBER AVERAGE PRIMARY RESPONSE TIME 7:51



DECEMBER CALLS = 292

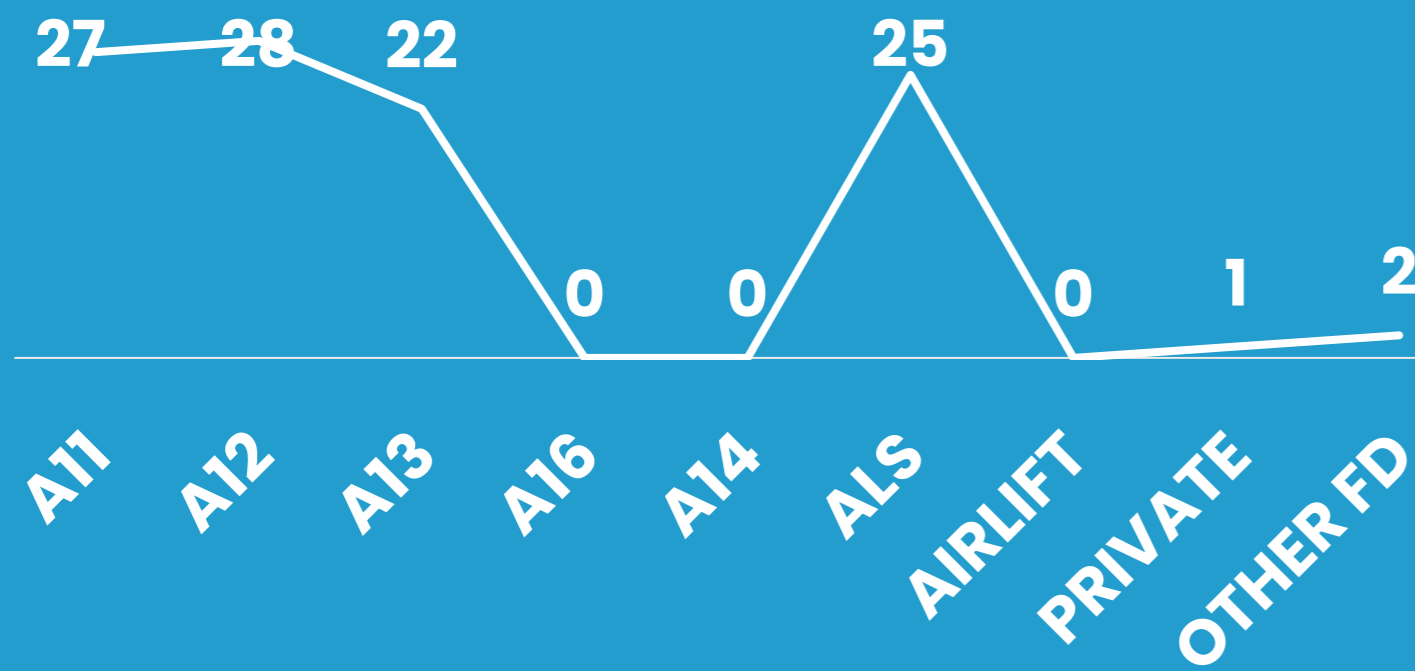


35% OVERLAPPING CALLS (104) IN DECEMBER

# WTRFA INCIDENT RESPONSE SUMMARY

## PATIENT TRANSPORTS

### WTRFA AID UNIT TRANSPORTS – DECEMBER



### YTD WTRFA TRANSPORTS



812

### DECEMBER WTRFA TRANSPORTS



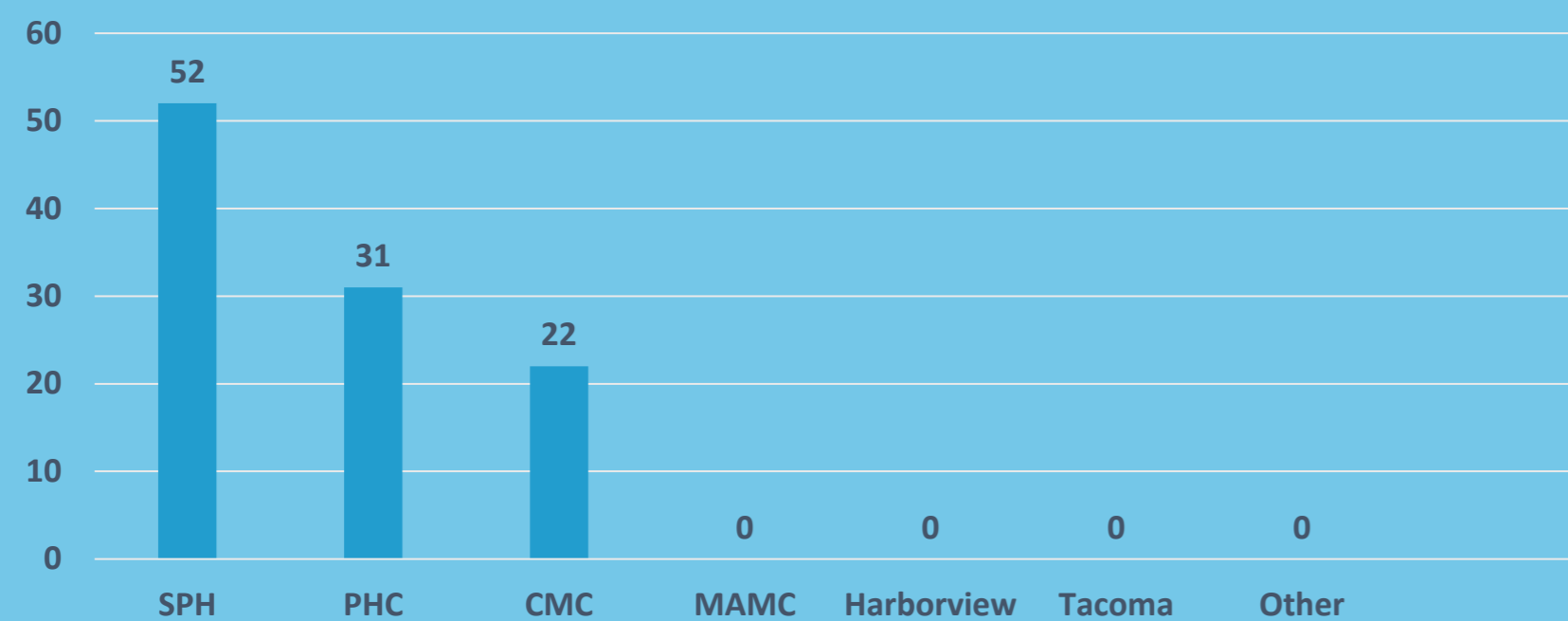
77

### Total Transports YTD

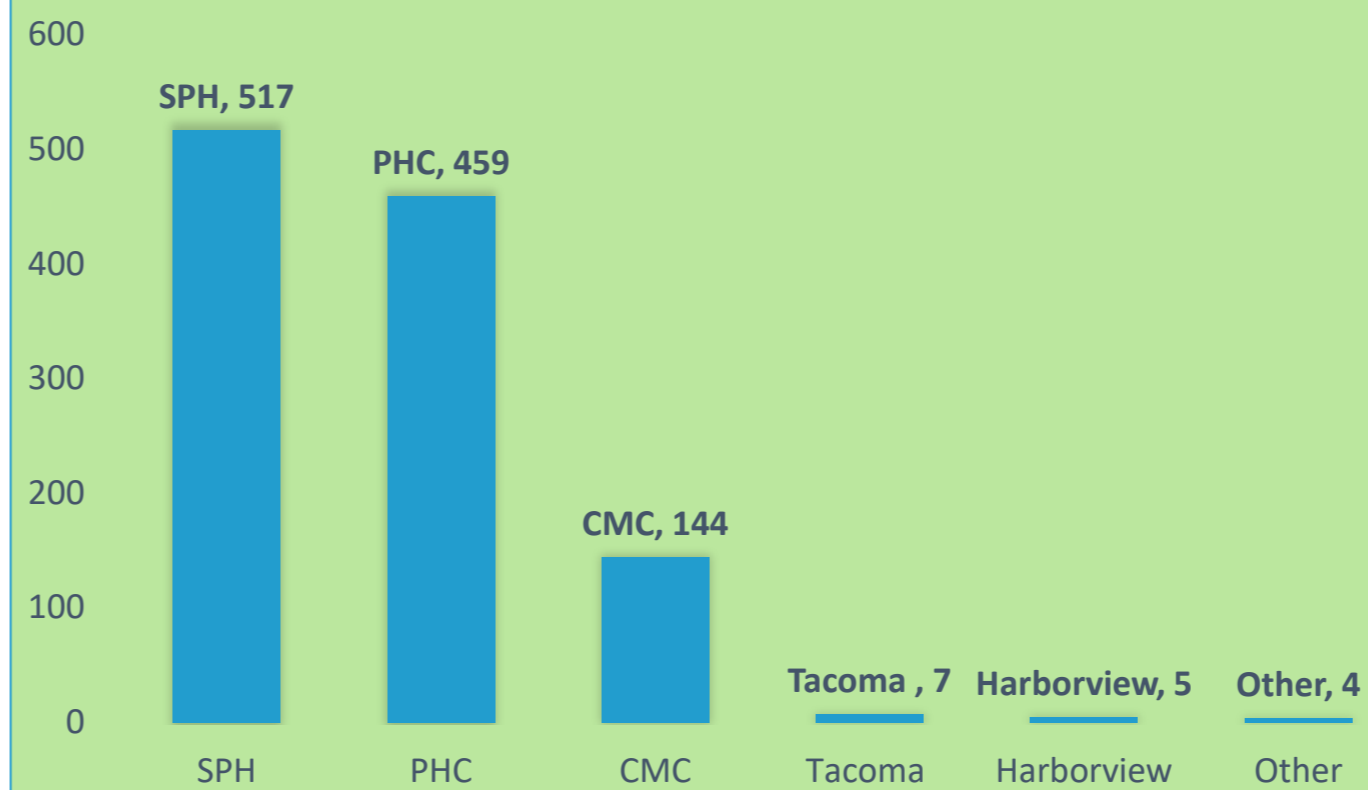


ALS = 288  
BLS = 848

### TRANSPORT DESTINATION – DECEMBER



### DESTINATION – YTD



### MUTUAL AID/AUTO AID FOR DECEMBER



AID GIVEN: 2  
AID RECEIVED: 7

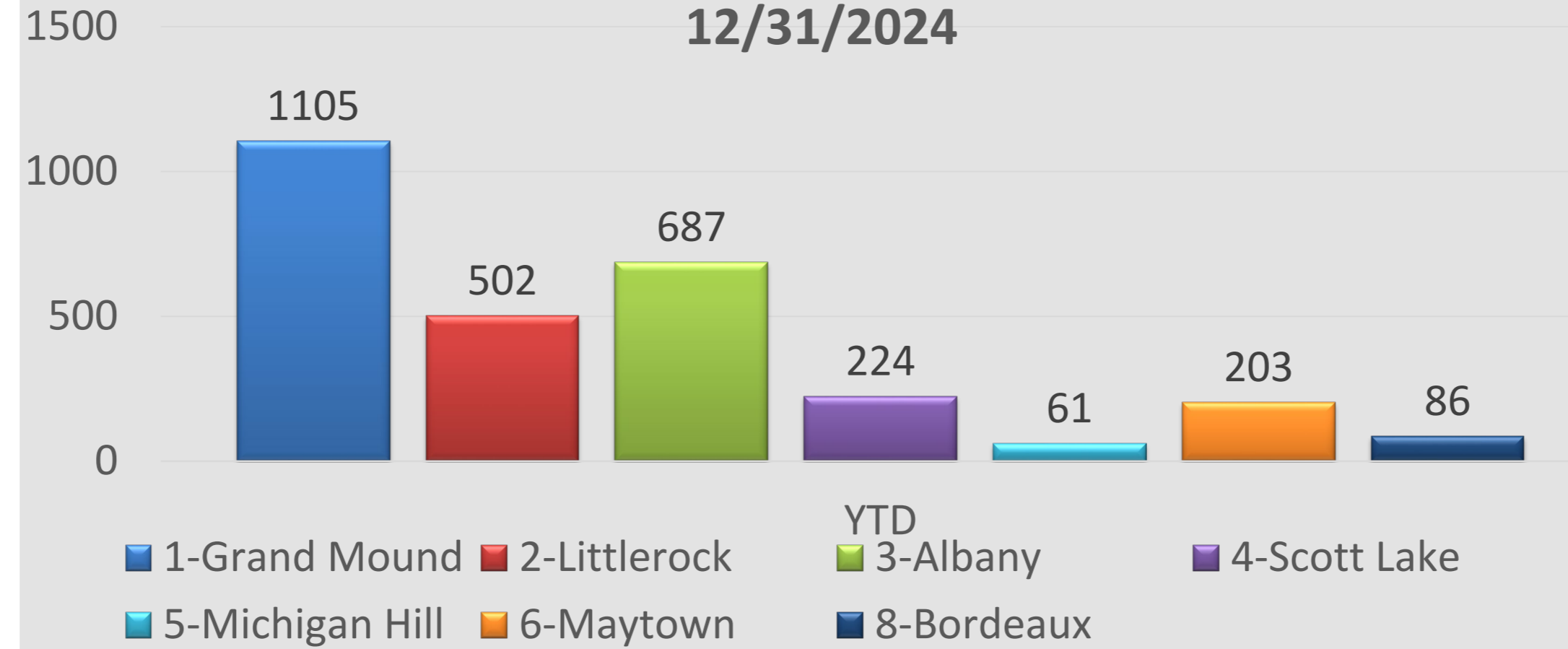
## Average Response Time COMPLIANCE YTD



7:49 \*ER1645 Initial Unit Arrival in Primary Zones 1,2,3,4,6

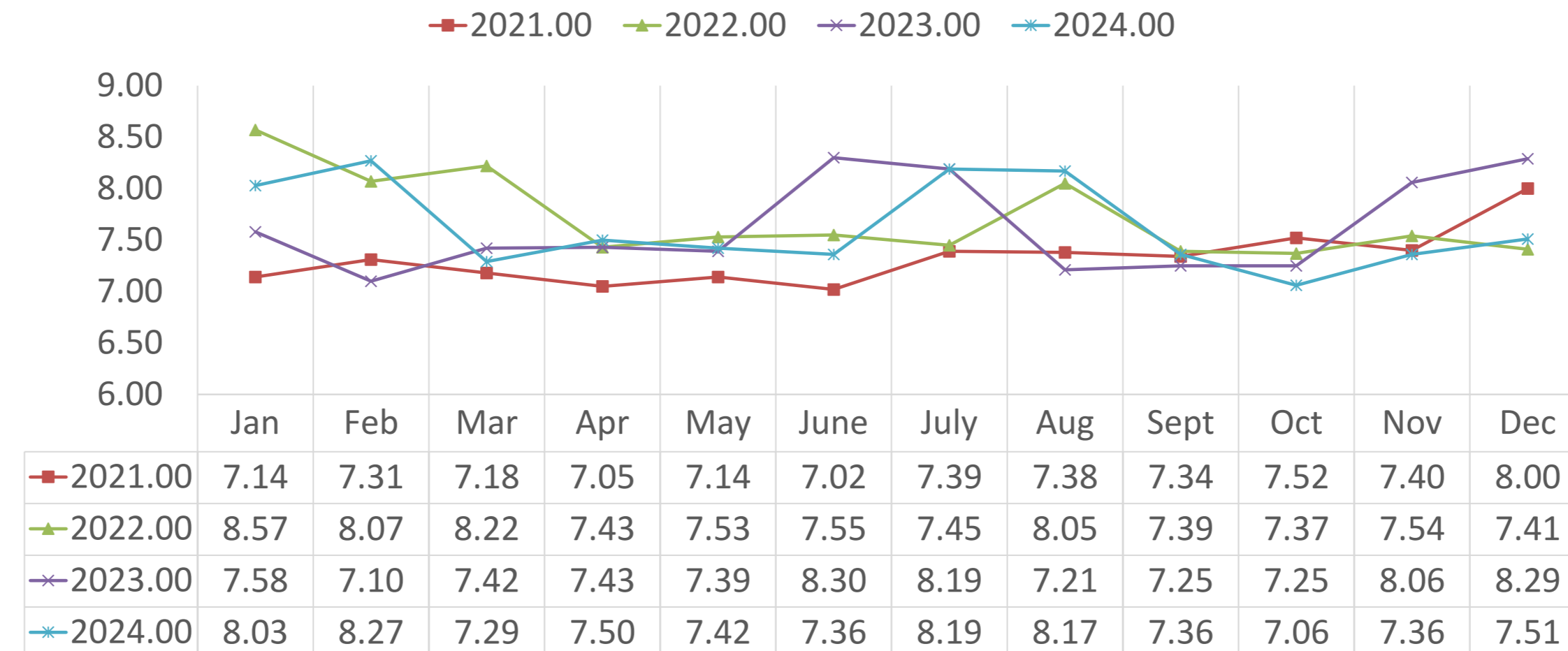
## YTD Incident Count By Response Zone

YTD Incident Count by Response Zone ER#270 through 12/31/2024



## Average Response Time By Month

### 2021-2024 AVERAGE RESPONSE TIME BY MONTH

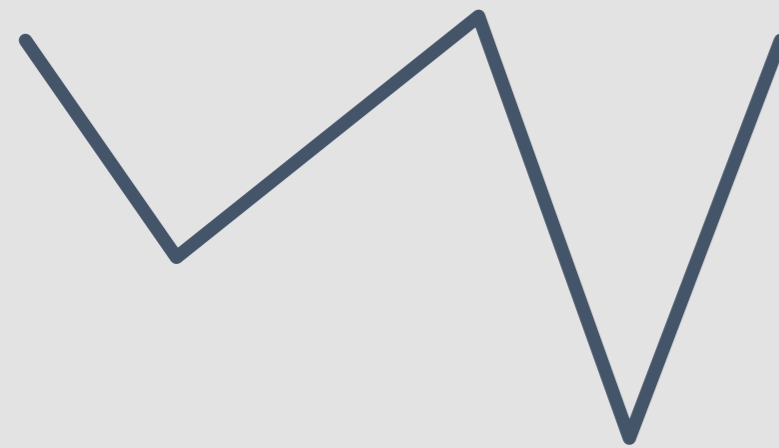


## Breakdown per Zone December

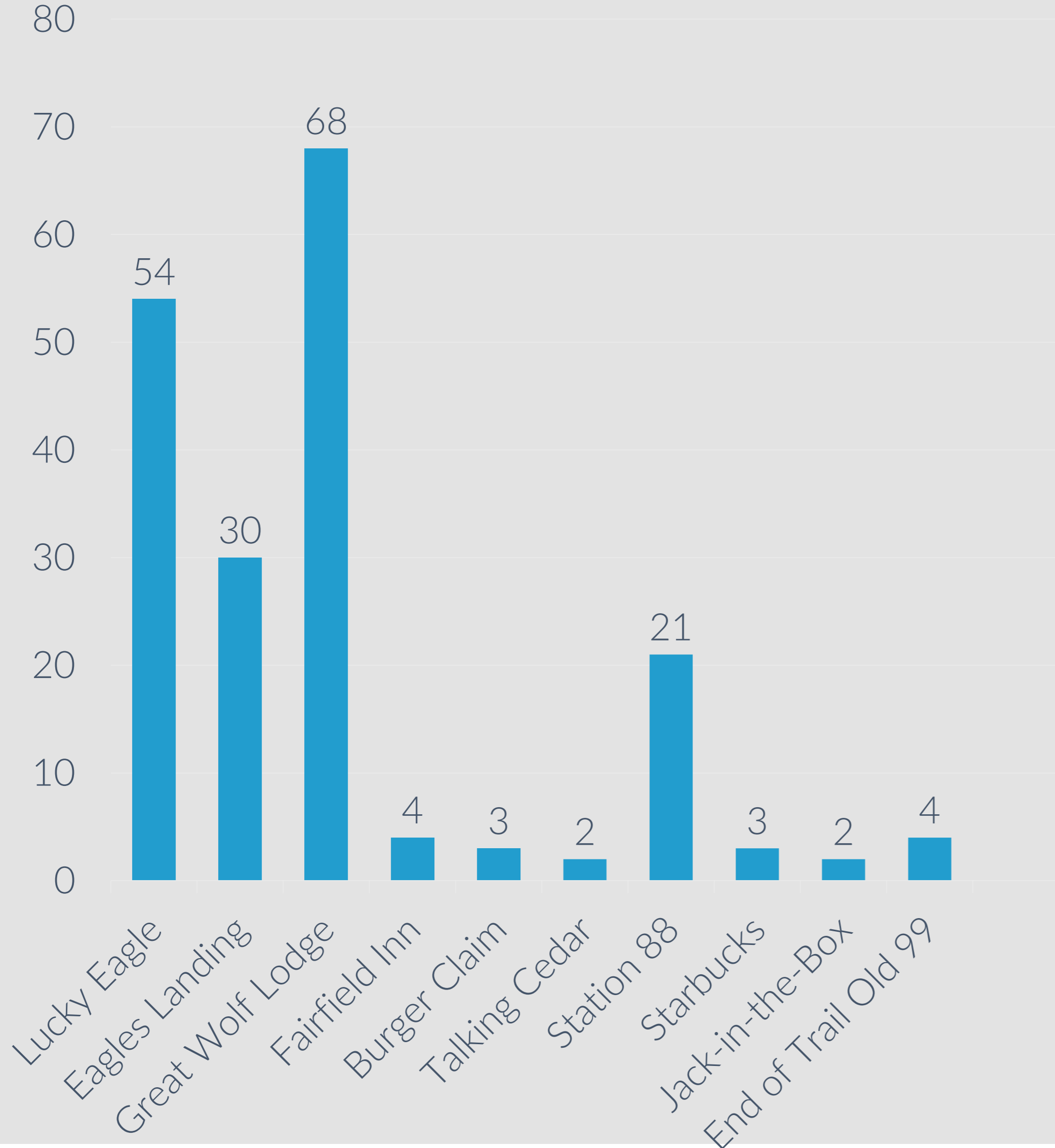
ZONE	# INCIDENTS
1 - Grand Mound	97
2 - Littlerock	58
3 - Rochester	58
4 - Scott Lake	23
5 - Michigan Hill	4
6 - Maytown	21
8 - Bordeaux / Mima / Gate	15
Capitol Forest - Capitol Forest Zone	3
I-5 Sta 1 - I-5 Station 1-1 Area	5
I-5 Sta 6 - I-5 Station 1-6 Area	5
MA-FD 13 - TCFD 13 - Griffin FD	1
MA-FD 6 - TCFD 6 - East Olympia	1
MA-Lewis - Lewis County	1

TOTAL: 292

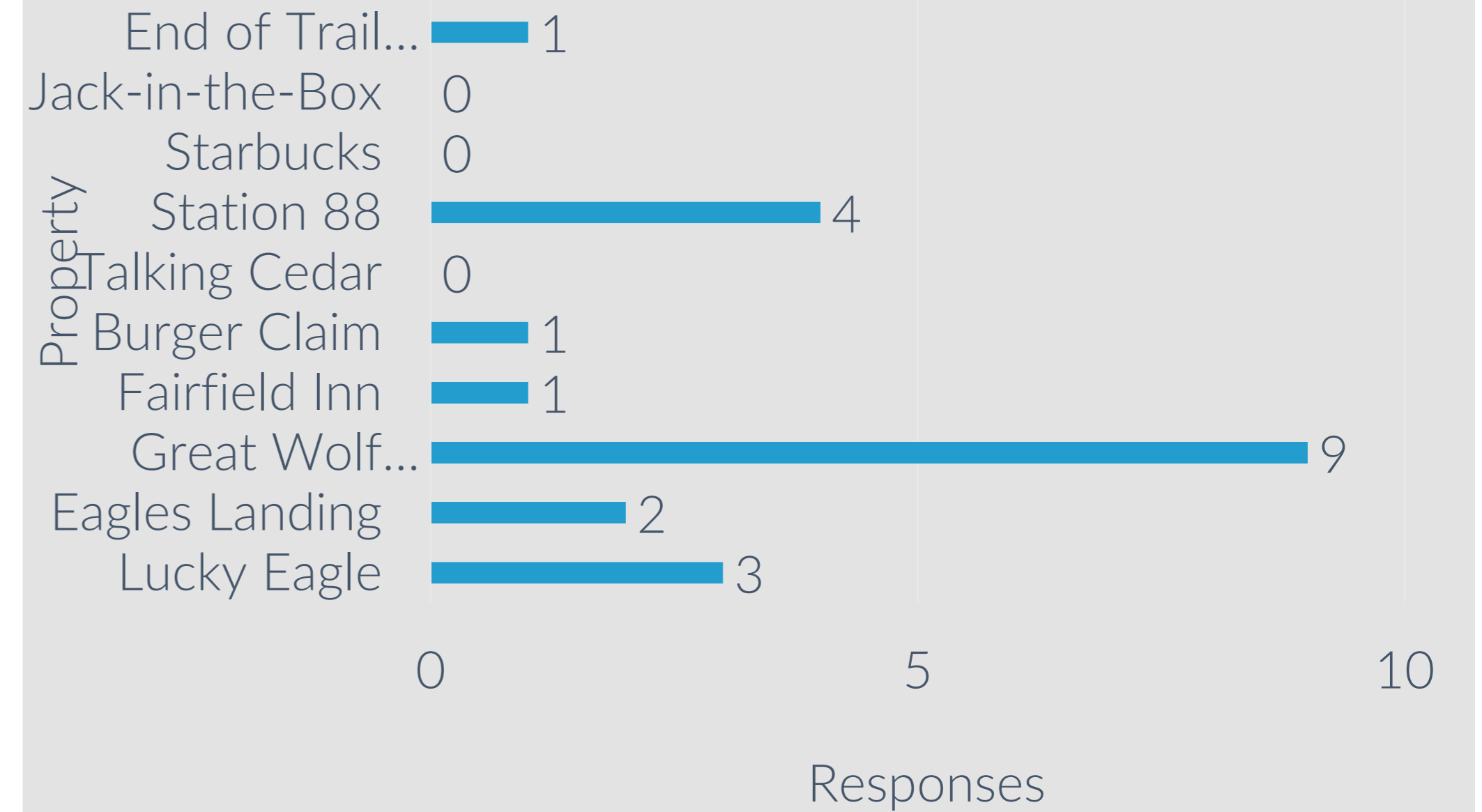
## 36% Overlapping Calls (1040) YTD



### TRIBAL PROPERTY RESPONSES – YTD



### TRIBAL PROPERTY RESPONSES – DECEMBER



# 6,725

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

# 247

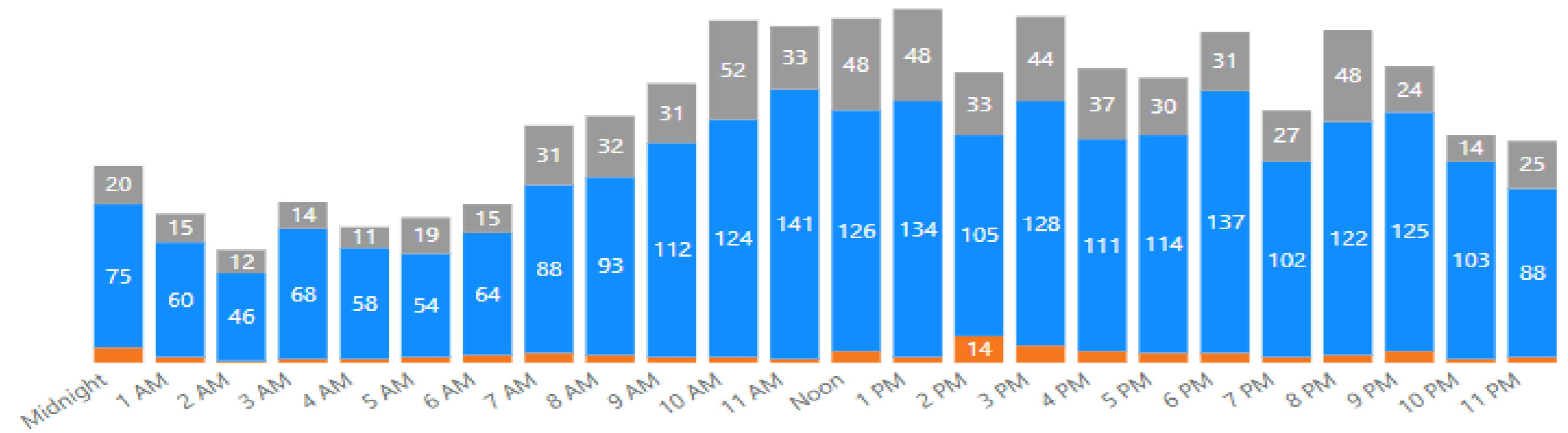
Shift Overtime Hours  
December

# 408

Sick Leave Hours  
December

### # of Incidents by Hour of the Day

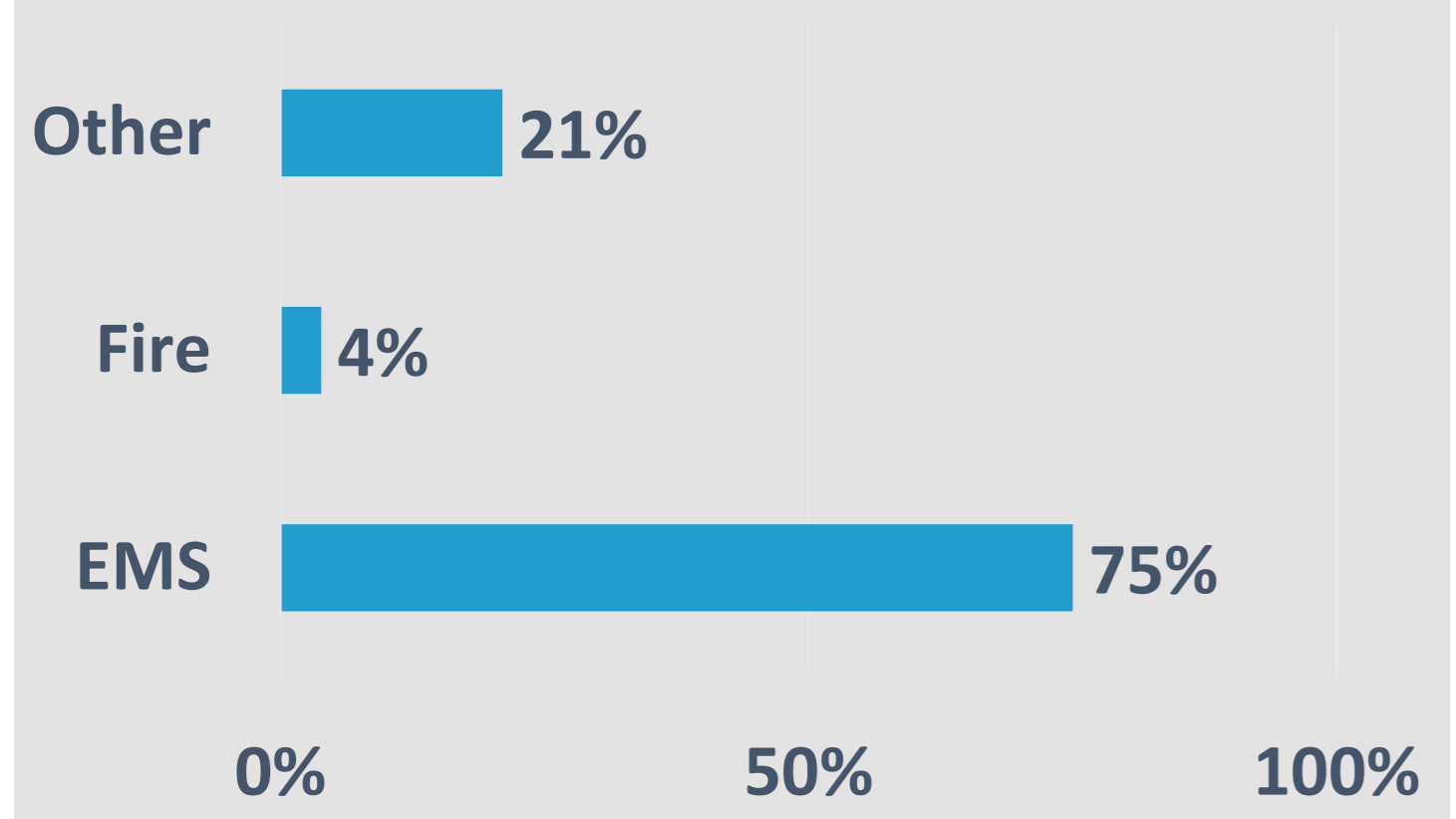
Incident Category ● Fire ● EMS ● Other



### Busiest Days of the Week December

# Thursday

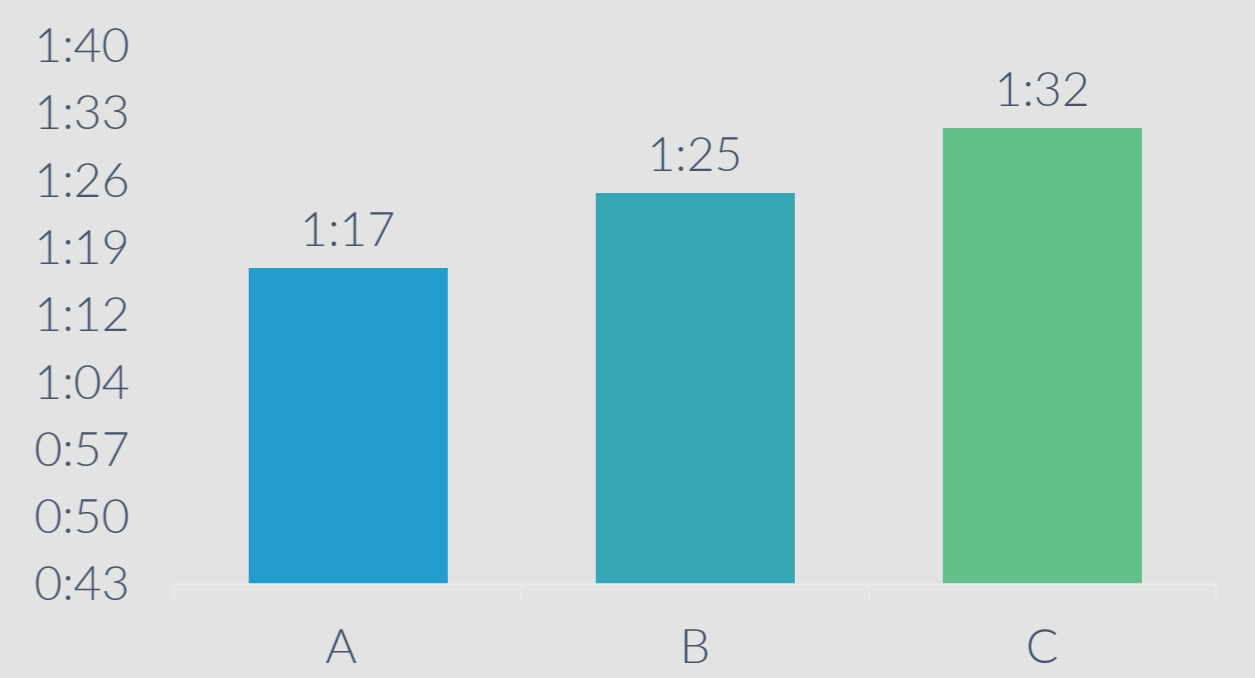
### 2024 Incidents by Category



# 75%

EMS calls make up  
the largest  
percentage of  
calls

### Average Turnout Time Per Shift For December



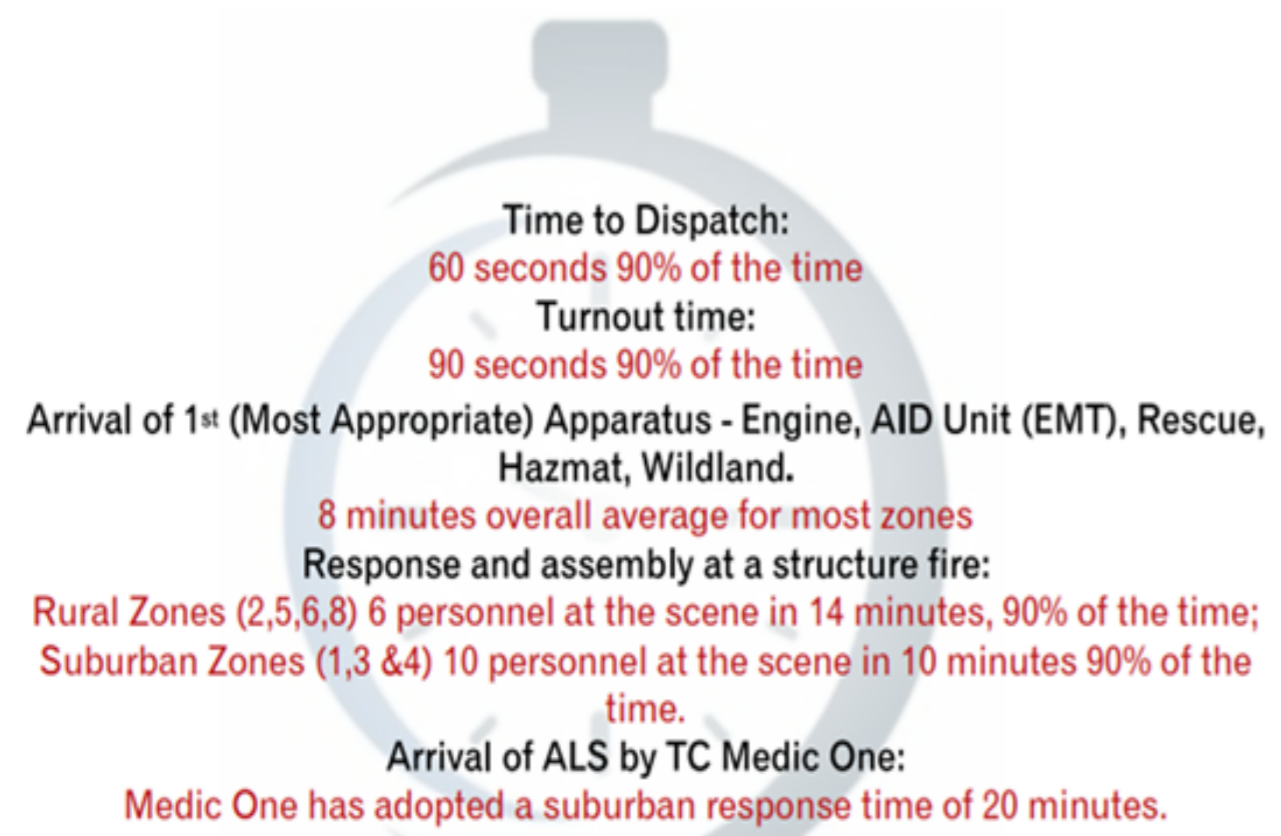
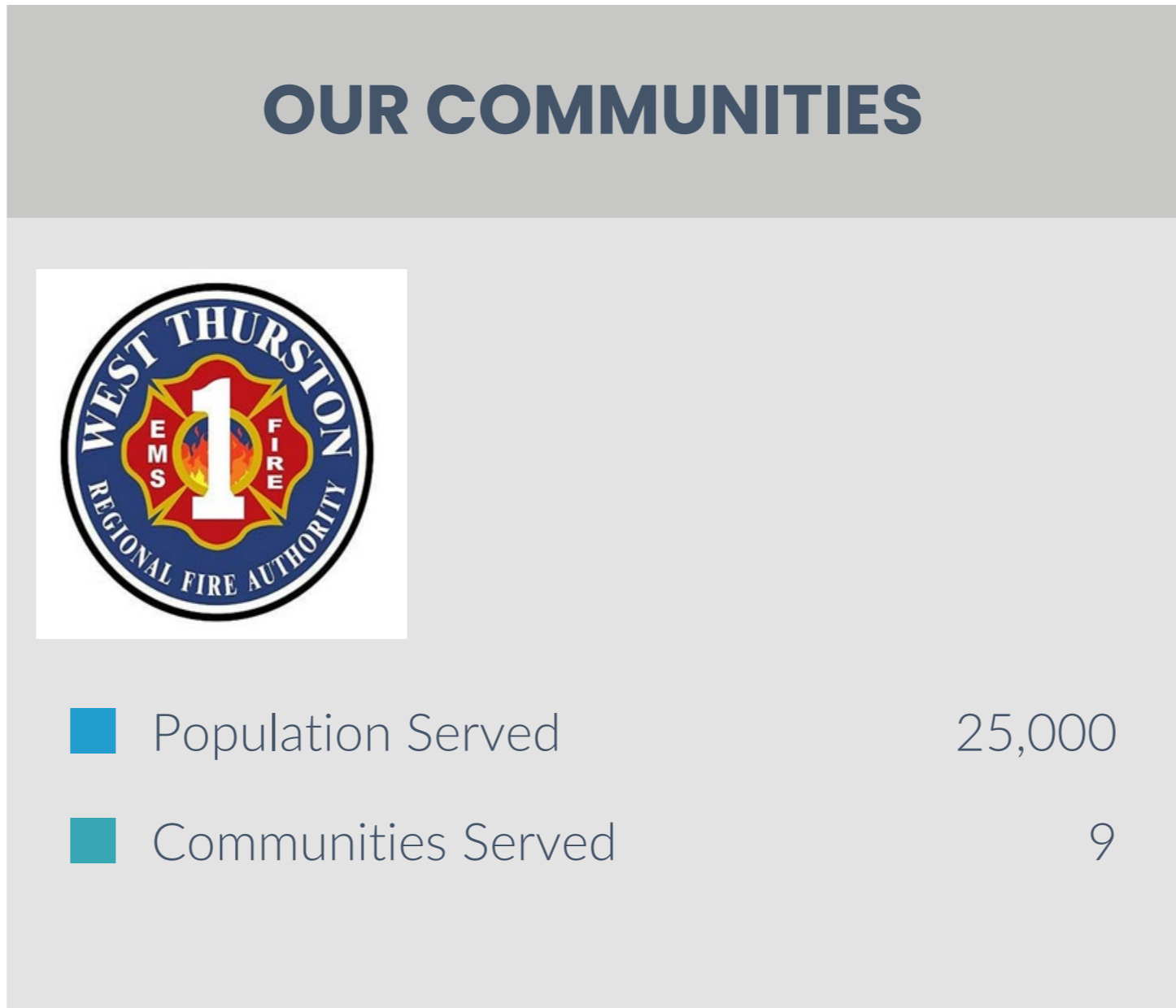
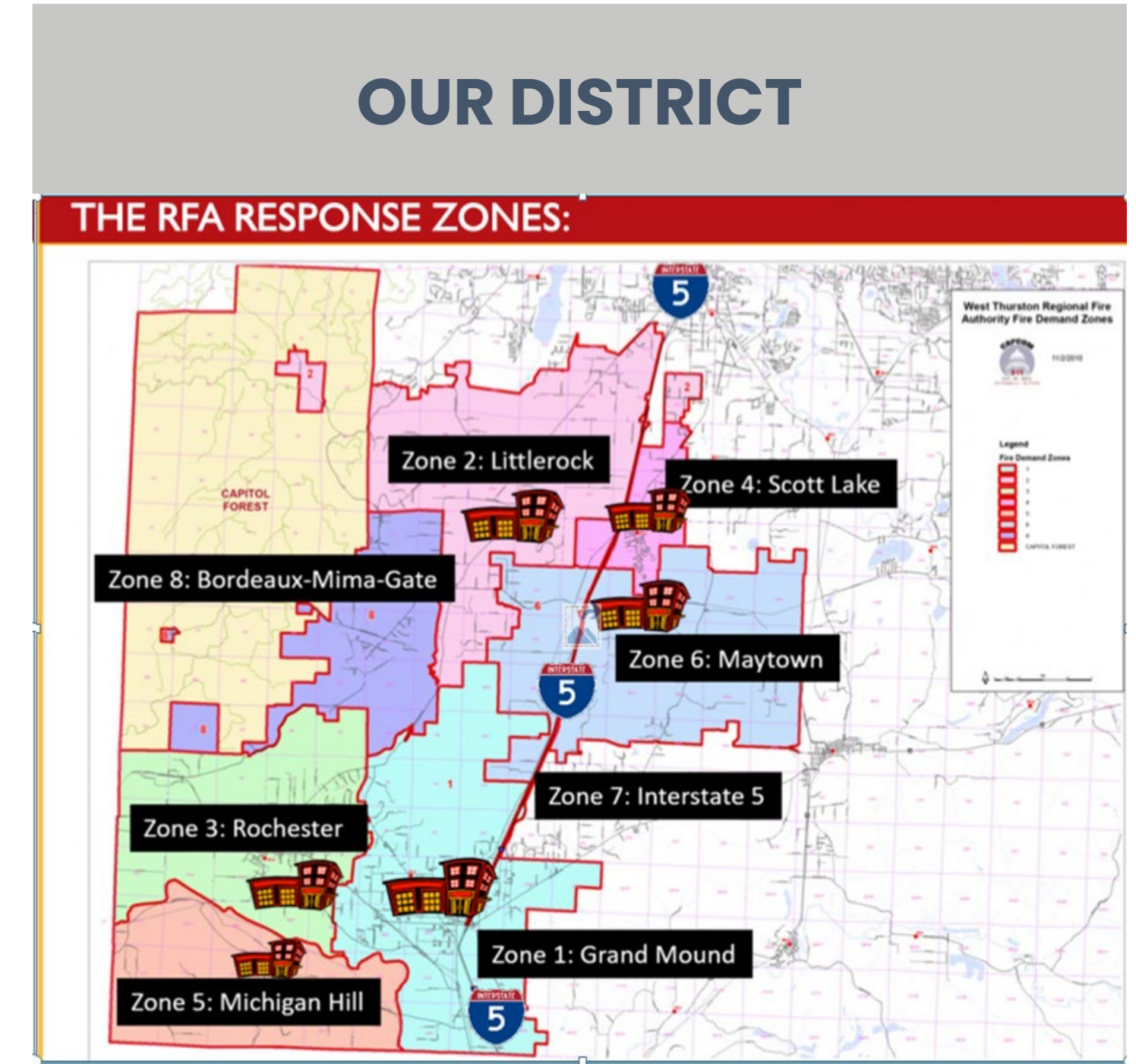
# OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

## MISSION

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

## VISION

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







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

## January 2025

# Recruit and Retention Coordinator Report

### Event and Activities December

- Continuing study sessions for both EMT and Fire recruits. Focusing on all the final evaluations for each group.
- Boot Drive December 7<sup>th</sup> for both North and South
- EMT students graduated this month will focus their efforts into obtaining their NREMT, and completing their EMS Task Book. Once there is a date for fire academy, we will schedule PACT nights for the 8 being accepted into fire academy.
- Fire graduated their Fire1 middle of December and then January complete their Hazmat Awareness and Operations. We have scheduled a few afternoons for them to focus on their Hazmat skills and study sessions.
- Santa Breakfast (December 14<sup>th</sup>) was a huge success. So many helping hands and volunteers to make it run smooth.
- Santa Sleigh was December 17<sup>th</sup> and 18<sup>th</sup>. We had a huge turn out in volunteers showing up to pass candy canes out, drive apparatus.
- 8 EMT applications were submitted for the 2025-1 EMT class.

### Upcoming Event and Activities January and February

- We will start our next round of PACT drills for the new recruits coming on, our focus for PACT nights will be EMT.
- We will get 5 of our volunteers who have both Fire and EMT certified in EVIP so they can start accruing their drive time for each apparatus while really focusing on the aid unit.
- January 27<sup>th</sup> American Redcross Blood Drive will be at station 1-1
- February EMT will start for potentially 8 volunteers.
- Event planning for recruitment will start in January, April will be the next round of interviews.