



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, February 9, 2026, at 1730 hr.

In-Person: 10828 Littlerock Rd SW, Olympia, WA

Zoom virtual meeting link:

<https://us02web.zoom.us/j/81557573777?pwd=3aGrolaQYzwwaaXCB79Xb030AR3Ua.1>

Meeting ID: 815 5757 3777

Passcode: 242611

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

| ITEM | Page(s) | RESPONSIBLE | OUTCOME |
|--|----------------|-----------------------|----------------|
| 1) Expenditures: Accts. Payable \$125,296.21 <u>Payroll</u> \$472,728.02 TOTAL: \$598,024.23 Warrants \$212,313.39 EFTs \$385,710.84 | <i>1-10</i> | Shannon | Accept/Reject |
| 2) Meeting Minutes a) January 12, 2026, General Meeting b) January 20, 2026, Workshop-Strategic Plan | <i>11-13</i> | Shannon | Accept/Reject |
| 3) Policy 4009 Operations – Water Rescue 2 nd Review-Final SOG – Water Rescue | <i>14-25</i> | Chief Drake | Accept/Reject |
| 4) Resolution 2026-002 Misc Surplus | <i>26-28</i> | Shannon | Accept/Reject |
| 5) ALS Lease Contract | | Commissioner Scott | |
| 6) Station Furniture | | Commissioner Merryman | |

VIII. UNFINISHED BUSINESS (ACTION ITEMS)

| ITEM | Page(s) | RESPONSIBLE | OUTCOME |
|------|---------|-------------|---------------|
| 1) | | | Accept/Reject |

IX. UNFINISHED BUSINESS (NONACTION ITEMS)

| ITEM | Page(s) | RESPONSIBLE | OUTCOME |
|------|---------|-------------|---------------|
| 1) | | | Informational |

X. COMMUNICATIONS (NONACTION ITEMS)

| ITEM | Page(s) | RESPONSIBLE | OUTCOME |
|----------------------------------|---------|-------------|---------------|
| 1) BESS Update | | Chief Drake | Informational |
| 2) 2025 Annual Report | 29-46 | Chief Drake | Informational |
| 3) Maintenance & Operations Levy | | Chief Drake | Informational |

XI. DEPARTMENT REPORTS

| ITEM | Page(s) | RESPONSIBLE | OUTCOME |
|---|---------|-------------------|---------------|
| 1) Chief/Safety/Training Reports/Shift | 47-62 | Chief Drake | Informational |
| 2) Recruit & Retention Coordinator Report | 63-64 | Andrea Reynoldson | Informational |
| 3) Commissioner Meetings | | BOFC | Informational |

XII GOOD OF THE ORDER:

XIII ADJOURNMENT:

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 1

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo | |
|---|------------------|-----------------|--|--------|----------|------------------------|---------------|
| 260201001 1st Security Bank | 301 | 02/09/2026 | Claims | 6700 | 59.60 | | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| HARBOR FREIGHT | 02/03/2026 | 02/09/2026 | Utility Trailer Lights | | | | 59.60 |
| 260201002 Air Exchange Inc | 302 | 02/09/2026 | Claims | 6700 | 783.01 | 91616481 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 91616481 | 02/04/2026 | 02/09/2026 | 1-2 Littlerock Plymovent Annual Maintenance | | | | 783.01 |
| 260201003 BK Technologies, Inc | 303 | 02/09/2026 | Claims | 6700 | 540.71 | 6056612 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 6056612 | 01/28/2026 | 02/09/2026 | BK Radio Repair | | | | 540.71 |
| 260201004 Batteries Plus | 304 | 02/09/2026 | Claims | 6700 | 271.01 | P88691068 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| P88691068 | 01/21/2026 | 02/09/2026 | Batteries (CR123, AAA, AA) | | | | 271.01 |
| 260201005 Brookfield Group, The NEXTmsp | 305 | 02/09/2026 | Claims | 6700 | 732.60 | 78391 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 78391 | 01/29/2026 | 02/09/2026 | Voice Over Hosted Srvc (02/01-02/28/26) | | | | 732.60 |
| 260201006 Capital Business Machines Inc | 306 | 02/09/2026 | Claims | 6700 | 268.81 | 307604, 307605, 307603 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 307604 | 01/21/2026 | 01/21/2026 | 1-1 Grand Mound Copies (Dec 2025) | | | | 122.50 |
| 307605 | 01/21/2026 | 01/21/2026 | 1-2 Littlerock Copies (Dec 2025) | | | | 122.48 |
| 307603 | 01/21/2026 | 01/21/2026 | 1-6 Maytown Copies (Dec 2025) | | | | 23.83 |
| 260201007 Carefirst Bluecross Blueshield Payment Administrator | 307 | 02/09/2026 | Claims | 6700 | 299.00 | 260061000123 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 260061000123 | 01/22/2026 | 01/22/2026 | Harris Medical Premium (Jan 2026) | | | | 299.00 |
| 260201008 Cedar Creek Correction Center | 308 | 02/09/2026 | Claims | 6700 | 139.13 | 2601.0070 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 2601.0070 | 02/03/2026 | 02/09/2026 | Jan 2026 Work Crews | | | | 139.13 |
| 260201009 CentralSquare Technologies, LLC | 309 | 02/09/2026 | Claims | 6700 | 136.46 | 456785 | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| 456785 | 02/03/2026 | 02/09/2026 | Tiburon Field Ops Fire/EMS Annual Fee (Chief Drake) | | | | 136.46 |
| 260201010 Citi Cards | 310 | 02/09/2026 | Claims | 6700 | 2,973.16 | | |
| Invoice # | Rcvd Date | Due Date | Description | | | | Amount |
| AMAZON | 01/28/2026 | 02/09/2026 | 1-6 Maytown Cache Supplies (duster spray) | | | | 49.80 |
| AMAZON | 01/28/2026 | 02/09/2026 | 1-6 Maytown Cache Supplies (swiffer wipes) | | | | 45.42 |
| AMAZON | 01/28/2026 | 02/09/2026 | 1-1 Grand Mound Battery Backup Surge Protector | | | | 59.74 |
| AMAZON | 01/28/2026 | 02/09/2026 | Office Supplies (sticky notes, book) | | | | 47.59 |
| AMAZON | 01/28/2026 | 02/09/2026 | Facility Supplies (dishwasher/washer cleaners) | | | | 66.81 |
| AMAZON | 01/28/2026 | 02/09/2026 | 1-1 Grand Mound Ethernet Switch | | | | 33.55 |
| AMAZON | 01/28/2026 | 02/09/2026 | 1-6 Maytown Dust Broom | | | | 28.13 |
| BOUNCIE BOUNCIE | 01/28/2026 | 02/09/2026 | Fleet Srvcs | | | | 10.45 |
| BREWERY CITY | 01/28/2026 | 02/09/2026 | Commissioner Workshop Meal | | | | 81.09 |
| COSTCO | 01/28/2026 | 02/09/2026 | 1-6 Maytown Cache Supplies (soaps, coffee, cleaners) | | | | 430.37 |
| GO.DADDY.COM | 01/28/2026 | 02/09/2026 | WTRFA .ORG Annual Renewal | | | | 61.63 |
| GOOGLE ONE | 01/28/2026 | 02/09/2026 | Fleet Srvcs | | | | 2.12 |
| GOOGLE LINKED IN | 01/28/2026 | 02/09/2026 | Admin | | | | 43.29 |
| THWEST LEADERSHIP | 01/28/2026 | 02/09/2026 | 2026 NW Leadership Seminar (C. Vavrinec) | | | | 790.00 |
| OFFICE DEPOT | 01/28/2026 | 02/09/2026 | Office Supplies (steno pads) | | | | 21.00 |
| OFFICE DEPOT | 01/28/2026 | 02/09/2026 | Office Supplies (paper) | | | | 78.62 |
| PARTSWAREHOUSE | 01/28/2026 | 02/09/2026 | 1-1 Grand Mound Washer door boot | | | | 183.60 |
| UPS | 01/28/2026 | 02/09/2026 | Shipping for bunker gear repairs | | | | 26.01 |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 2

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|------------------|------------|------------|---|--------|--------|------|
| US FLAG STORE | 01/28/2026 | 02/09/2026 | American Flaqs (x5) | | 389.88 | |
| USPS | 01/28/2026 | 02/09/2026 | Stamps | | 312.00 | |
| USPS | 01/28/2026 | 02/09/2026 | Certifed Letter Mailing | | 2.76 | |
| WFC | 01/28/2026 | 02/09/2026 | Leqislative Day Training (Drake, Scott) | | 120.00 | |
| WFC | 01/28/2026 | 02/09/2026 | Refund Leqislative Day Training | | -40.00 | |
| WA SEC STATE | 01/28/2026 | 02/09/2026 | WTFLS 2026 Annual Report | | 20.00 | |
| ZOOM | 01/28/2026 | 02/09/2026 | Mnthly communications Service | | 17.32 | |
| CITICARD | 01/28/2026 | 02/09/2026 | Interest | | 135.27 | |
| CITICARD | 01/28/2026 | 02/09/2026 | Conditional Credit for Dispute | | -43.29 | |

260201011 City Of Olympia 311 02/09/2026 Claims 6700 48,730.57

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|---|-----------|
| DEC | 01/29/2026 | 02/09/2026 | A08 E1-4 Annual Service | 3,325.27 |
| DEC | 01/29/2026 | 02/09/2026 | A08 E1-4 Pump Test | 976.33 |
| DEC | 01/29/2026 | 02/09/2026 | A25 CH1-2 Ortlv Srvc, Repair Tire Pressure Monitorina | 1,198.08 |
| DEC | 01/29/2026 | 02/09/2026 | A30 E1-2 Pump Test | 976.33 |
| DEC | 01/29/2026 | 02/09/2026 | A62 E1-2 Replace Door Handle & Repair Rear Drawer | 1,147.05 |
| DEC | 01/29/2026 | 02/09/2026 | A62 E1-2 Replace Window | 976.33 |
| DEC | 01/29/2026 | 02/09/2026 | A62 Replace Auto Pump | 3,334.55 |
| DEC | 01/29/2026 | 02/09/2026 | A62 E1-2 Replace Window Regulator & Ball Valve | 4,542.26 |
| DEC | 01/29/2026 | 02/09/2026 | A62 E1-2 Replace Wiper Arms | 4,267.82 |
| DEC | 01/29/2026 | 02/09/2026 | A63 E1-1 Repair Water Leak | 496.39 |
| DEC | 01/29/2026 | 02/09/2026 | A74 B1-1 Replace Strobe for Opticom | 964.50 |
| DEC | 01/29/2026 | 02/09/2026 | A75 A1-1 Replace Brake Pads, Calipers & Misc Repairs | 2,275.19 |
| DEC | 01/29/2026 | 02/09/2026 | A75 A1-1 Replace AC Compressor, Tires | 15,186.97 |
| DEC | 01/29/2026 | 02/09/2026 | A75 A1-1 Whelen Light Installed | 369.11 |
| DEC | 01/29/2026 | 02/09/2026 | A75 A1-1 Quarterly Srvc, Replace Multiple Lights | 1,775.60 |
| DEC | 01/29/2026 | 02/09/2026 | A76 A1-2 Check Enqine Light On, Misc Repairs | 2,105.82 |
| DEC | 01/29/2026 | 02/09/2026 | A76 A1-2 Annual Srvc | 2,950.80 |
| DEC | 01/29/2026 | 02/09/2026 | A80 T1-1 Check Enqine Light, Discharqe Valve Repair | 1,862.17 |

260201012 City Sanitary Inc 312 02/09/2026 Claims 6700 243.93 20726551S188, 20726373S188

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|--------------|------------|------------|-------------------------|--------|
| 20726551S188 | 02/03/2026 | 02/09/2026 | 1-1 Grand Mound Recycle | 210.03 |
| 20726373S188 | 02/03/2026 | 02/09/2026 | 1-3 Rochester Recycle | 33.90 |

260201013 Clearlyfly 313 02/09/2026 Claims 6700 234.20 787722

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|-------------------------|--------|
| 787722 | 02/03/2026 | 02/09/2026 | Feb 2026 SIP Trunk Srvc | 234.20 |

260201014 Coaxsher 314 02/09/2026 Claims 6700 324.85 59487

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|---------------------|--------|
| 59487 | 01/21/2026 | 02/09/2026 | Duty Pant (N. Hull) | 324.85 |

260201015 Color Graphics Inc 315 02/09/2026 Claims 6700 1,436.19 31603-2, 31650-2

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|----------------|----------|
| 31603-2 | 01/21/2026 | 02/09/2026 | T-Shirts (x60) | 1,085.37 |
| 31650-2 | 01/21/2026 | 02/09/2026 | Hats (x20) | 350.82 |

260201016 Comcast 316 02/09/2026 Claims 6700 1,404.65 1030

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|-----------------------------|--------|
| 1030 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Phone/Cable | 250.80 |
| 1030 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Phone/Cable | 272.00 |
| 1030 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Phone/Cable | 312.59 |
| 1030 | 01/22/2026 | 02/09/2026 | 1-4 Scott Lake Phone | 276.84 |
| 1030 | 01/22/2026 | 02/09/2026 | 1-3 Rochester Phone/Cable | 292.42 |

260201017 Complete Repair Services LLC 317 02/09/2026 Claims 6700 132.74 26448

| Invoice # | Rcvd Date | Due Date | Description | Amount |
|-----------|------------|------------|-----------------------------|--------|
| 26448 | 01/21/2026 | 02/09/2026 | 0237 Husqavarna Saw Repairs | 132.74 |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 3

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|------------------|------------------|-----------------|---|----------|--|
| 260201018 Crystal Springs | 318 | 02/09/2026 | Claims | 6700 | 518.11 | 24729765012826, 24732674012826, 24708222012826 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 24729765012826 | 02/03/2026 | 02/09/2026 | 1-1 Grand Mound Water | | 141.74 |
| | 24732674012826 | 02/03/2026 | 02/09/2026 | 1-3 Rochester Water | | 93.37 |
| | 24708222012826 | 02/03/2026 | 02/09/2026 | 1-2 Littlerock Water | | 149.16 |
| | 24708222012826 | 02/03/2026 | 02/09/2026 | 1-4 Scott Lake Water | | 47.18 |
| | 24708222012826 | 02/03/2026 | 02/09/2026 | 1-6 Maytown Water | | 86.66 |
| 260201019 DE Lage Landen | 319 | 02/09/2026 | Claims | 6700 | 280.50 | 595597273 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 595597273 | 02/03/2026 | 02/09/2026 | 1-2 Littlerock Copier Lease (02/15/2026-03/14/2026) | | 280.50 |
| 260201020 Environmental Design, LLC | 320 | 02/09/2026 | Claims | 6700 | 2,000.00 | 0200 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 0200 | 01/28/2026 | 02/09/2026 | Beaver Creek Wetland Determination | | 2,000.00 |
| 260201021 Evolution Health LLC | 321 | 02/09/2026 | Claims | 6700 | 2,460.00 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | JAN 05 2026 | 02/03/2026 | 02/09/2026 | Volunteer Physical (C. Blackburn) | | 615.00 |
| | JAN 28 2026 | 02/03/2026 | 02/09/2026 | Volunteer Physical (K. Carlson) | | 615.00 |
| | DEC 17 2025 | 02/03/2026 | 02/09/2026 | Volunteer Physical (C. Delgado) | | 615.00 |
| | JAN 19 2025 | 02/03/2026 | 02/09/2026 | Volunteer Physical (J. Grant) | | 615.00 |
| 260201022 First Choice Health Network | 322 | 02/09/2026 | Claims | 6700 | 141.12 | 0131295 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 0131295 | 02/03/2026 | 02/09/2026 | Feb 2026 EAP Srvcs | | 141.12 |
| 260201023 Harris, Mike | 323 | 02/09/2026 | Claims | 6700 | 2,286.00 | Reimbursement |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | REIMBURSEMENT | 01/22/2026 | 02/09/2026 | Medicare Part B & D 2025 Premiums | | 2,286.00 |
| 260201024 Home Depot Credit Services | 324 | 02/09/2026 | Claims | 6700 | 304.70 | 6191538, 1141008, 7521195, 3626186 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 6191538 | 01/22/2026 | 02/09/2026 | Facility Maintenance (ice melt, wire kit, velcro) | | 78.39 |
| | 1141008 | 01/22/2026 | 02/09/2026 | Propane Exchange | | 24.95 |
| | 7521195 | 01/22/2026 | 02/09/2026 | Propane Exchange | | 24.65 |
| | 3626186 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Dorm Paint Project | | 137.81 |
| | 4625467 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Dorm Paint Project | | 245.24 |
| | 4214216 | 01/22/2026 | 02/09/2026 | Return 1-2 Littlerock Dorm Paint Project | | -245.24 |
| | LATE FEE | 01/22/2026 | 02/09/2026 | Late Fee | | 29.00 |
| | INTEREST | 01/22/2026 | 02/09/2026 | Interest | | 9.90 |
| 260201025 IMS Alliance | 325 | 02/09/2026 | Claims | 6700 | 69.72 | 26-0317 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 26-0317 | 01/23/2026 | 02/09/2026 | Name Tags (x28) | | 69.72 |
| 260201026 Intelligent Technical Solutions, LLC | 326 | 02/09/2026 | Claims | 6700 | 4,606.27 | 198198, 197215 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 198198 | 01/22/2026 | 02/09/2026 | IT Monthly Srvcs (Jan 2026) | | 4,338.39 |
| | 197215 | 01/22/2026 | 02/09/2026 | Display Port Cables (5) for new computer replacements | | 267.88 |
| 260201027 Joes Refuse Inc | 327 | 02/09/2026 | Claims | 6700 | 187.39 | 207228185188, 207226895188 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 207228185188 | 02/03/2026 | 02/09/2026 | 1-1 Grand Mound Refuse | | 145.71 |
| | 207226895188 | 02/03/2026 | 02/09/2026 | 1-3 Rochester Refuse | | 41.68 |
| 260201028 Knight Fire Protection Inc | 328 | 02/09/2026 | Claims | 6700 | 4,103.78 | 10001564, 10001610, 10001609, 10001611, 10001712 |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 4

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|------------------------------------|------------------|-----------------|--|--------|---------------|--|
| 10001564 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Annual Sprinkler, Backflow, Fire Pump, | | 1,299.36 | |
| 10001610 | 01/22/2026 | 02/09/2026 | 1-3 Rochester Annual Sprinkler, Backflow, Fire | | 638.42 | |
| 10001609 | 01/22/2026 | 02/09/2026 | 1-4 Scott Lake Annual Sprinkler, Backflow, Fire | | 549.00 | |
| 10001611 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Annual Sprinkler, Fire Extinguisher | | 602.00 | |
| 10001712 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Annual Sprinkler, Backflow, Fire | | 1,015.00 | |
| 260201029 LN Curtis & Sons Inc | 329 | 02/09/2026 | Claims | 6700 | 6,143.63 | 1030164, 1032046, 1032693 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 1030164 | 01/22/2026 | 02/09/2026 | Survivor Flashlights (x10) | | 829.60 | |
| 1032046 | 01/22/2026 | 02/09/2026 | Webbing for Volunteers | | 192.20 | |
| 1032693 | 01/22/2026 | 02/09/2026 | SCBA Facepiece Masks (X8) & Harness (x3) | | 5,121.83 | |
| 260201030 Leco Supply, Inc. | 330 | 02/09/2026 | Claims | 6700 | 1,039.30 | 239011 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 239011 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Cache Facility Supplies (towels, tp, soap, | | 1,039.30 | |
| 260201031 Lincoln Creek Lumber | 331 | 02/09/2026 | Claims | 6700 | 76.72 | 458451, 458704 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 458451 | 01/22/2026 | 02/09/2026 | Facility Maintenance (paint tape, fasteners) | | 36.15 | |
| 458704 | 01/22/2026 | 02/09/2026 | Saw Bar & Chain Oil | | 40.57 | |
| 260201032 Munsell Barbara | 332 | 02/09/2026 | Claims | 6700 | 67.00 | January |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| JANUARY | 01/29/2026 | 02/09/2026 | Uniform Patches/Repairs | | 67.00 | |
| 260201033 National Testing Network | 333 | 02/09/2026 | Claims | 6700 | 750.00 | 27999 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 27999 | 02/03/2026 | 02/09/2026 | 2026 Annual NTN Membership for FireTeam FF Testing | | 750.00 | |
| 260201034 Northwest Water Systems | 334 | 02/09/2026 | Claims | 6700 | 657.45 | 26-01277, 26-01146, 26-01364 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 26-01277 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Water Srvcs | | 219.15 | |
| 26-01146 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Water Srvcs | | 219.15 | |
| 26-01364 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Water Srvcs | | 219.15 | |
| 260201035 Parr Lumber Company | 335 | 02/09/2026 | Claims | 6700 | 75.36 | 891629, 897323, 900011, 928062 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 891629 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Diesel Trailer Charger/Maintainer | | 50.17 | |
| 897323 | 01/22/2026 | 02/09/2026 | Facility Maintenance (carb/choke cleaner, brush) | | 11.08 | |
| 900011 | 01/22/2026 | 02/09/2026 | A62 E1-6 Anitifreeze | | 31.98 | |
| 1616101 | 01/22/2026 | 02/09/2026 | Overpayment Refund | | -34.42 | |
| 928062 | 01/22/2026 | 02/09/2026 | Facility Maintenance (paint pads, shower arm mount) | | 16.55 | |
| 260201036 Propane Northwest | 336 | 02/09/2026 | Claims | 6700 | 6,971.00 | 1520422457, 1520189581, 1520179219, 1520108158, 1520439841, 1520549437 |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 1520422457 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Propane (734.30 gal) | | 1,525.64 | |
| 1520189581 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Left Storage Shed Propane (98.50 | | 202.36 | |
| 1520179219 | 01/22/2026 | 02/09/2026 | 1-3 Rochester Propane (700.30 gal) | | 1,421.69 | |
| 1520108158 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Propane (975.10 gal) | | 2,041.76 | |
| 1520439841 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Proane (799.60 gal) | | 1,661.31 | |
| 1520549437 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Left Storage Shed Propane (55.20 | | 118.24 | |
| 260201037 Puget Sound Energy | 337 | 02/09/2026 | Claims | 6700 | 5,324.59 | |
| Invoice # | Rcvd Date | Due Date | Description | | Amount | |
| 200017639499 | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Bdqt Plan (Dec 2025) | | 2,115.00 | |
| 220025935044 | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Bdqt Plan (Jan 2026) | | 817.00 | |
| 220025935051 | 01/22/2026 | 02/09/2026 | 1-4 Scott Lake Bdqt Plan (Jan 2026) | | 346.00 | |
| 220025935077 | 01/22/2026 | 02/09/2026 | 1-5 Michiqan Hill (Nov 2025) | | 73.80 | |
| 220025935069 | 01/22/2026 | 02/09/2026 | 1-6 Maytown Bdqt Plan (Dec 2025) | | 1,142.00 | |
| 220006625754 | 01/22/2026 | 02/09/2026 | 1-7 Old Hwy 99 (Dec 2025) | | 263.79 | |
| 2200338183829 | 01/22/2026 | 02/09/2026 | 1-3 Rochester Bdqt Plan (Jan 2026) | | 567.00 | |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 5

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo | |
|--|-------|------------|--------|--------|-----------|---|--|
| 260201038 Rochester Water Association | 338 | 02/09/2026 | Claims | 6700 | 60.20 | 100100 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 100100 01/28/2026 02/09/2026 1-3 Rochester Water Srvc | | | | | 60.20 | | |
| 260201039 Scott Lake Maintenance Co C/O OrgSupport | 339 | 02/09/2026 | Claims | 6700 | 123.56 | 2267600 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 2267600 02/04/2026 02/09/2026 1-4 Scott Lake Water Srvc | | | | | 123.56 | | |
| 260201040 State Auditors Office | 340 | 02/09/2026 | Claims | 6700 | 1,043.25 | L172947 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| L172947 01/22/2026 02/09/2026 Financial Audit 2023 (Dec 2025 hours) | | | | | 1,043.25 | | |
| 260201041 Stericycle Inc | 341 | 02/09/2026 | Claims | 6700 | 141.86 | 8013269536 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 801326953 01/28/2026 02/09/2026 1-3 Rochester Hazo Waste | | | | | 141.86 | | |
| 260201042 Stryker Sales Corp | 342 | 02/09/2026 | Claims | 6700 | 486.39 | 9211337886 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 9211337886 01/22/2026 02/09/2026 A76 Power Load Cot Repairs (cover wing, arms, triqger | | | | | 486.39 | | |
| 260201043 Systems Design West LLC | 343 | 02/09/2026 | Claims | 6700 | 2,581.86 | 20260052 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 20260052 01/22/2026 02/09/2026 Dec 2025 Transports (x94) | | | | | 2,581.86 | | |
| 260201044 Thurston County Auditor - Elections | 344 | 02/09/2026 | Claims | 6700 | 15,726.65 | 2025 Election | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 2025 ELECTION 01/22/2026 02/09/2026 Littlerock 2025 General Election | | | | | 6,545.31 | | |
| 2025 ELECTION 01/22/2026 02/09/2026 Rochester 2025 General Election | | | | | 9,181.34 | | |
| 260201045 Thurston County Fire Chiefs Association | 345 | 02/09/2026 | Claims | 6700 | 750.00 | Dues20268 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| DUES20268 01/28/2026 02/09/2026 2026 Annual Membership Dues | | | | | 750.00 | | |
| 260201046 Verizon Wireless | 346 | 02/09/2026 | Claims | 6700 | 368.95 | 6133285896, 6134321481 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 6133285896 01/22/2026 02/09/2026 Apparatus Cells | | | | | 51.09 | | |
| 6134321481 01/22/2026 02/09/2026 Chief, R&R Cells | | | | | 78.98 | | |
| 6134321481 01/22/2026 02/09/2026 BC/Lt Cells | | | | | 158.86 | | |
| 6134321481 01/22/2026 02/09/2026 Modems | | | | | 80.02 | | |
| 260201047 Washington Fire Chiefs | 347 | 02/09/2026 | Claims | 6700 | 2,387.72 | MR-2026-0151 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| MR-2026-0151 01/22/2026 02/09/2026 2026 Annual Agency Renewal | | | | | 2,387.72 | | |
| 260201048 Wells Fargo Financial Leasing | 348 | 02/09/2026 | Claims | 6700 | 160.28 | 5037290473 | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 5037290473 01/22/2026 02/09/2026 1-1 Grand Mound Copier Lease (01/7-02/6) | | | | | 160.28 | | |
| 260201049 West Thurston Reg Fire PETTY CASH | 349 | 02/09/2026 | Claims | 6700 | 14.00 | | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| PETTY CASH 02/03/2026 02/09/2026 Repayment ACH Transaction Fees (Jan2026) | | | | | 14.00 | | |
| 260201050 Wilcox & Flegel | 350 | 02/09/2026 | Claims | 6700 | 4,678.23 | 1000937-IN, 1000946-IN, CL04223, CL06634, 1003922-IN, 1003920-IN | |
| Invoice # Rcvd Date Due Date Description Amount | | | | | | | |
| 1000937-IN 01/22/2026 02/09/2026 1-1 Grand Mound Diesel (210 gal) | | | | | 906.52 | | |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

10:19:48 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 6

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|------------------|------------|------------|---|--------|----------|------|
| 1000946-IN | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Diesel (150 gal) | | 647.51 | |
| CL04223 | 01/22/2026 | 02/09/2026 | A19 A1-3 | | 55.60 | |
| CL04223 | 01/22/2026 | 02/09/2026 | A25 CH1-2 | | 72.39 | |
| CL04223 | 01/22/2026 | 02/09/2026 | A77 BN1-6 | | 278.73 | |
| CL04223 | 01/22/2026 | 02/09/2026 | A24 BN1 | | 62.59 | |
| CL04223 | 01/22/2026 | 02/09/2026 | A73 U1-2 | | 105.27 | |
| CL06634 | 01/22/2026 | 02/09/2026 | A25 CH1-2 | | 78.69 | |
| CL06634 | 01/22/2026 | 02/09/2026 | A77 BN1-6 | | 269.67 | |
| CL06634 | 01/22/2026 | 02/09/2026 | A24 BN1 | | 140.53 | |
| CL06634 | 01/22/2026 | 02/09/2026 | A073 U1-2 | | 241.09 | |
| CL06634 | 01/22/2026 | 02/09/2026 | 1000937-IN, 1000946-IN, CL04223, CL06634, | | 16.16 | |
| 1003922-IN | 01/22/2026 | 02/09/2026 | 1-2 Littlerock Diesel (100 gal) | | 468.43 | |
| 1003920-IN | 01/22/2026 | 02/09/2026 | 1-1 Grand Mound Diesel (285 gal) | | 1,335.05 | |

50 Vouchers:

125,296.21

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

10:18:57 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page:

1

| Voucher | Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|-----------|---|-------|------------|---------|--------|-----------|------|
| 260201051 | Aflac | 351 | 02/09/2026 | Payroll | 6700 | 611.18 | |
| | EFT Employee Paycheck | 225 | 02/11/2026 | Payroll | 6700 | 36.94 | |
| | EFT Employee Paycheck | 215 | 02/13/2026 | Payroll | 6700 | 1,528.41 | |
| | EFT Employee Paycheck | 254 | 02/27/2026 | Payroll | 6700 | 5,876.05 | |
| | EFT Employee Paycheck | 226 | 02/11/2026 | Payroll | 6700 | 581.80 | |
| | EFT Employee Paycheck | 255 | 02/27/2026 | Payroll | 6700 | 5,062.40 | |
| | EFT Employee Paycheck | 227 | 02/11/2026 | Payroll | 6700 | 193.93 | |
| | EFT Employee Paycheck | 228 | 02/11/2026 | Payroll | 6700 | 1,431.18 | |
| | EFT Employee Paycheck | 229 | 02/11/2026 | Payroll | 6700 | 277.05 | |
| | EFT Employee Paycheck | 230 | 02/11/2026 | Payroll | 6700 | 2,528.26 | |
| | EFT Employee Paycheck | 256 | 02/27/2026 | Payroll | 6700 | 4,915.50 | |
| | EFT Employee Paycheck | 257 | 02/27/2026 | Payroll | 6700 | 7,058.63 | |
| | EFT Employee Paycheck | 258 | 02/27/2026 | Payroll | 6700 | 6,383.80 | |
| | EFT Employee Paycheck | 259 | 02/27/2026 | Payroll | 6700 | 5,319.76 | |
| | EFT Employee Paycheck | 260 | 02/27/2026 | Payroll | 6700 | 4,990.23 | |
| | EFT Employee Paycheck | 231 | 02/11/2026 | Payroll | 6700 | 438.89 | |
| | EFT Employee Paycheck | 261 | 02/27/2026 | Payroll | 6700 | 5,435.19 | |
| | EFT Employee Paycheck | 262 | 02/27/2026 | Payroll | 6700 | 5,186.24 | |
| | EFT Department Of Retirement Services Deferred Comp | 297 | 02/09/2026 | Payroll | 6700 | 42,288.79 | |
| | EFT Department Of Retirement Systems Retirement | 298 | 02/09/2026 | Payroll | 6700 | 46,697.97 | |
| | EFT Department Of The Treasury | 299 | 02/09/2026 | Payroll | 6700 | 54,191.12 | |
| 260201052 | Dept Of L & I - Garnishments | 352 | 02/09/2026 | Payroll | 6700 | 1,804.01 | |
| 260201053 | Dimartino Associates Brown & Brown of WA, Inc | 353 | 02/09/2026 | Payroll | 6700 | 2,836.33 | |
| | EFT Employee Paycheck | 263 | 02/27/2026 | Payroll | 6700 | 9,778.32 | |
| | EFT Employee Paycheck | 232 | 02/11/2026 | Payroll | 6700 | 314.92 | |
| | EFT Employee Paycheck | 233 | 02/11/2026 | Payroll | 6700 | 280.74 | |
| | EFT Employee Paycheck | 216 | 02/13/2026 | Payroll | 6700 | 1,781.86 | |
| | EFT Employee Paycheck | 264 | 02/27/2026 | Payroll | 6700 | 6,142.77 | |
| 260201054 | GET Program | 354 | 02/09/2026 | Payroll | 6700 | 150.00 | |
| | EFT Employee Paycheck | 234 | 02/11/2026 | Payroll | 6700 | 392.49 | |
| | EFT Employee Paycheck | 217 | 02/13/2026 | Payroll | 6700 | 1,752.54 | |
| | EFT Employee Paycheck | 265 | 02/27/2026 | Payroll | 6700 | 4,562.43 | |
| | EFT Employee Paycheck | 235 | 02/11/2026 | Payroll | 6700 | 36.94 | |
| 260201055 | HRA VEBA Trust | 355 | 02/09/2026 | Payroll | 6700 | 8,475.00 | |
| | EFT Employee Paycheck | 266 | 02/27/2026 | Payroll | 6700 | 2,397.24 | |
| | EFT Employee Paycheck | 236 | 02/11/2026 | Payroll | 6700 | 156.00 | |
| | EFT Employee Paycheck | 237 | 02/11/2026 | Payroll | 6700 | 36.94 | |
| | EFT Employee Paycheck | 267 | 02/27/2026 | Payroll | 6700 | 3,793.42 | |
| | EFT Employee Paycheck | 268 | 02/27/2026 | Payroll | 6700 | 6,183.32 | |
| | EFT Employee Paycheck | 269 | 02/27/2026 | Payroll | 6700 | 6,358.28 | |
| | EFT Employee Paycheck | 270 | 02/27/2026 | Payroll | 6700 | 6,421.65 | |
| 260201056 | IAFF Local 3825 Treasurer | 356 | 02/09/2026 | Payroll | 6700 | 6,950.96 | |
| 260201057 | IAFF MERP Trust Office Benefits Programs Adm BPA | 357 | 02/09/2026 | Payroll | 6700 | 2,400.00 | |
| | EFT Employee Paycheck | 238 | 02/11/2026 | Payroll | 6700 | 814.78 | |
| | EFT Employee Paycheck | 271 | 02/27/2026 | Payroll | 6700 | 7,112.36 | |
| | EFT Employee Paycheck | 239 | 02/11/2026 | Payroll | 6700 | 2,433.83 | |
| | EFT Employee Paycheck | 272 | 02/27/2026 | Payroll | 6700 | 4,915.15 | |
| 260201119 | Employee Paycheck | 240 | 02/11/2026 | Payroll | 6700 | 44.32 | |
| | EFT Employee Paycheck | 273 | 02/27/2026 | Payroll | 6700 | 6,327.61 | |
| | EFT Employee Paycheck | 218 | 02/13/2026 | Payroll | 6700 | 1,065.66 | |
| | EFT Employee Paycheck | 274 | 02/27/2026 | Payroll | 6700 | 4,933.32 | |
| | EFT Employee Paycheck | 241 | 02/11/2026 | Payroll | 6700 | 18.47 | |

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

10:18:57 Date: 02/11/2026

02/09/2026 To: 02/09/2026

Page: 2

| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|-------|------------|---------|--------|------------|------|
| EFT Employee Paycheck | 242 | 02/11/2026 | Payroll | 6700 | 110.82 | |
| EFT Employee Paycheck | 275 | 02/27/2026 | Payroll | 6700 | 5,722.61 | |
| EFT Employee Paycheck | 276 | 02/27/2026 | Payroll | 6700 | 6,992.83 | |
| EFT Employee Paycheck | 243 | 02/11/2026 | Payroll | 6700 | 574.42 | |
| EFT Employee Paycheck | 219 | 02/13/2026 | Payroll | 6700 | 985.50 | |
| EFT Employee Paycheck | 277 | 02/27/2026 | Payroll | 6700 | 6,295.85 | |
| EFT Employee Paycheck | 220 | 02/13/2026 | Payroll | 6700 | 689.85 | |
| EFT Employee Paycheck | 278 | 02/27/2026 | Payroll | 6700 | 5,682.89 | |
| EFT Employee Paycheck | 279 | 02/27/2026 | Payroll | 6700 | 4,671.09 | |
| EFT Employee Paycheck | 244 | 02/11/2026 | Payroll | 6700 | 383.25 | |
| EFT Employee Paycheck | 245 | 02/11/2026 | Payroll | 6700 | 292.55 | |
| EFT Employee Paycheck | 280 | 02/27/2026 | Payroll | 6700 | 4,476.94 | |
| 260201125 Employee Paycheck | 246 | 02/11/2026 | Payroll | 6700 | 578.23 | |
| EFT Employee Paycheck | 281 | 02/27/2026 | Payroll | 6700 | 5,586.04 | |
| EFT Employee Paycheck | 282 | 02/27/2026 | Payroll | 6700 | 7,106.46 | |
| EFT Employee Paycheck | 247 | 02/11/2026 | Payroll | 6700 | 410.96 | |
| EFT Employee Paycheck | 248 | 02/11/2026 | Payroll | 6700 | 1,023.14 | |
| EFT Employee Paycheck | 283 | 02/27/2026 | Payroll | 6700 | 8,344.88 | |
| EFT Employee Paycheck | 284 | 02/27/2026 | Payroll | 6700 | 6,684.59 | |
| EFT Employee Paycheck | 285 | 02/27/2026 | Payroll | 6700 | 8,366.57 | |
| EFT Employee Paycheck | 249 | 02/11/2026 | Payroll | 6700 | 59.14 | |
| EFT Employee Paycheck | 286 | 02/27/2026 | Payroll | 6700 | 6,687.70 | |
| EFT Employee Paycheck | 221 | 02/13/2026 | Payroll | 6700 | 934.70 | |
| EFT Employee Paycheck | 287 | 02/27/2026 | Payroll | 6700 | 6,553.33 | |
| 260201129 Employee Paycheck | 250 | 02/11/2026 | Payroll | 6700 | 580.27 | |
| EFT Employee Paycheck | 288 | 02/27/2026 | Payroll | 6700 | 6,793.76 | |
| EFT Employee Paycheck | 289 | 02/27/2026 | Payroll | 6700 | 5,270.63 | |
| 260201058 Trusteed Plans | 358 | 02/09/2026 | Payroll | 6700 | 62,319.88 | |
| EFT Employee Paycheck | 251 | 02/11/2026 | Payroll | 6700 | 36.94 | |
| EFT Employee Paycheck | 290 | 02/27/2026 | Payroll | 6700 | 5,479.06 | |
| EFT Washington State Support Registry | 300 | 02/09/2026 | Payroll | 6700 | 768.66 | |
| 260201059 West Thurston Fire - House Funds | 359 | 02/09/2026 | Payroll | 6700 | 267.00 | |
| EFT Employee Paycheck | 252 | 02/11/2026 | Payroll | 6700 | 292.50 | |
| | | | | | 472,728.02 | |
| 85 Vouchers: | | | | | | |



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

January 12, 2026 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester, WA St. 1-1

Call to Order/Attendance: Commissioner Scott called the meeting to order at 17:30.

Commissioners: Ricks, Reed, Culleton, Merryman, White

Chief: N. Drake

Battalion Chief: R. Stone (Zoom), E. Smith

Captain:

Lieutenants:

Firefighters: C. Vavrinec, G. Parker

Volunteer: A. Kautz, R. Calica, Lt. J. Spiegelberg (Zoom)

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

Union Representative: A. Trautman

Guests: Tyler Mason,

Additions/Deletions to the Agenda:

Public Comments/Presentations:

Labor Management: A. Trautman – New shift assignments are underway, one FF/EMT retiring in May 2026 and still have one FF/EMT on medical leave.

New Business:

1. Oath of Office – Board Secretary Hemminger swore in Commissioner White, Scott and Culleton following the November 2025 Election.
2. Expenditure Approval – Commissioner Merryman moved to approve the total expenditure amount of \$667,463.47. Commissioner Ricks seconded the motion. Roll taken, motion carried 6-0.
3. Meeting Minutes – November 10, 2025, and December 8, 2025, meeting minutes presented. Commissioner Culleton moved to approve November 10th, 2025, and December 8, 2025, meeting minutes. Commissioner Merryman seconded the motion. Roll taken, motion carried 6-0.
4. Resolution 2026-001 Misc Surplus – Commissioner Reed moved to approve Resolution 2026-001 Misc Surplus. Commissioner Reed seconded the motion. Roll take, motion carried 6-0.
5. Policy Revisions – Policy 4009 Operations – Water Rescue & SOG – Water Rescue – 1st Review

Unfinished Business (action items): None

Unfinished Business (non-action items): Chief Drake presented the final rough draft of the Strategic Plan for review. Recommendation was made to have a workshop on January 20th, 2026, to review and offer insight on the plan.

Communications:

1. December TAP report presented in Board Packet

Department Reports:

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

Recruit & Retention Coordinator Update: Refer to printed report.

Commissioner Reports: Commissioner Ricks reported Medic One has added two new staffed medic units and the County has 21 new EMT's in place.

Good of the Order: Commissioner Scott and Commissioner Merryman plan to attend Legislation Day on January 29, 2026.

Adjournment: The board adjourned the meeting at 1825 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Tom Culleton, Board Member

Robert Scott, Board Member

John Ricks, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

Chris White, Board Member



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

January 20, 2026 – Workshop 10828 Littlerock Rd SW, Olympia, WA St. 1-2

Call to Order/Attendance: Commissioner Scott called the meeting to order at 17:30.

Commissioners: Ricks, Reed, Culleton, Merryman, White

Chief: N. Drake

Battalion Chief:

Captain:

Lieutenants:

Firefighters:

Volunteer:

Admin: Admin Svcs Director/Secretary S. Hemminger

Union Representative:

Guests:

Additions/Deletions to the Agenda:

New Business:

1. Strategic Plan – Review and discussion

Good of the Order: None

Adjournment: The board adjourned the meeting at 1947 hours.

Submitted for Board approval by:

 Shannon Hemminger, Secretary

 Tom Culleton, Board Member

 Robert Scott, Board Member

 John Ricks, Board Member

 Jeff Merryman, Board Member

 Mike Reed, Board Member

 Chris White, Board Member



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Water Rescue

Policy: 1.4009

Effect Date: 1/1/10

Rev. Date: 1/7/2026,

WATER RESCUE

1.0 PURPOSE:

1.1 West Thurston Regional Fire Authority and its members recognize that Emergency Services is inherently dangerous for the first responder. The Department is committed to maintaining the safest possible working environment by training and educating its members in established Policies, Procedures, and Standard Operating Guidelines (SOG).

2.0 POLICY:

2.1 WTRFA will provide/assist in water rescue responses that include static water, swift water, surf, dive, and ice, with members only performing to their level of training and available equipment.

2.2 The highest-ranking Department Officer on-scene shall establish a unified command system and call for *additional Resources (dispatched by CAPCOM) – Lacey FD 3, McLane/Black Lake (Special Rescue Operations Team – SORT) and/or Thurston County Sheriff Dept. Dive Team.*

2.2 It shall be the policy of the Department to restrict entry to any and all Department Members into any unsafe water rescue situation.

2.3 All members who may encounter water rescue activities shall be trained to an awareness level.

2.4 The highest-ranking Department Officer on-scene shall establish a unified command system. The Department Incident Commander (IC) may permit Department personnel to provide / assist water rescue incidents only after evaluating the situation and only under the direct supervision of properly trained and qualified personnel.

2.5 Department members recognize their responsibility to complete mandatory training and shall understand and operate within their level of training and within the established Policies, and shall utilize safety procedures and SOG's as needed.

3.0 Definitions

Mutual aid resources – Thurston County Special Operations Rescue Team (SORT), Thurston County Sheriff's Office (TCSO) dive rescue team, and other specialized capability personnel and agencies.

Rapid entry rescue swimmer (RERS) program, certified by professional association of diving instructors (PADI) – A specific training course/program intended to allow trained members to conduct dives without self-contained underwater breathing apparatus (SCUBA) in specific circumstances for static water only.

Static Water – Water that is essentially not moving, such as ponds, lakes, and retention bases. It may include tidal waters during slack tide.

Swift Water – Water moving at a rate greater than one knot, including rivers and their flooded areas.

Watercraft – Boat and rescue jet skis, also referred to as rescue watercraft (or RWC).

Hot Zone – Working within 10 feet of any water (static or swift water).

Point Last Seen (PLS) – The location identified by witnesses where a victim, who had been on the surface has submerged or was last seen before disappearance. Search efforts for a submerged victim should be initiated at the PLS.

Incident Action Plan – The initial company officer on scene determines hazards, gives a size up, initiates command, and develops/maintains a plan based on tactical priorities (rescue, recovery, assist).

Shore based rescue – Water rescue techniques utilizing reach/throw methods strictly from the shore/bank of the water.

4. GENERAL- All water incidents

4.1 This guideline provides operational guidance for the safe and effective use of personnel and equipment during water rescue operations. This guideline is used in conjunction with NFPA 1670, NFPA 1006 and WAC 296.305.

4.2 All WTRFA line personnel (including but not limited to career personnel), shall be trained to an awareness level at minimum.

4.3 Proper personal protective equipment (PPE) for the activity shall be worn.

4.4 Certified RERS personnel may enter static water without use of a personal flotation device (PFD), helmet, and/or dry suit in accordance with PADI RERS training guidelines.

4.5 Surf rescue incidents will be treated as static water events unless they extend into the mouth of swift water inlets.

4.6 Upon notification of a potential water rescue incident, appropriate resources should be requested; personnel are not required to arrive and verify needs prior to requesting resources.

4.7 Safety

4.7.1 Personal Flotation devices shall be worn whenever:

- Members are working on, over, or along water where the chance of drowning exists, unless it can be shown that conditions are such that flotation would not be achieved.
- Members are riding in, on, and/or driving a watercraft.
- Service as a line tender with a SCUBA
- Exceptions for wearing a PFD are:
 - RERS personnel during training and on emergencies are not required to wear a PFD based on the RERS training and risk assessment.
 - When participating in a supervised swim test.

4.7.2 Water rescue helmets shall be worn:

- By members operating in the hot zone of an ice rescue
- By members operating in the hot zone of a swift water operation
- When directed by a supervisor

4.7.3 Wet suits, dry suits, and similar suits should be considered based on environmental conditions and anticipated length of exposure.

4.8 First Arriving Officer

4.8.1 Perform a verbal size up, to include at minimum:

- Determining the conditions/needs of the rescue – static water, surf, or swift water
- Assessment of number of victims, locations, and injuries, including “point last seen”.

4.8.2 Establish command and announce operational strategy (i.e. investigation, rescue, recovery.)

4.8.3 Initiate appropriate actions, if properly trained and equipped members are available, and/or request resources as needed.

4.8.4 Establish incident zones, only essential and necessary personnel should be allowed in the hot zone.

4.9 Actions that may be conducted by **Operations** level personnel

4.9.1 Initiation of shore based rescue operations, such as throw bags

4.9.2 Provision of assistance to technician and specialist level operations, including entry into static water that is no higher than waist deep, with PFD.

4.10 Actions that may be conducted by **Technical** level personnel

4.10.1 All operations conducted by Operations level personnel

4.10.2 Entry into static water of any depth, with PFD.

4.10.3 May serve as in-boat rescuer from boat based operations

4.11 Operations that may be conducted by the **Specialist** level personnel

4.11.1 All operations conducted by Operations and technical level personnel

4.11.2 Sub surface water operations (RERS)



WEST THURSTON REGIONAL FIRE AUTHORITY

Standard Operating Guideline: Water Rescue

Effect Date: January 6, 2026

Rev. Date:

Purpose

1.1 West Thurston Regional Fire Authority and its members recognize that Emergency Services is inherently dangerous for the first responder. The Department is committed to maintaining the safest possible working environment by training and educating its members in established Policies, Procedures, and Standard Operating Guidelines (SOG).

1.2 This guideline provides operational guidance for the safe and effective use of personnel and equipment during water rescue operations. This guideline is used in conjunction with NFPA 1670, NFPA 1006 and WAC 296.305.

Definitions

Mutual aid resources – Thurston County Special Operations Rescue Team (SORT), Thurston County Sheriff's Office (TCSO) dive rescue team, and other specialized capability personnel and agencies.

Rapid entry rescue swimmer (RERS) program, certified by professional association of diving instructors (PADI) – A specific training course/program intended to allow trained members to conduct dives without self-contained underwater breathing apparatus (SCUBA) in specific circumstances for static water only.

Static Water – Water that is essentially not moving, such as ponds, lakes, and retention bases. It may include tidal waters during slack tide.

Surf – Water affected by tidal currents with wave heights ranging from 1-6 feet.

Swift Water – Water moving at a rate greater than one knot, including rivers and their flooded areas.

Watercraft – Boat and rescue jet skis, also referred to as rescue watercraft (or RWC).

Hot Zone – Working within 10 feet of any water (static or swift water).

Responsibility – WTRFA shall maintain a position and/or area of responsibility for coordination of the water rescue program including training, equipment, and policy/procedures.

Point Last Seen (PLS) – The location identified by witnesses where a victim, who had been on the surface has submerged or was last seen before disappearance. Search efforts for a submerged victim should be initiated at the PLS.

Incident Action Plan – The initial company officer on scene determines hazards, gives a size up, initiates command, and develops/maintains a plan based on tactical priorities (rescue, recovery, assist).

Risk benefit analysis – The ongoing process of analyzing current and potential hazards that may affect the safety of rescuers while weighing their risks against the potential benefit of the exposure.

Shore based rescue – Water rescue techniques utilizing reach/throw methods strictly from the shore/bank of the water.

General- All water incidents

Zones will normally be established for water rescue operations. These include;

- Hot Zone - Water entry operations area, restricted to technician level rescue personnel
- Warm Zone- Within ten (10)feet of water or inside a rescue craft, this zone is for operations and technician level rescue personnel. PFD must be worn.
- Cold Zone - Any area outside the Hot and Warm Zones, this Zone is where support personnel and awareness level responders are located.

Emergency hand and whistle signals will be used during water rescue operations.

A. Hand Signals:

- Distress - one hand extended overhead.
- Okay - one hand on head or hand extended with fingers forming an “O”.
- Move or Swim - two hands extended and pointing to a location or desired direction.
- Eddy Out - wave of both arms and point to the direction of the eddy.
- Need Medical Help - Two arms crossed in front of chest.

B. Whistle Signals:

- 1 Blast – Stop or Attention
- 2 Blasts – Attention upstream or pull boat upstream
- 3 Blasts – Attention downstream or pull boat downstream
- 3 Blasts long and repeated – Emergency or rescue

- Personal protective equipment appropriate to the specific incident will be worn by all personnel. This equipment may include: Personal flotation device (PFD), helmet, cutting device, thermal protection, contamination protection, personal illumination for night operations,. Minimum personal protective equipment within 10 feet of the water is a personal flotation device (PFD).

- An additional flotation device will be carried for victim(s).

- The Incident Commander shall assign a qualified Rescue Technician or Specialist to serve as Rescue Group Leader.

- Rescue Group Leader: Coordinates rescue operations and the associated activities within the “rescue area”. Serves as on-site “competent person”. Reports to the Incident Commander.

- Request a Water Rescue Tech Response through dispatch. Establish a staging area for incoming resources.

- Consider a dive team callout early in the incident.

- Isolate the incident scene to minimize danger. Only essential personnel should be allowed in the rescue area. Request law enforcement assistance as required.

Static Water Rescue Operations

- All personnel dispatched to a water rescue involving static water shall operate only to their level of training and available equipment.
- All on duty rapid rescue swimmers (RERS), no matter their assignment for the day, are available for dispatch to a water rescue.
- At the beginning of each shift, the duty officer shall identify what units and personnel are water rescue capable for rapid entry/sub surface operations.
- The initial company officer shall determine the need for additional resources based on dispatch information, water rescue capable personnel, ad mutual aid resources.

- Any rescue swimmer that is unable to perform their duties during the shift for any reason (ear clearing issues, equipment problem, etc.), shall notify their officer at the beginning of shift.

Operations for first arriving company:

Officer gives size up and initiates command

- Gathers witnesses and information of situation
- Performs hazard assessment

Identifies type of incident (rescue, recovery, search, assistance)

- Over 1 hour = recovery for submerged victims

Determines need for additional resources

- Rescue swimmers from Lacey Fire district 3
- Thurston county dive team (TCSO) if patient is submerged
- Thurston Country Special Operations Rescue Team (SORT)
- ALS/BLS transport

Identify and secure witnesses

- Determine how many victims there are
- Keep witnesses near you and ask them to stay on scene
- Establish point last seen (PLS) of victim and where witness was standing
- Gather victim info (Age, what they were wearing, location of belongings)

Initiate Incident Action Plan (IAP)

- Determine strategy and risk/benefit analysis (reach, throw, row, go)
 - If shore based rescue utilizing reach/throw techniques is not achievable and no watercraft is available, then a specialist rescue swimmer or technician with PFD may be deployed
 - Entry/exit location and method (ladder, boat, shore)
 - Assume/assign rescue swimmer support
 - Initiate tactical action (search, mark PLS, contact/perform rescue)
- RERS may reach into but not enter areas where there is potential for entrapment
 - A water rescue support member must be assigned from the shore to each water rescue to provide a constant account of the swimmer(s) location, communication, and status.
 - RERS Operations are limited 500' from shore or structure when without nearby boat support.

- RERS may enter the water and search subsurface within 1 hour of the known drowning.

Water Rescue Operation Training

Operations Training

1. All rescue personnel and staff assigned to the program will receive initial Awareness and Operations level training.
2. Annually, all members must:
 - a. Review Water Rescue Operations policy
 - b. Deploy throw bags

Technician Training

1. Surface Water Rescue Swimmer (can enter water to effect rescue of a victim who is at the surface, must wear all required PPE)
 - a. Must successfully complete district swim test
 - b. Must successfully complete District water rescue swimmer training
2. Technicians must:
 - a. Annually, complete minimum swim test requirements
 - b. Quarterly, complete skills requirements as outlined in the Water Rescue Program Training Manual

Specialist Training

1. Rapid Entry Rescue Swimmer – PADI RERS certification
2. Specialists must:
 - a. Meet training requirements of certification (RERS)
 - b. Annually, complete minimum PADI RERS swim test requirements
 - c. Quarterly, complete skills requirements as outlined in the Water Rescue Program Training Manual

Swift Water Rescue Operations

All personnel dispatched to a water rescue involving swift water shall operate only to their level of training and available equipment. WTRFA swift water specialist will operate under the appropriate jurisdictional incident management system (IMS).

WTRFA Personnel trained as a swift water specialist may assist on board and may operate mutual aid watercraft, if properly trained and has also attained a Washington State Boaters License.

Officers are responsible for ensuring the use of all appropriate PPE and equipment.

Operations for first arriving company

Officer gives size up and initiates command

- Gathers witnesses and information of situation
- Performs hazard assessment

Identifies type of incident (rescue, recovery, search, assistance)

- Over 1 hour = recovery for submerged victims

Determines needs for additional resources

- Swift water response from Lacey Fire District 3
- Thurston County Dive Team if pt is submerged
- ALS/BLS transport
- Additional manpower
- Thurston County Special Operations Team (SORT)

Identify and secure witnesses

- Determine how many victims there are
- Keep witnesses near you and ask them to stay on scene
- Establish point last seen (PLS) of victim and where witness was standing
- Consider phase 2
- Gather victim info (age, what they were wearing, location of belongings)

Initiate Incident Action Plan (IAP)

- Determine strategy and risk/benefit analysis (reach, throw, row, go)
- Establish upstream/downstream safety

- If shore based rescue techniques are not achievable, other swift-water techniques must be utilized using appropriate personnel and equipment
- Determine Entry/Exit location, river access location(s) and methods
- Initiate/assign tactical action(s) such as rescue, recovery, or assistance.

FLOOD WATER OPERATIONS

Technician Level Personnel -

1. Conduct size-up if not already done.
2. Flood water operations may be conducted in water moving at less than 1 knot. Operations will be conducted according to specific flood conditions.
3. A specific hazard assessment will be done prior to flood water entry. This includes; underwater hazards, debris, fixed hazards such as fences and vegetation and pollutants.
4. Minimum personal protective equipment includes: Personal flotation device (PFD), cutting device, thermal protection (as required), and personal illumination for night operations.

PATIENT CONSIDERATIONS

1. BLS / ALS personnel and equipment should be staged in the Cold Zone. Consider having one unit for every patient and the need for helicopter transportation.
2. Consider and treat for hypothermia, dive related injuries, and hazardous materials exposure if required.
3. Consider spinal immobilization.

TERMINATION OF INCIDENT

1. Rehab all personnel prior to termination.
2. Debrief all personnel on the operation and its outcome.
3. Stage, clean, and inventory all equipment. Report any lost or damaged equipment.
4. File documentation and an incident report.
5. Schedule post incident analysis.

References:

WTRFA Policies 4009 Water Rescue



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

RESOLUTION NO. 2026-002

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 February 2026, the following majority of commissioners being present and voting:

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

 Tom Culleton, Commissioner

 Robert Scott, Commissioner

 John Ricks, Commissioner

 Jeff Merryman, Commissioner

 Mike Reed, Commissioner

 Chris White, Commissioner

**EXHIBIT 1 – Surplus Property
Resolution #2026-002**

| Item | Serial / Model # | Tag # | Reason | Disposition |
|---|----------------------|--------------|---|---------------------------------|
| Lenova Mt725s Desktop Computer (x18) | MJ097T2Q, | 451 | Replaced Jan 2026 due to old processors – Windows 11 not compatible | ITS will wipe clean and surplus |
| | MJ097T2K | 452 | | |
| | MJ097SY Y | 453 | | |
| | MJ097T12 | 443 | | |
| | MJ08C6VL | 245 | | |
| | MJ097T2M | 450 | | |
| | MJ097T0T | 449 | | |
| | MJ097T3Q | 448 | | |
| | MJ097T10 | 445 | | |
| | MJ097T3R | 446 | | |
| | MJ097T13 | 454 | | |
| | MJ097T2H | 440 | | |
| | MJ097T3P | 442 | | |
| | MJ08C6SB | 418 | | |
| | MJ097SZ1 | 459 | | |
| | MJ097T2L | 441 | | |
| MJ097T2J | 455 | | | |
| MJ092T15 | 244 | | | |
| HP EliteBook 745 G6 Laptop | 5CG9425YJV | 457 | Replaced Jan 2026 due to old processors – Windows 11 not compatible | ITS will wipe clean and surplus |
| HP 400 G4 Small Form Factor Computer | MXL7111B2P | 181 | Replaced Jan 2026 due to old processors – Windows 11 not compatible | ITS will wipe clean and surplus |
| Microsoft Surface Pro 5th Gen | 7849781053 | 144 | No longer used - outdated with Windows 10 | ITS will wipe clean and surplus |
| | 23445373053 | 476 | | |
| | 7870681053 | 188 | | |
| | 7861681053 | 122 | | |
| | 18110372453 | 192 | | |
| Microsoft Surface Pro Tablet Cases | | | No longer used | Surplus |
| Federal Signal 110v Pager Radio | 15228 | | No longer used - outdated | Surplus |
| Motorola Battery Charger JB-7395 | 1312137588 | | No longer used - outdated | Surplus |
| Bendix King 12v Cigar Plug Charger | | | Broken | Dispose of in Trash |
| Motorola Minitor II SV Pager and 110v Charger/amplifier | MD5XTY28BB | Old tag 290 | No longer used - outdated | Surplus |
| Motorola Visar Portable Radio | 720AWW3946 | | Broken | Dispose of in Trash |
| Bendix King KNG-P150S Portable Radio (no battery) | 16280081 17180268 | 0052 0075 | Broken | Dispose of in Trash |
| Bendix King GPH AA Clam Shells (x2) | | | No longer used | Surplus |

| | | | | |
|--|--|--|---------------------------|---------|
| Misc Box Radio Parts (clips, antennas) | | | No longer used | Surplus |
| Misc Bunker Gear - Turnout Pants (x3) | 2546009 4266615 | | No longer used - outdated | Surplus |
| Misc Bunker Gear - Turnout Jackets (x8) | 3234776 2545992 3384964 2442892 3234775 4266606 2802472 2701115 | | No longer used - outdated | Surplus |
| Misc Bunker Gear - Fire Boots (x20 pair) | | | No longer used - outdated | Surplus |

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

2025 Annual Report

West Thurston Firefighters
Proudly Serving You Since
1947

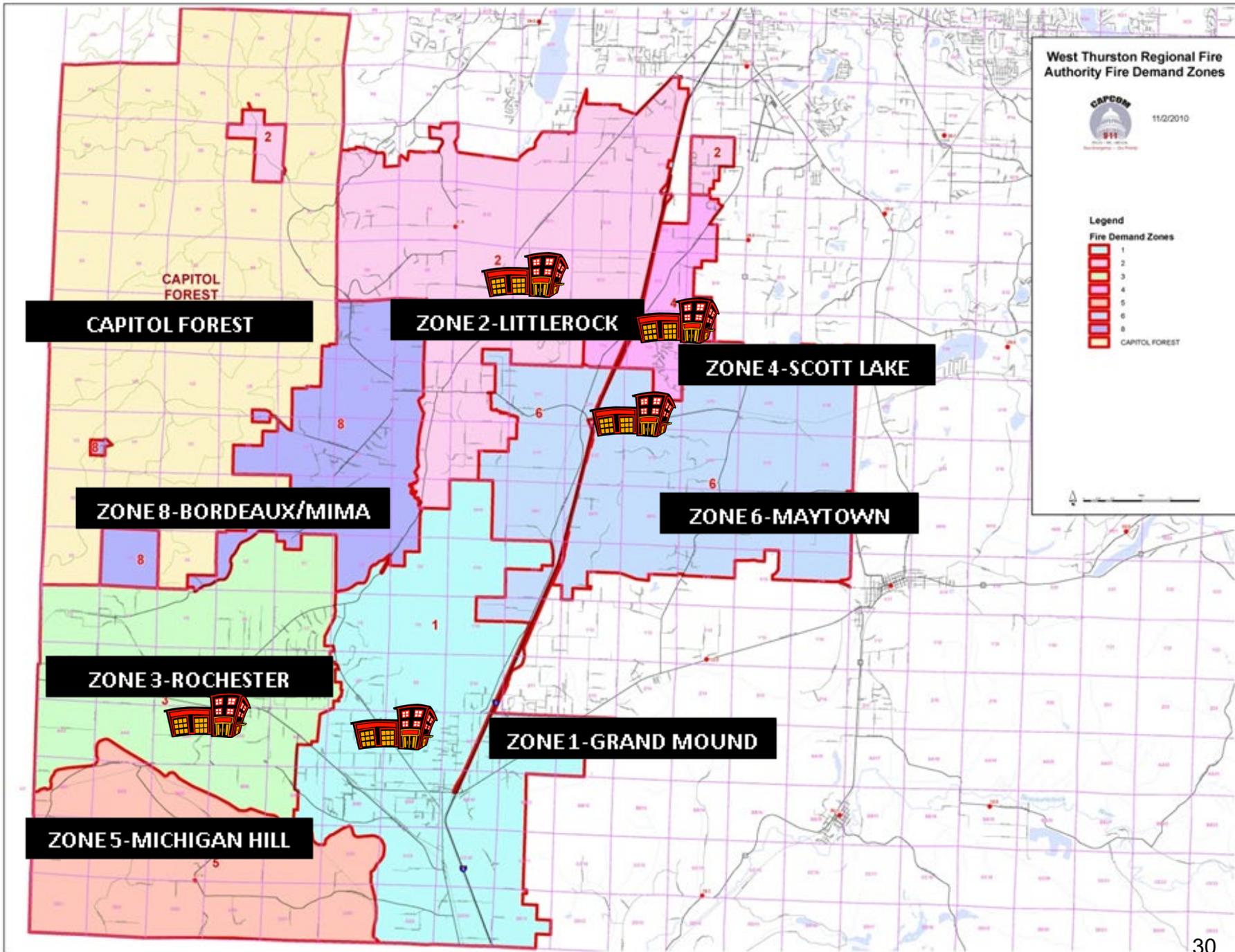


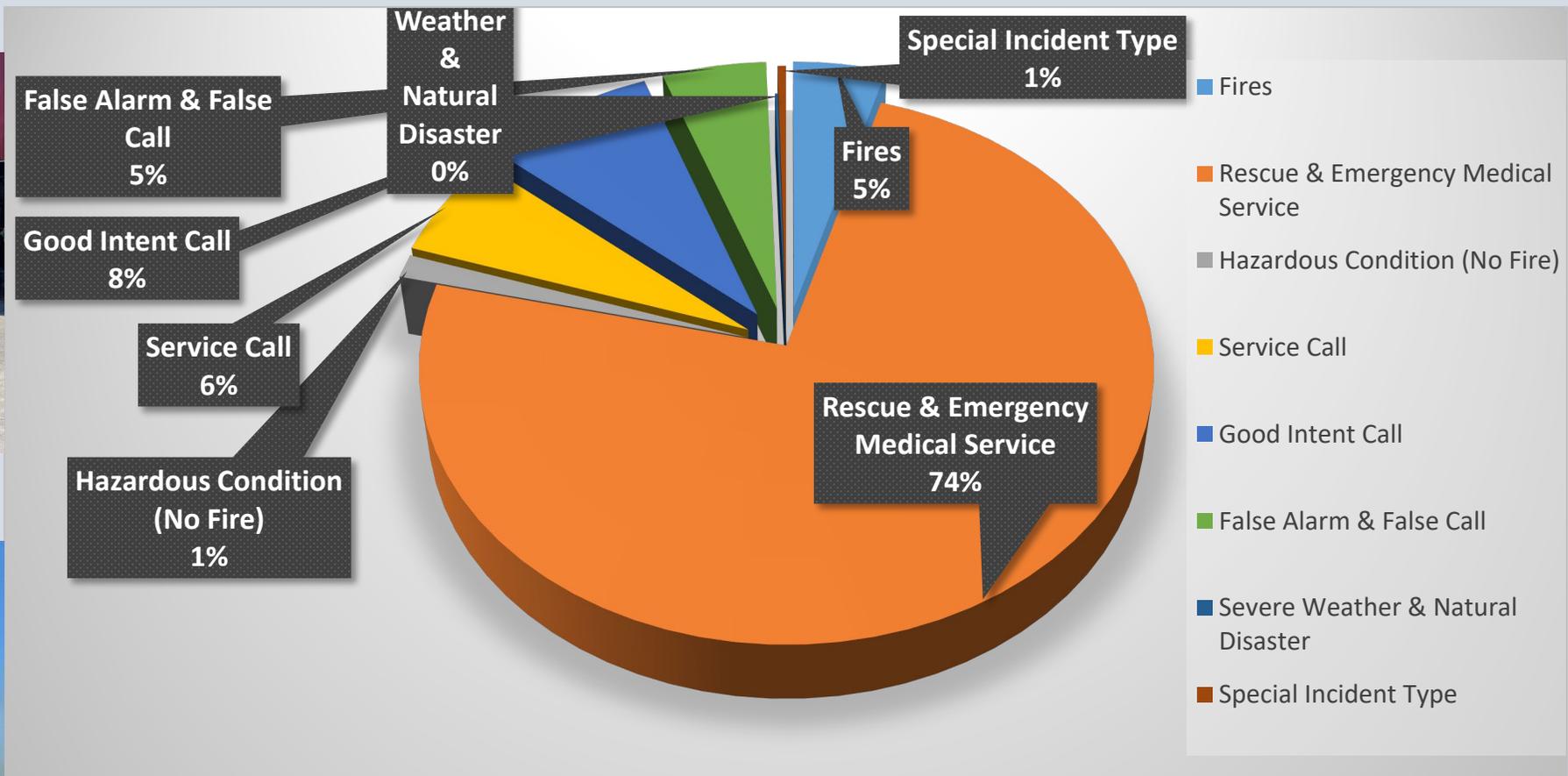
There are 8 response zones in the 158 square mile of converge area.

The FD operates from five staffable fire stations, strategically located throughout the region.

The FD uses a cross-staffing model with 24-hour staffing out of four fire stations and one resident fire station. This produces the best response time with limited resources. (high apparatus demand)

West Thurston employs 31 full time Firefighter/ EMT, 46 volunteers, 5 full-time admin.

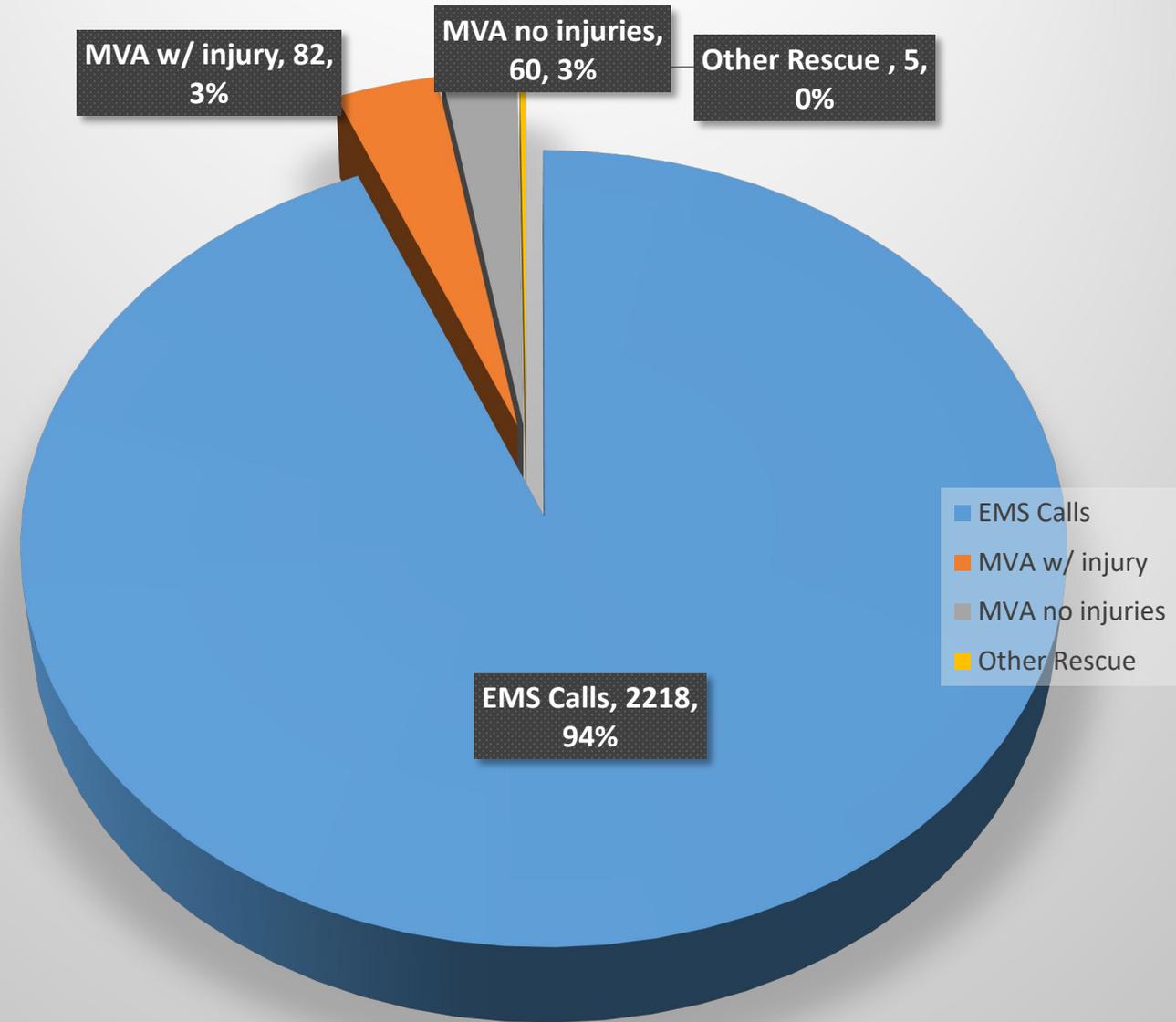




| MAJOR INCIDENT TYPE | # INCIDENTS |
|------------------------------------|--------------|
| Fires | 156 |
| Rescue & Emergency Medical Service | 2,571 |
| Hazardous Condition (No Fire) | 47 |
| Service Call | 211 |
| Good Intent Call | 289 |
| False Alarm & False Call | 174 |
| Severe Weather & Natural Disaster | 5 |
| Special Incident Type | 14 |
| TOTAL | 3,467 |

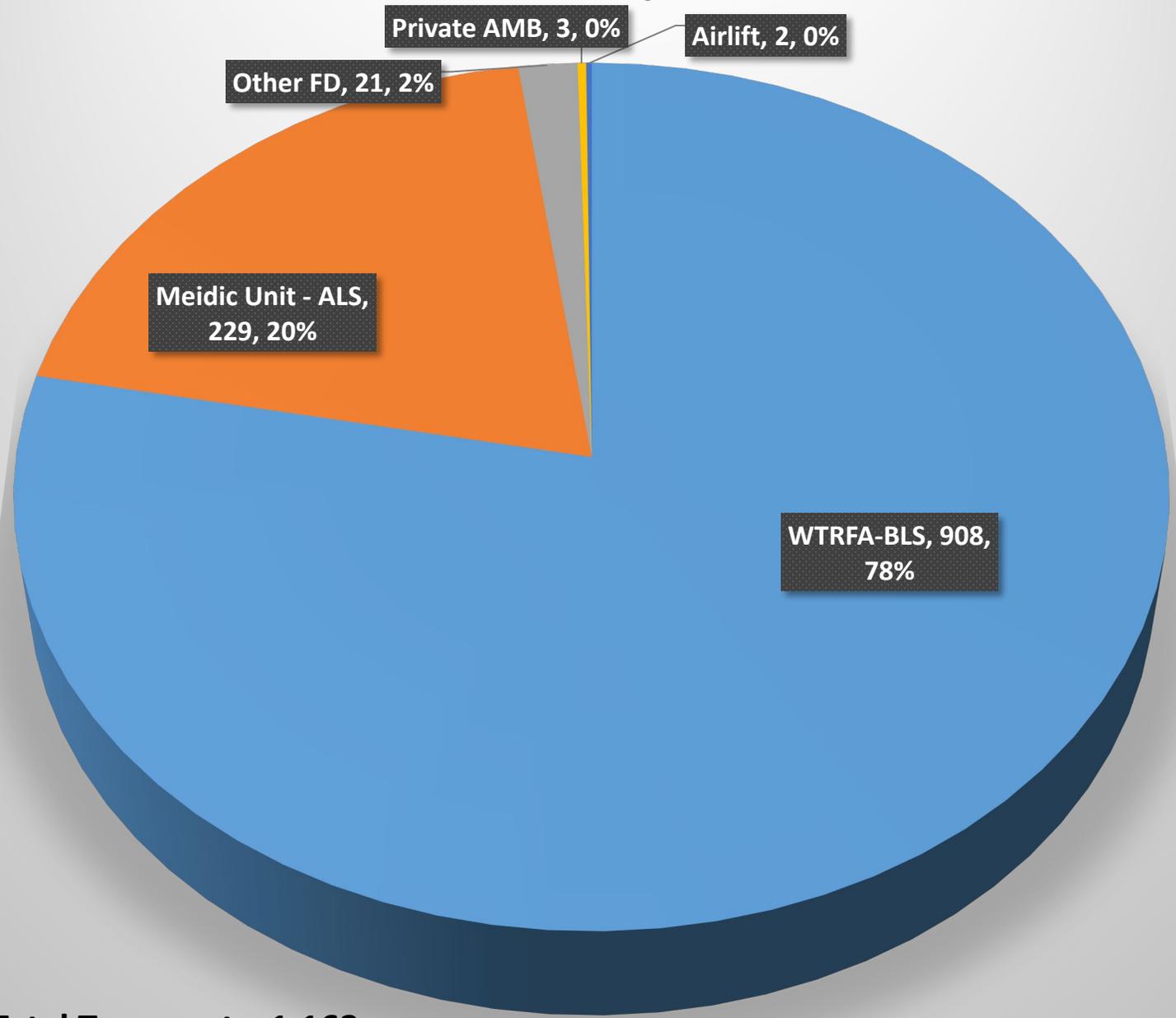


EMS Types





EMS Transports

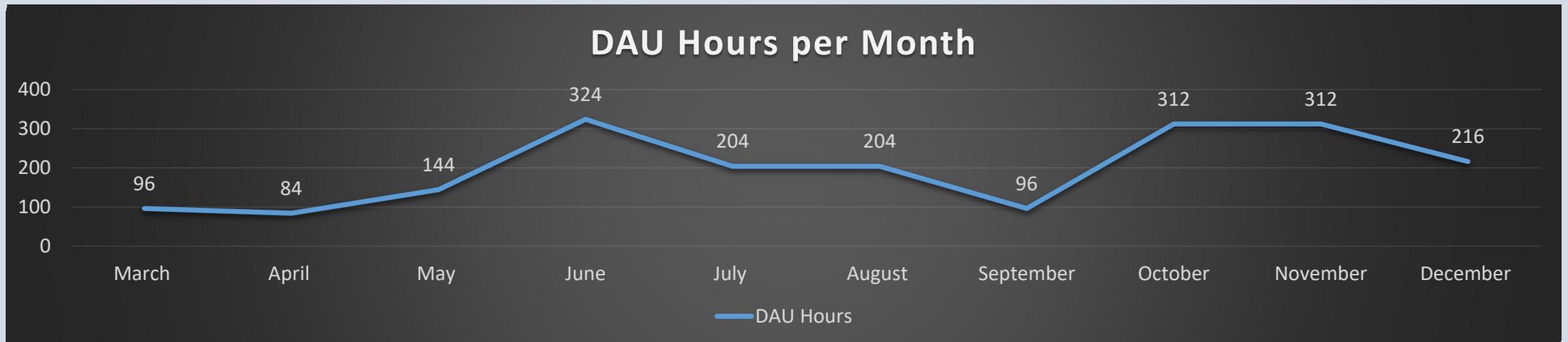


Total Transports: 1,163

%EMS Patients Transported by EMS: 44%

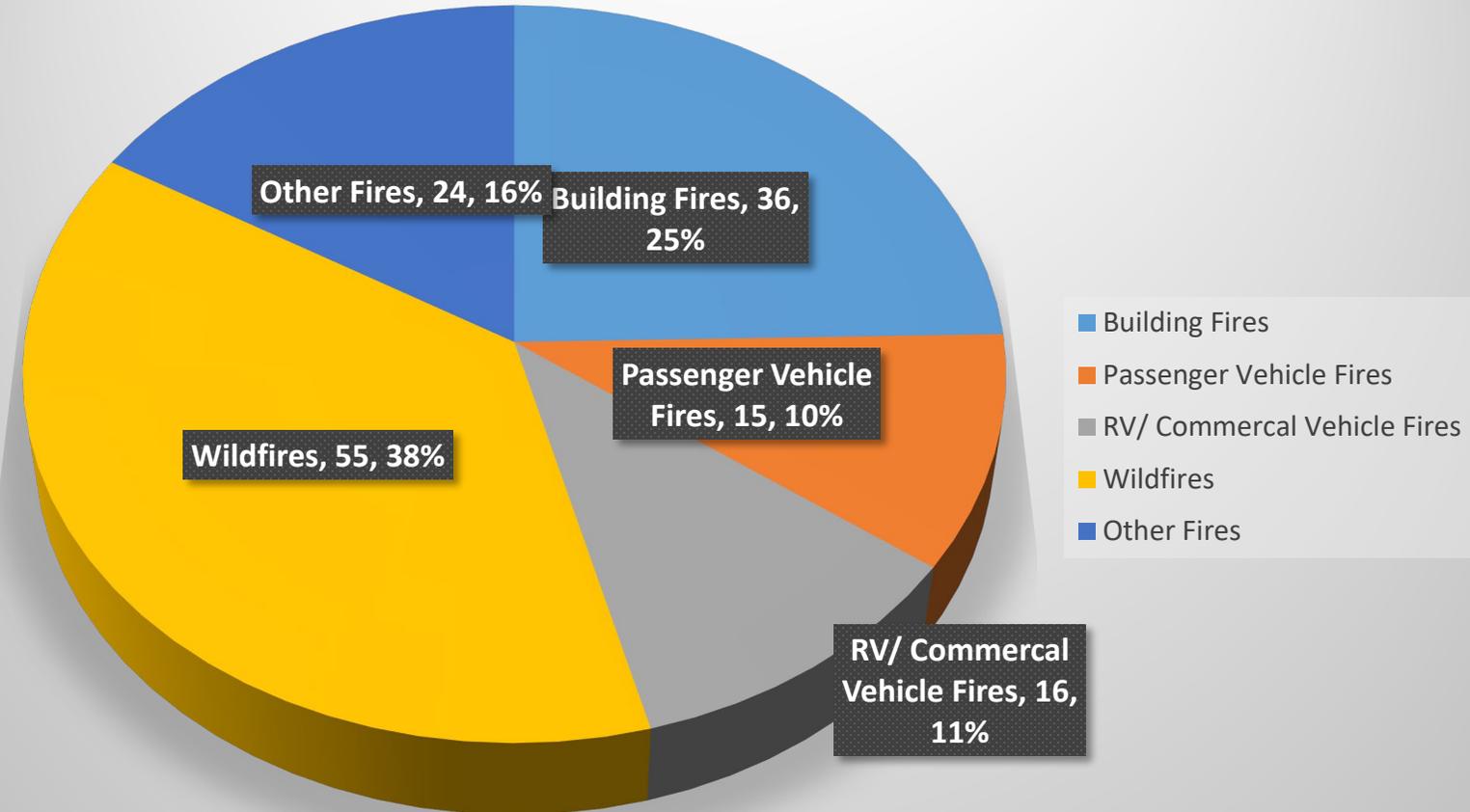
Volunteer Designated Aid Unit(DAU)

- DAU started March 2025
- Staffed by 2 volunteer EMT's (based on volunteer availability)
- DAU was staffed 1,992 hours up in 2025 (27% of the time since start)
- DAU completed 207 total transports (26% of total transports since start)



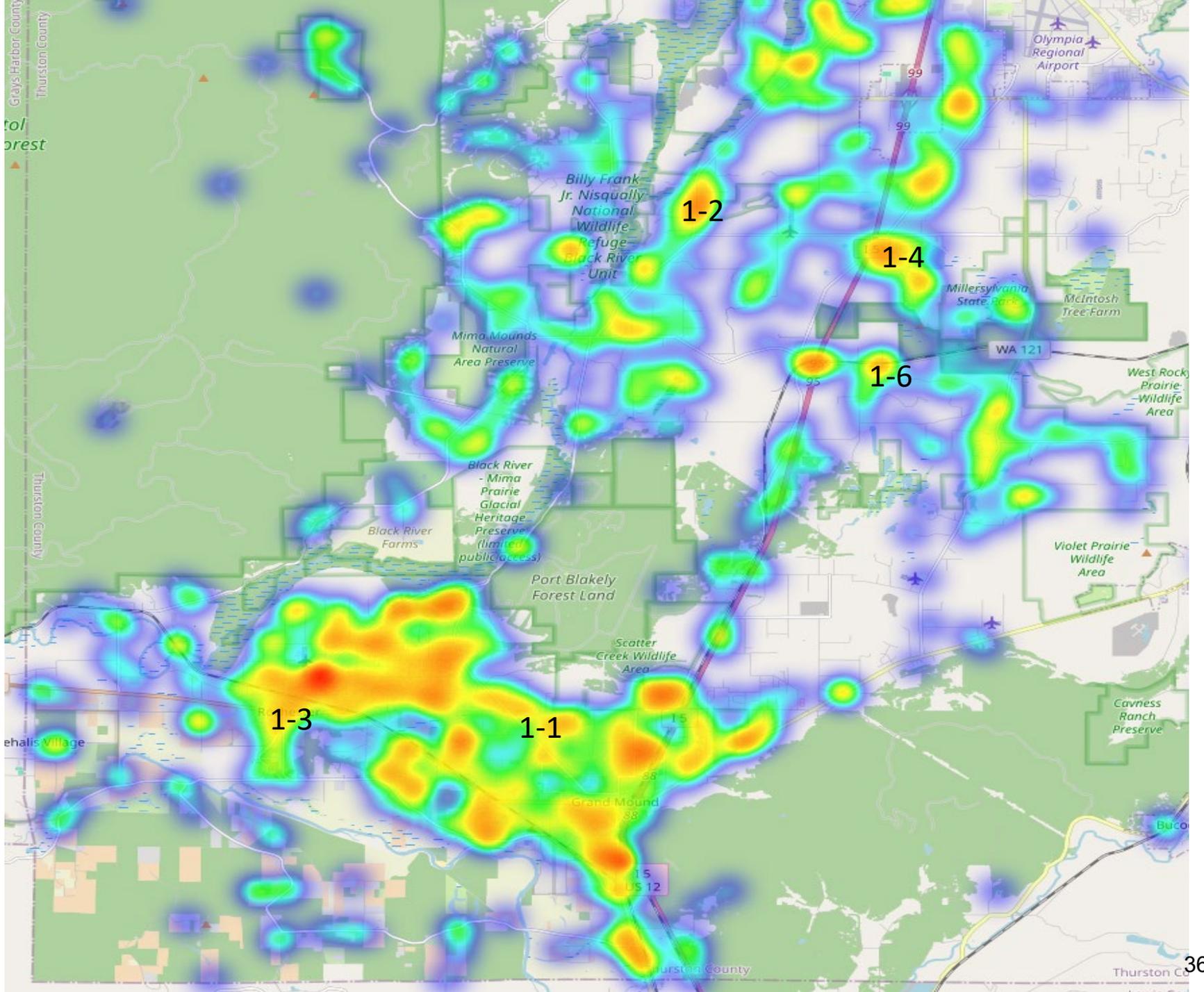


Fire Incident Types



- Fire accounts for 5% of the total call volume
- Fire Incidents are the most manpower intensive service delivered. In many cases a Building or Brush/wildland fire will require all our resources and Mutual Aid from other fire departments.

2025
Incident Map



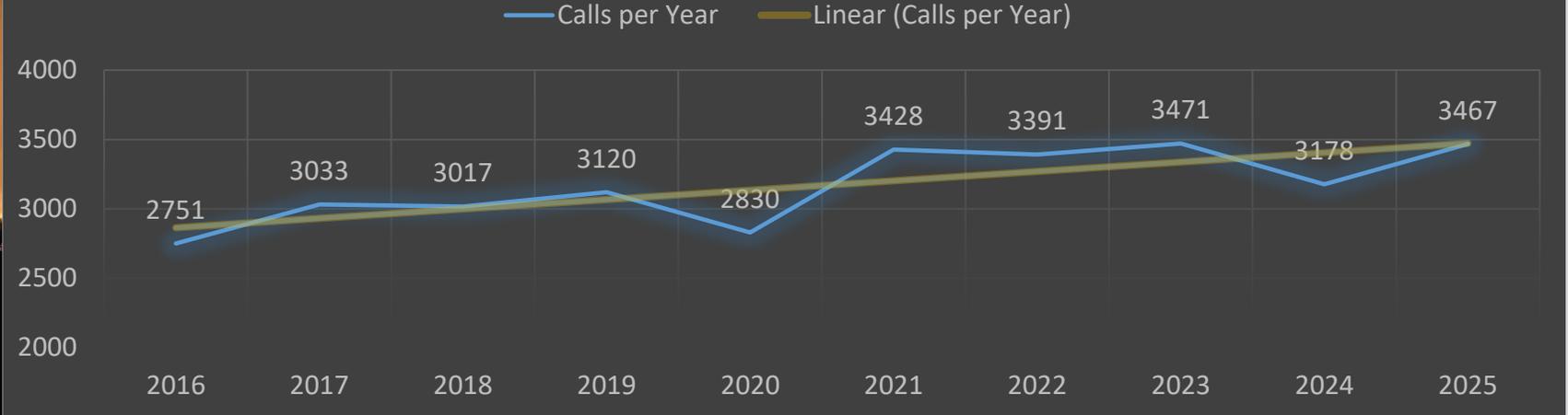
| PRIMARY ZONE | NUMBER OF CALLS | AVERAGE RESPONSE TIME * |
|--------------------------------------|-----------------|-------------------------|
| 1 - Grand Mound | 1,166 | 8:17 |
| 2 - Littlerock | 648 | 9:20 |
| 3 - Rochester | 825 | 8:27 |
| 4 - Scott Lake | 211 | 9:40 |
| 5 - Michigan Hill | 43 | 14:46 |
| 6 - Maytown | 224 | 12:21 |
| 8 - Bordeaux / Mima / Gate | 92 | 13:37 |
| SECONDARY ZONE | NUMBER OF CALLS | AVERAGE RESPONSE TIME * |
| I-5 Station 1-1 area | 81 | 11:29 |
| I-5 Station 1-2 area | 11 | 13:19 |
| I-5 Station 1-6 area | 58 | 13:22 |
| Capitol Forest - Capitol Forest Zone | 32 | 20:07 |
| Mutual Aid Responses | 69 | N/A |



* Response Times are Average of All Calls Priority and Non-Priority.



Call Volume last 10 years (Avg 3,169 per year)

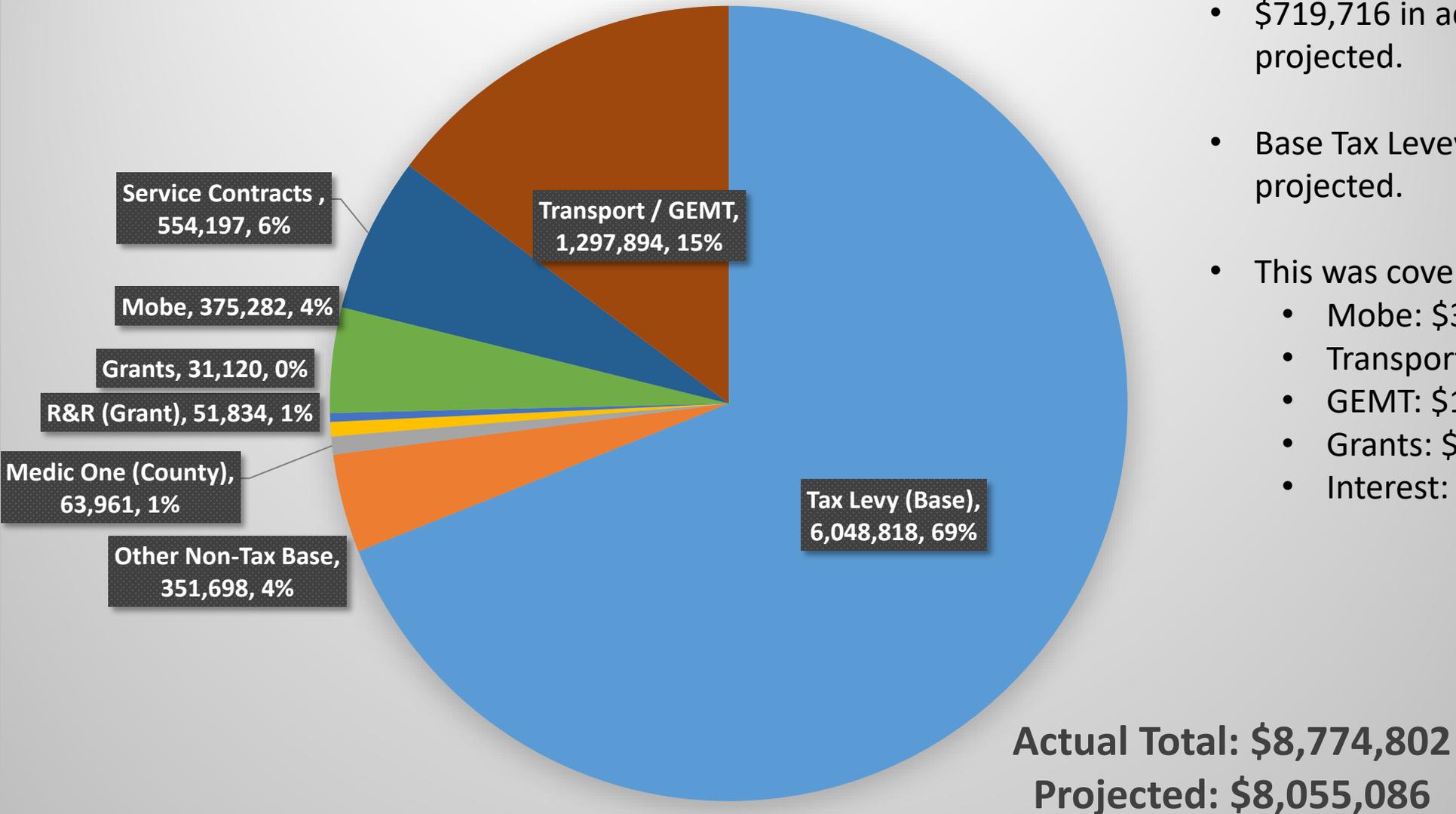


Avg Response Times last 10 years (Avg 8.78 per year) *



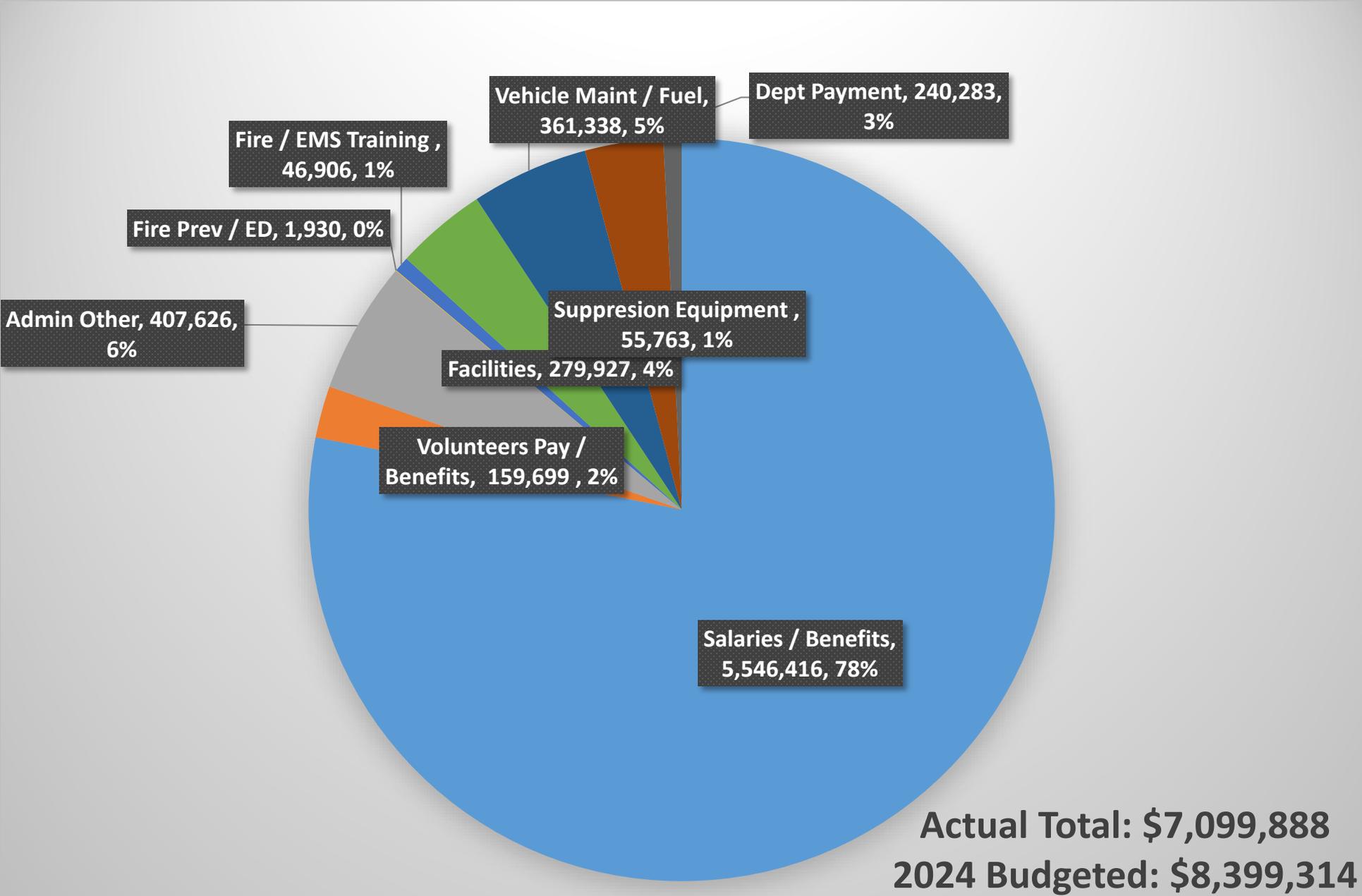
*Response Times are Average of All Calls Priority and Non-Priority.
 In July 2024 Dispatch changed dispatch criteria, increasing low-priority volume.

How is the Fire Department Funded? (2025 Revenue)



- \$719,716 in actual revenue above projected.
- Base Tax Levy was \$28,811 less than projected.
- This was covered by Non-Tax Base such as:
 - Mobe: \$375,282 (not budgeted)
 - Transport: \$50,778 above budgeted
 - GEMT: \$147,116 above budgeted
 - Grants: \$30,342 above budgeted
 - Interest: \$183,632 above budgeted

2025 Expenditures



- Was able to keep expenditures under control and under budget.
- Doesn't consider proposed \$200,000 for Vehicle Reserve and \$200,000 for Facility Reserve.
- Salaries / Benefits was 11% below budgeted.
- Vehicle Maintenance was \$100,829 below budget.

Community Engagement

WTRFA was involved in 60 community Events in 2025

January

- Little Rock Preschool Station Tour 75+ Kids
- Cub Scouts Station Tour
- Centralia Chirstian Station Tour
- Red Cross Blood Drive

March

- RMS Career Day
- RPS Read Across America Week
- GMES Future Chefs
- RPS Penny War Winner Recess

April

- Scott Lake Hydro Races
- Easter Egg Dash. Hoss Field and Station 1-2
- Rochester Mennonite Fellowship church Station Tour

May

- SWW Spring Youth Fair. Friday and Sunday.
- Bouredoux Wildfire Ready Neighborhood Drill
- Ride to school in the fire engine. LRE
- Rochester Girl Scout Station Tour/ First Aid lesson
- New Market Presentation
- RHS State Send off
- LRE BBQ
- RPS and LRE Behavior Award/ Spray the Field
- Scott Lake Fishing Derby
- LMLL Closing Ceremonies

June

- RPS Family, Friends and Frozen treats- Serving Ice Cream
- Ride to School in the Engine RPS
- RPS School Send off
- LRE School Send off
- Ride to School in the engine LRE
- Successful Patient Station Tour with Airlift

July

- Scott Lake Bike Parade
- Littlerock 4th of July Parade
- Rochester Alumni Pancake Feed/Potluck
- Rochester Summer Camp

August

- Tacoma Trail Cruisers
- Capital Metro Girls Fire Camp
- Scott Lake National Night Out
- SWW Fair x 2 days
- Cedar Creek Corrections Back to School Bash
- WTRFA Annual Back to School Summer Bash
- Red Cross Blood Drive

September

- Welcome back to school. Rochester & Littlerock
- Boy Scout Field Day
- Rochester Back to School Bash at GMES

October

- Public Education for Rochester and Littlerock Kinder, 2nd Grade, 5th Grade
- Rochester Pre-School Pub Ed Harvest Festival
- Successful Patient Station Tour
- Trunk or Treat x3
- Halloween Glow Sticks

November

- Hometown Hero
- Rochester Pre-School Station Tour
- Community Town Hall x2
- LRE Thanksgiving Day Feast

December

- Ride to School in the Engine
- Airlift tour with Patient
- Fill the Boot
- New Market Presentation
- Christmas Families
- Santa Breakfast
- Winterfest
- Santa Sleigh x





Training

- **2025 Training Hours: 3,591**
 - **Volunteer Training Hours: 562**

Volunteer & Staff Certifications

- Fire Academy Graduates: 11 credentialed Firefighter I Volunteers
- Thurston County EMT Graduates: 13 EMT Volunteers
- Red Card Wildland Initial Class: 6 carded Wild land Firefighters

Advanced Courses & Conferences

- Driver Operator: Thomas Trott
- Fire Investigator Conference: Thomas Trott, John Spiegelberg
- Brothers in Battle Conference: Josh Loofbourow
- Fire Officer I: Blake Kaleiwahea
- Hope Inspired Leadership: Nathan Drake, Dustin Davis

Instructor Development

- Instructor I: Ryan Lohse, Bill Crabb, Devann Miller, Miranda Visser
- Instructor II: Colby Lyon, Bill Crabb, Ricardo Santee, Mike Morales





Training

Specialty Certifications

- Incident Safety Officer: Colby Lyon, Mike Morales
- ISFSI Live Fire 1403: Colby Lyon, Mike Morales
- Pump Academy: Dustin Davis, Steve Ruiz
- Blue Card Train the Trainer: Mike Morales
- Firefighter II: Steve Ruiz, Reece Calica, Austin Kautz, Bill Crabb
- WSP Evaluator: Bill Crabb, Andre Reynoldson
- Public Information Officer (PIO): Andrea Reynoldson, Shannon Hemminger
- Fire & Life Safety Educator I: Andrea Reynoldson, John Spiegelburg



Ongoing Training & Operational Readiness

- PACT Training Days: Fire & EMS monthly
- OTEPs & CARs: 7 per quarter
- Blue Card Refreshers & 3 Day Simulation Labs: Maintaining CE hours
- EVIP Training: Initial and refresher classes
- Extrication Drills: Shift based and public education demonstrations
- Peer Support: Ongoing team building and initial classes



Training

Specialized In House Training

- Elevator Operations Training: Led by Julio Vargas
- Lifting / Moving / Stabilizing Training: Led by Julio Vargas

Special Teams & Project Preparation

- Water Rescue Team: Tool lists, training, rollout preparation
- Quad/Rope/Basket Rescue: Tool lists, training, rollout preparation
- Burn Cell / Training Tower: Build planning and preparation

Program & Administrative Development

- Operations Committee: Ongoing coordination and oversight
- Probationary Firefighter Task Books: Management and completion
- EMT Task Books: Management and completion



“OUR GREATEST ASSET”

88

Proud Public Servants

Career Personnel (36)

- Fire Chief (1)
- Full-time Admin (4)
- Training Captain Daytime (1)
- 24-hour FF/EMT (30)

Volunteer Personnel (46)

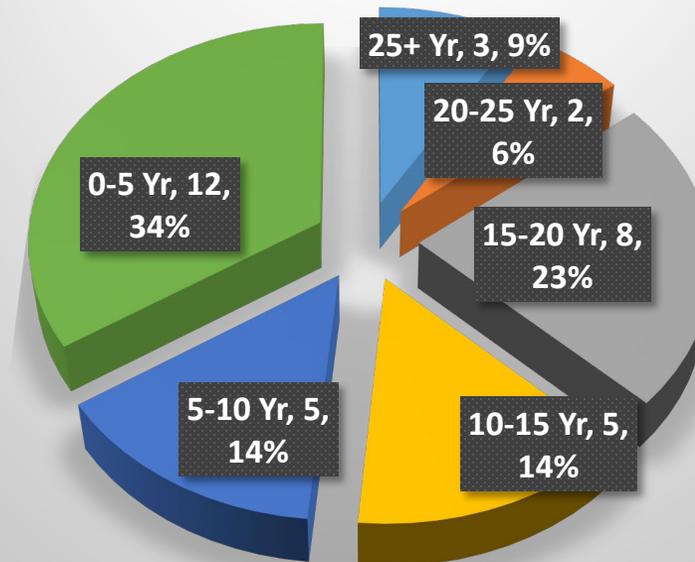
- Volunteer Responders (23)
- Volunteer Recruit (12)
- Admin Volunteer (11)

Elected Officials

- Six Commissioners (6)



Full-Time FF/EMT Years of Service

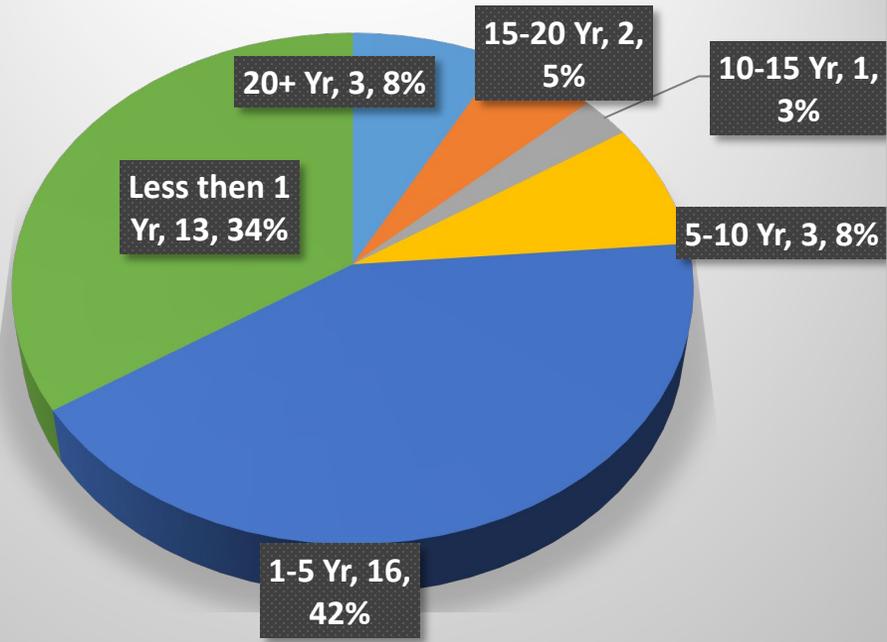


“OUR DEDICATED VOLUNTEERS”

Volunteer Hours per year



Volunteers Years of Service



46 Volunteers Strong

- 19 - Volunteer FF /EMT
- 4 - Volunteer EMT
- 2 – Volunteer FF
- 10 - Volunteer Recruit
- 1 – Fire Investigator
- 11 – Fire Tones

Annual Retention Rate

2024: 77%
2025: 75%





WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | January 2025

Fire Chief N. Drake

CHIEF'S RECAP

Staffing

We continued to have one firefighter out due to illness for the full month. Sick leave usage decreased to 463 hours (down from 491), we saw our shift overtime down slightly to 162 hours (from 181). We did have one mandatory overtime for just a few hours for this month. Two temporary firefighter position — approved by the union—continue to support coverage during short shifts for the one position on leave and retirement. This has continued to help us maintain lower overtime hours.

Volunteer Designated Aid Unit

In January, our volunteer designated aid unit was operational for three (3) 12-hour and three (3) 24-hour shifts, totaling 108 staffed hours, this was down from last month 216 hours.

The unit was fully staffed for 14% of the month and completed 10 patient transport to the hospital. This is lower percentage of coverage than in the last few months and below our goal of 30%. All transport completed by DAU keeps the station in-service and ready for the next call.

Strategic Plan Development

Our 5-year Strategic Plan remains in DRFAT and is out for review. Updates from the January 20th workshop have been made and we continue to get feedback and update. It will remain in draft and will be gathering additional feedback. Will be scheduling review with shift members over the next 2 weeks.

BESS Hearing

A hearing was held on February 3rd for the special use permit of BESS installation at 183rd Ave / Sargent Rd. A letter opposing this permit was submitted and I spoke at the hearing. Public outcry is strongly against this project. This was a second hearing as reconsideration was requested by Convergent Energy. The hearing examiner is expected to have a final decision 10 days after the hearing.

FF New Hire

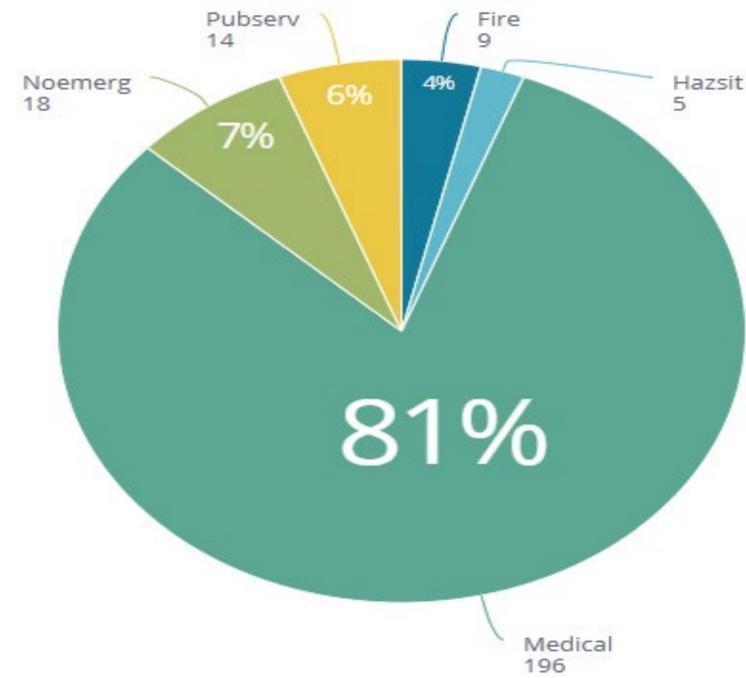
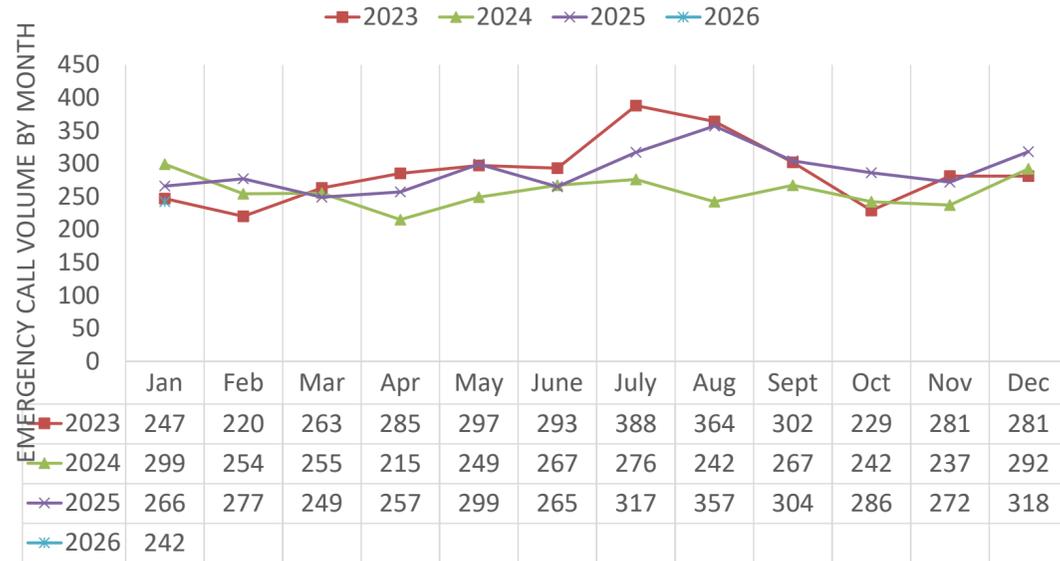
With FF Thomas Trott retirement we had an opening Firefighter position to fill. We have a current hire list with qualified applicants. In January we held Chief interview with those applicants on the current list. A job offer for Career Firefighter was made and accepted by FF Reece Calica. FF Calica was assigned to A-shift and started February 1st.

WEST THURSTON REGIONAL FIRE AUTHORITY

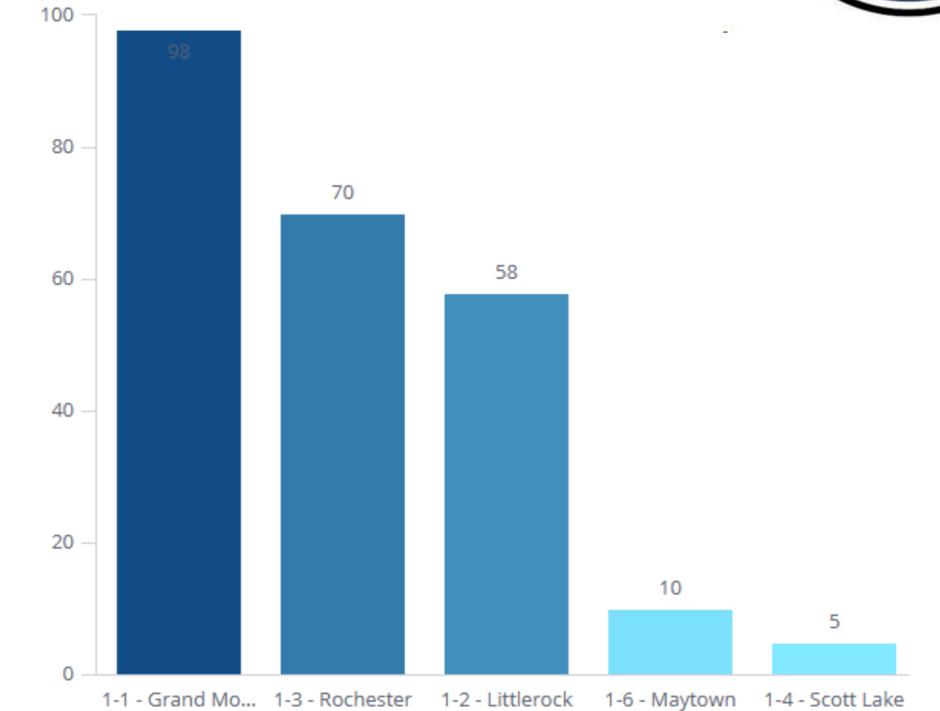


2026 BY THE NUMBERS – Monthly Report January 2026
Chief Nathan Drake

4-YEAR INCIDENT VOLUME COMPARISON BY MONTH
2023-2026



Incident Count by Station



Incident Count by Shift



- **242** **2026 Total**
- **266** **2025 To Date Total**
- **-24** **CHANGE PYTD**
- **-10%** **% PYTD**

JANUARY AVERAGE PRIMARY RESPONSE TIME 8:00

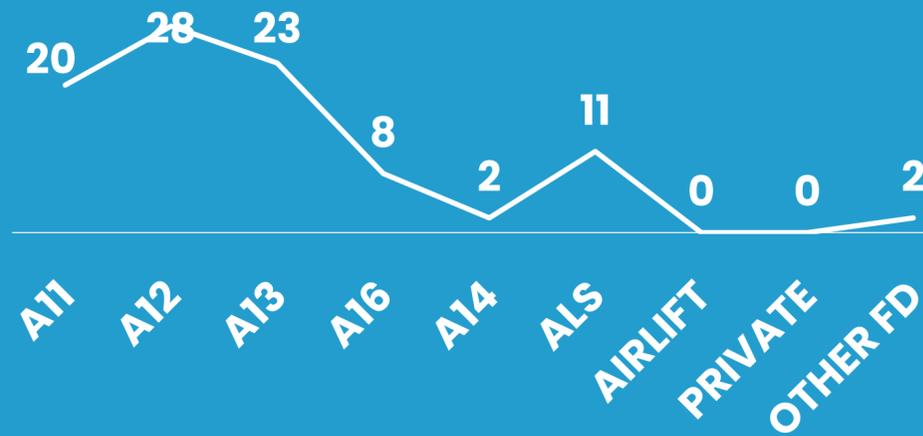
JANUARY CALLS = 242

22% OVERLAPPING CALLS (54) IN JANUARY

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – JANUARY



YTD WTRFA TRANSPORTS



81

JANUARY WTRFA TRANSPORTS



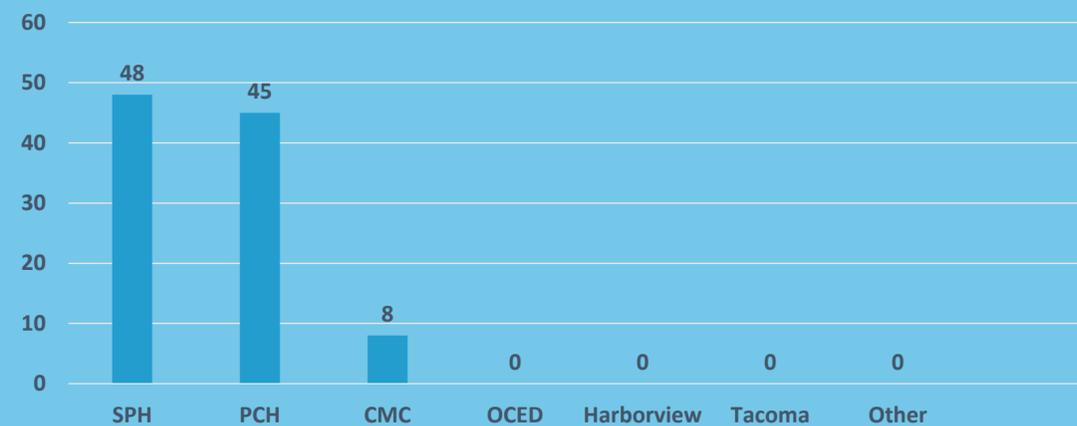
81

Total Transports YTD

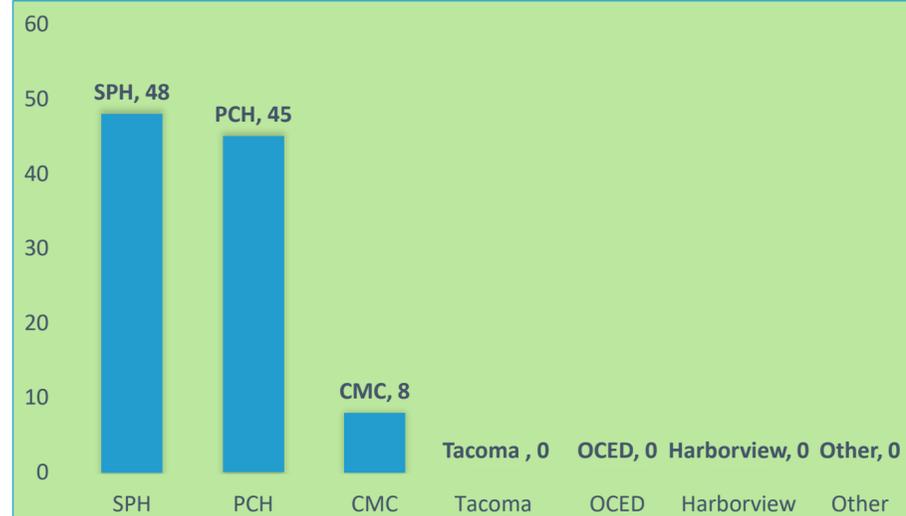


ALS = 11
BLS = 83

TRANSPORT DESTINATION – JANUARY



DESTINATION – YTD



MUTUAL AID/AUTO AID FOR JANUARY



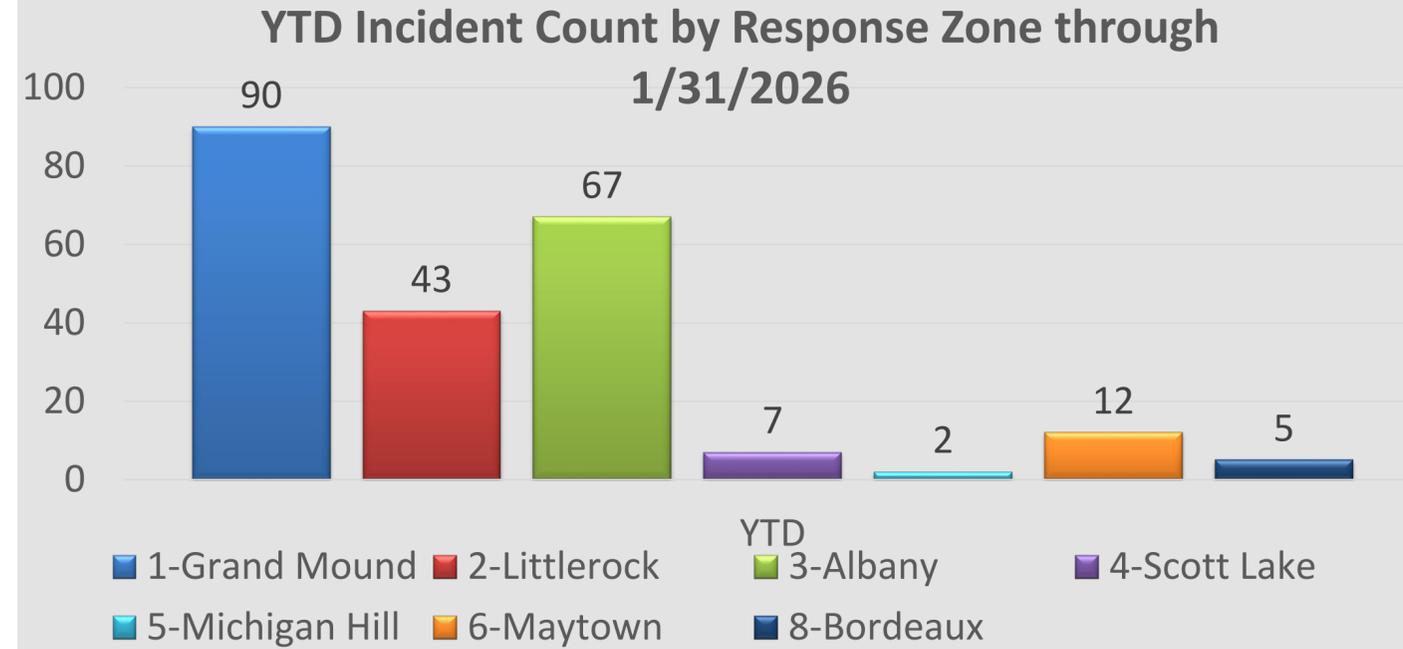
AID GIVEN: 5
AID RECEIVED: 7

Average Response Time COMPLIANCE YTD



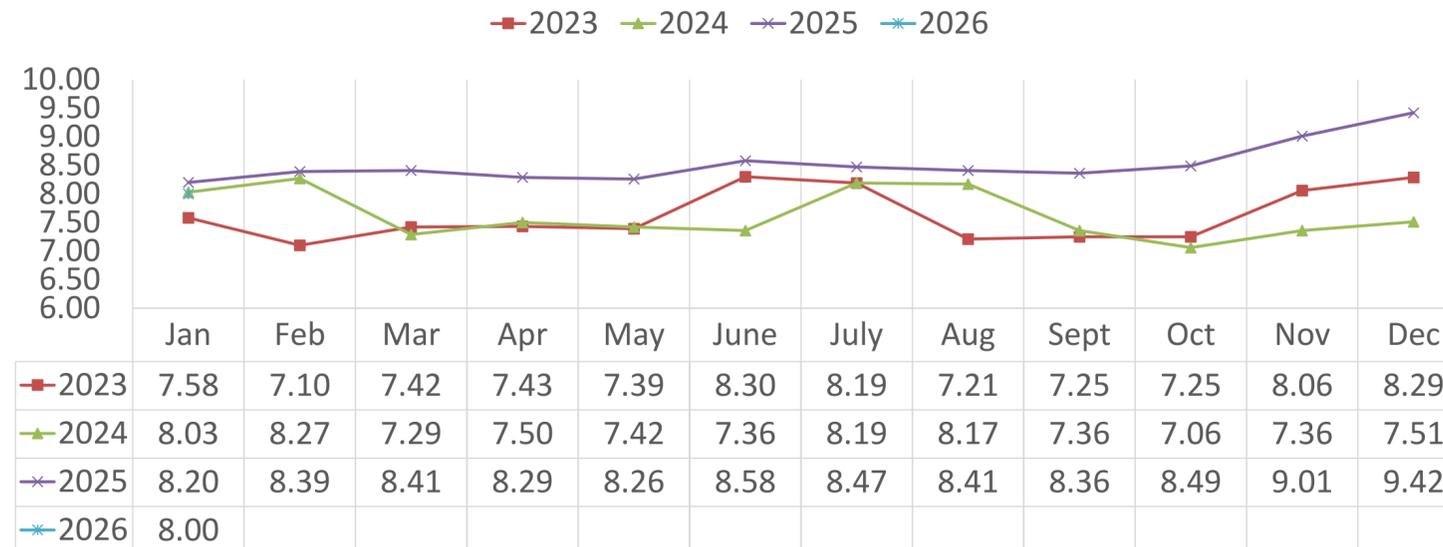
7:42 Initial Unit Arrival in Primary Zones 1,2,3,4,6

YTD Incident Count By Response Zone



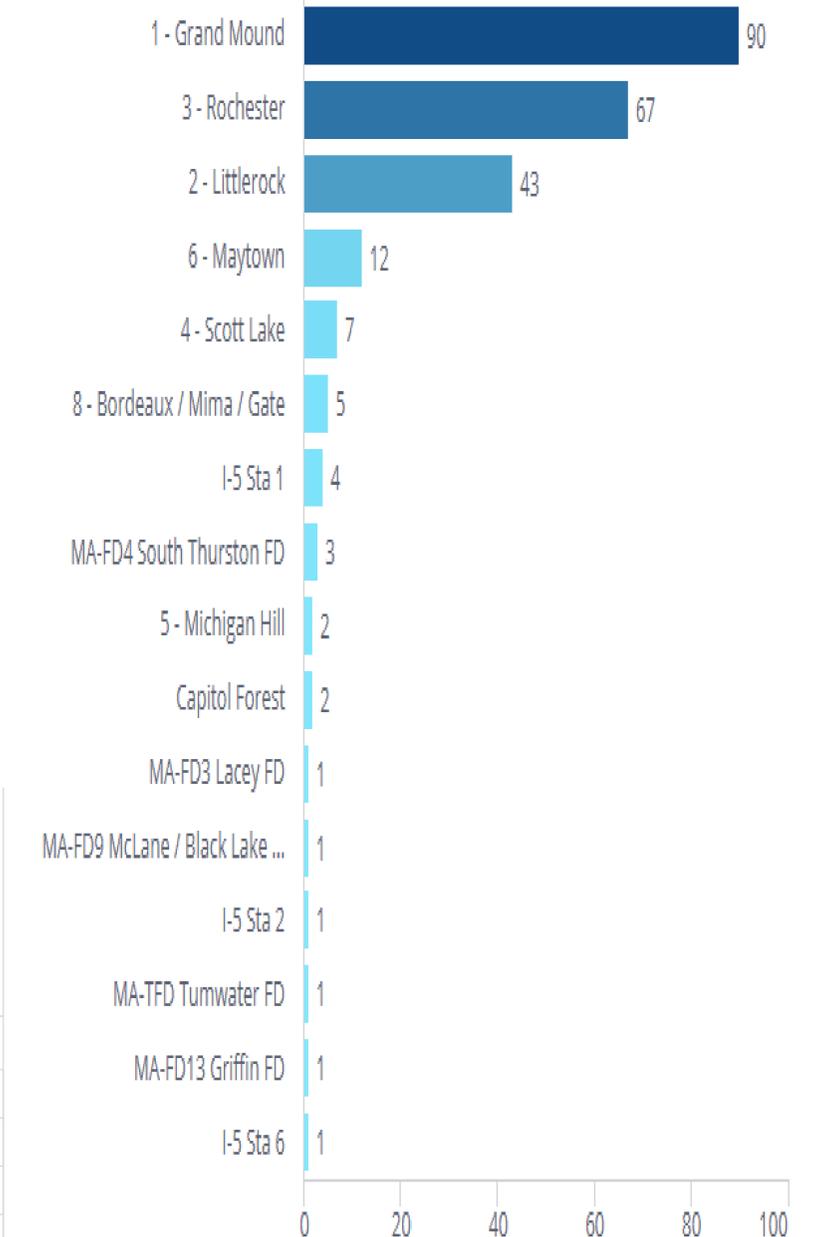
Average Response Time By Month

2023-2026 AVERAGE RESPONSE TIME ALL CALLS BY MONTH

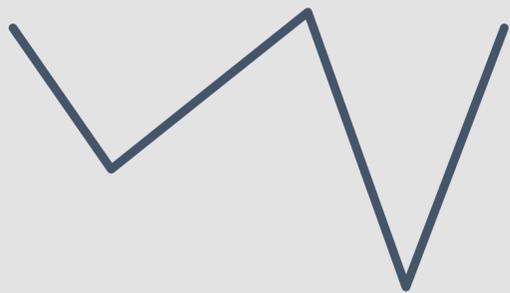


Breakdown per Zone January

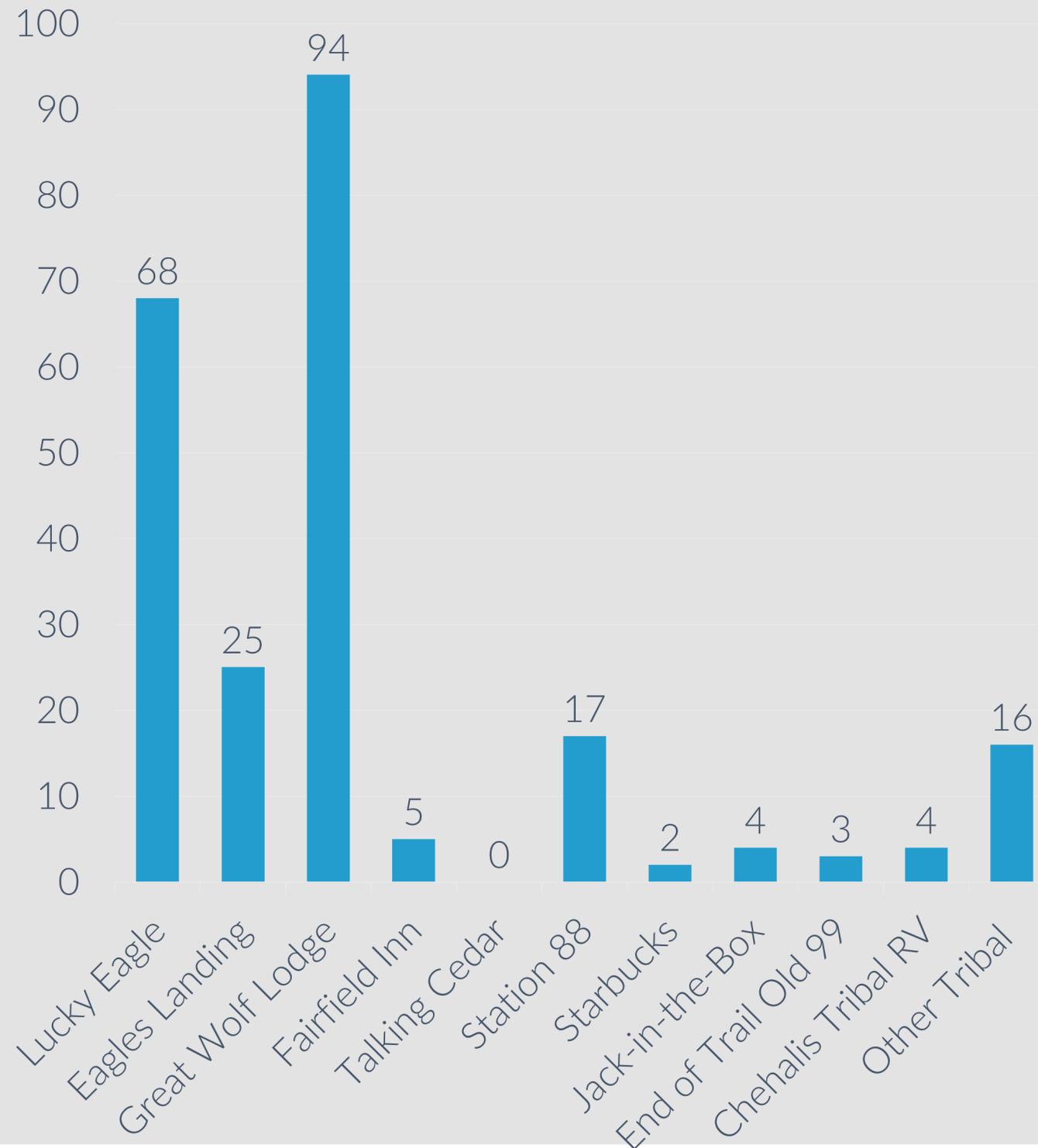
Districts / Zones



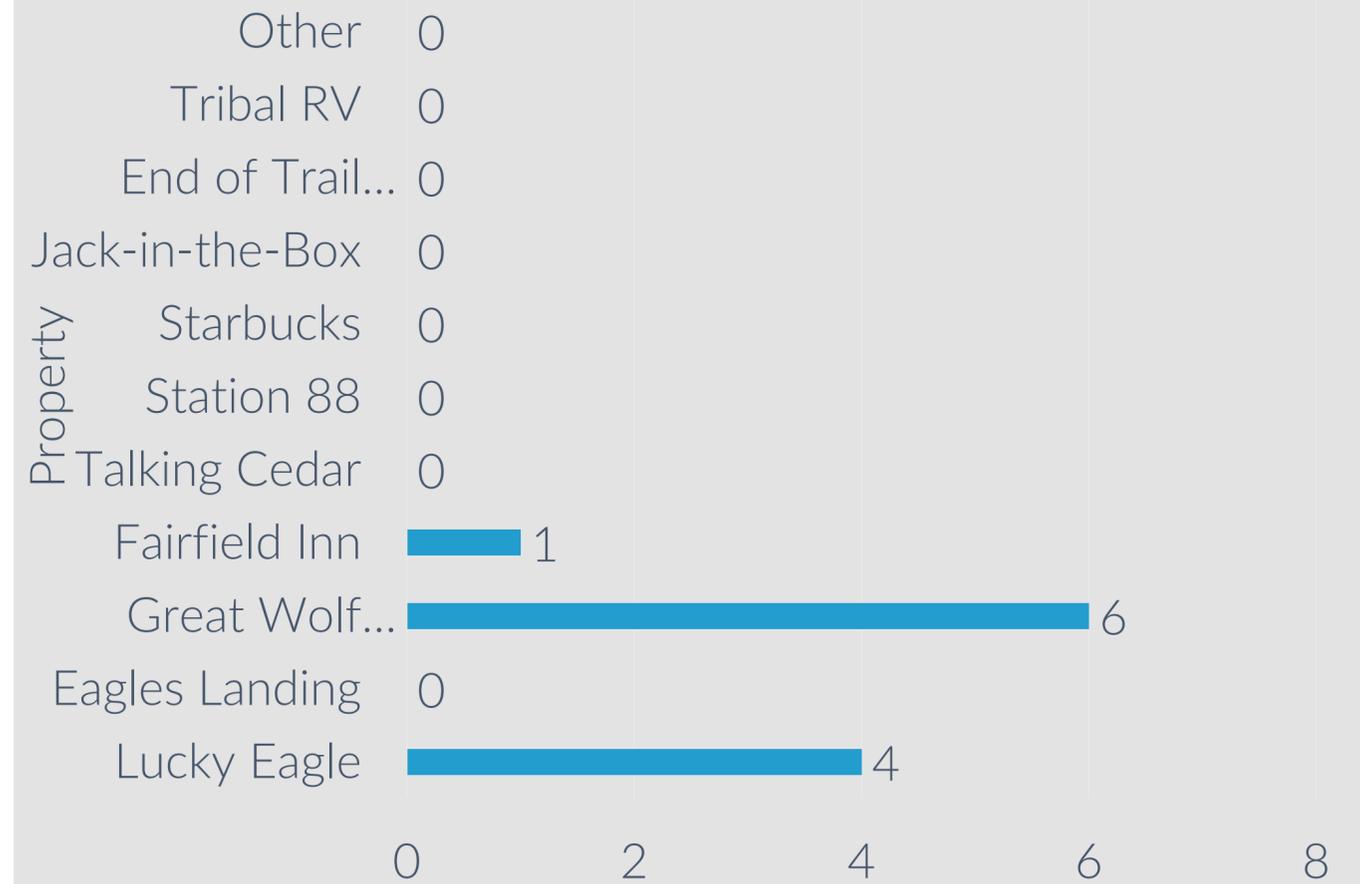
22% Overlapping Calls (54) YTD



TRIBAL PROPERTY RESPONSES – 2025



TRIBAL PROPERTY RESPONSES – January



Total Tribal Responses: 11

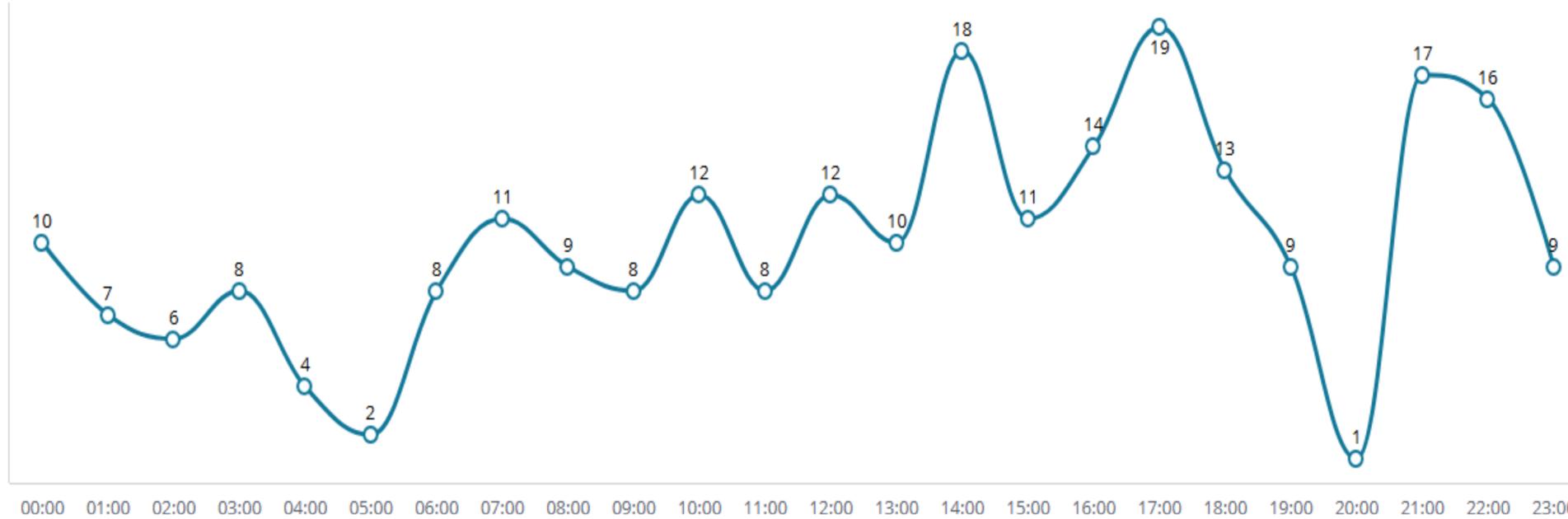
Percent of WTRFA total: 5%

Total Time for December
6,164 Career Hours
1,556 Volunteer Hours

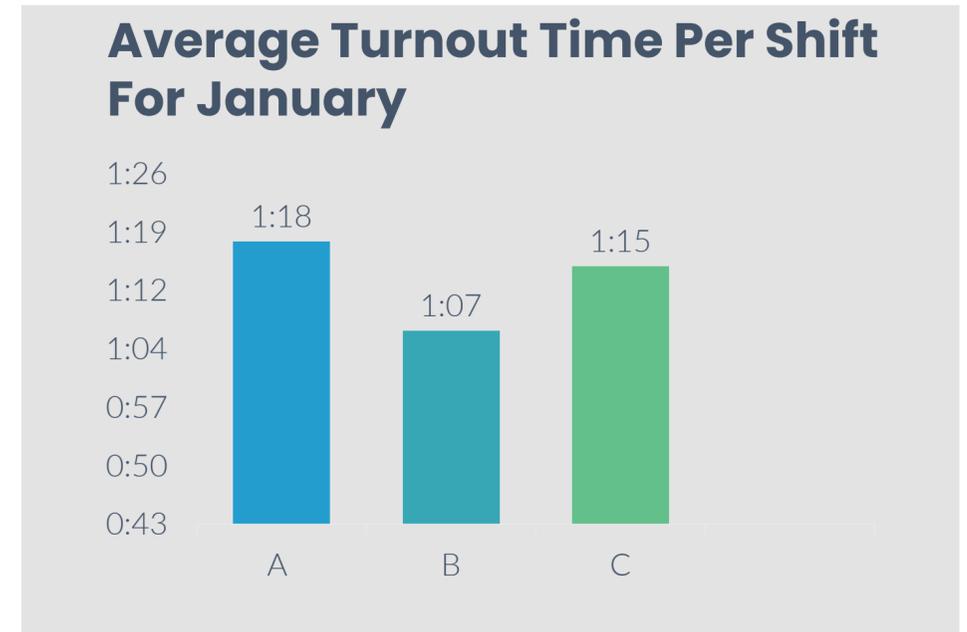
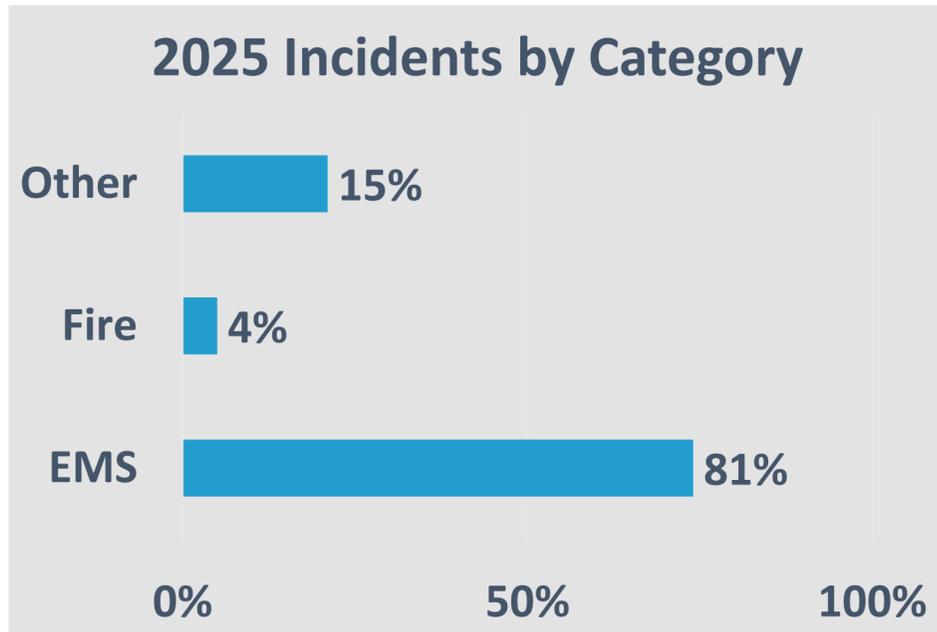
162 Shift Overtime Hours
 January

463 Sick Leave Hours
 January

Incident Count by Hour of Day



Busiest Days in January
1/27 – 15 Calls
1/05 – 12 Calls
1/16 – 11 Calls



OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

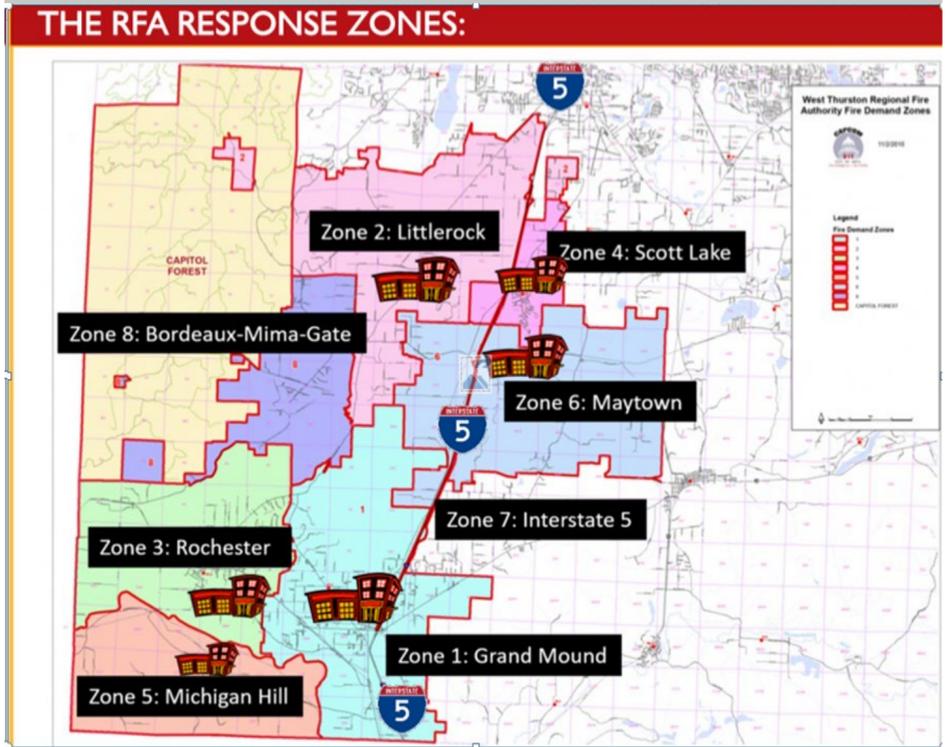
MISSION

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.

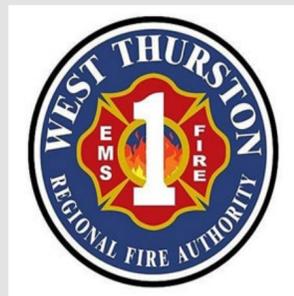
VISION

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.

OUR DISTRICT



OUR COMMUNITIES



- Population Served 25,000
- Communities Served 9

Time to Dispatch:
60 seconds 90% of the time

Turnout time:
90 seconds 90% of the time

Arrival of 1st (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.
8 minutes overall average for most zones

Response and assembly at a structure fire:
Rural Zones (2,5,6,8) 6 personnel at the scene in 14 minutes, 90% of the time;
Suburban Zones (1,3 & 4) 10 personnel at the scene in 10 minutes 90% of the time.

Arrival of ALS by TC Medic One:
Medic One has adopted a suburban response time of 20 minutes.

Cardiac Arrest Survival



0 Minutes
BREATHING STOPS; THE HEART WILL SOON STOP BEATING

4-6 Minutes
POSSIBILITY OF LONG-TERM BRAIN DAMAGE

6-10 Minutes
HIGH PROBABILITY OF LONG-TERM BRAIN DAMAGE

Over 10-15 Minutes
CERTAIN IRREVERSIBLE BRAIN DAMAGE RESULTING IN DEATH

January 2026

Monthly Training Report

| | Jan 2026 | 2026 Total |
|----------------------|---------------|---------------------|
| Total Training Hours | 150.25 | 150.25 hours |

Training Events in January 2026

- January Safety Meeting
- Ongoing annual EVIP Road Test's
- Ongoing PACT Training for new Volunteer Firefighter.
- OTEP calendar out
- Instructor One class
- Quarterly drills
- -Blue Card Sim Lab/Refreshers

Upcoming training Events in February

- February Safety Meeting
- Attend Thurston County Training Officer Meeting
- Attend Blue Card Thurston County Committee
- Blue Card ICS Quarterly CE
- OTEP March
- Leadership Conference

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

To: Chief N. Drake & Board of Commissioners
From: Lt. Joel Swecker- Safety Officer
Subject: January 2026 Safety Report
Date: 01/28/2026
CC: 2026 Safety File

Chief Drake & Board of Commissioners,

The following report is a recap of January's safety topics, concerns, reported accident/injuries/near misses, and completed tasks/assignments as well as a special section on 2025 year in review.

Accident/Injury Reports-

1. None to report at this time

Monthly Safety Topic-

- Shift specific based upon recent close calls, specific incidents, and weather incidents (Target Solutions).

Safety Committee.

- February 2026- SIP Review and development requests/suggestions

Station Safety Inspections- Conducted January 13, 2026

1. Station 1- No Issues currently.
2. Station 2- No Issues currently.
3. Station 3- No issue currently
4. Station 4-No issues currently.
5. Station 6- No issues currently

FIIRE Safety (L&I) Program

1. 1st Quarter Zoom meeting 1/5/2026- completed- Topics covered:
 - New changes to FIIRE program.
 - Total of 3 reports/'benchmarks' vs original 4 quarter reports
 - Stricter rules for missed SIP's, and benchmark reports
 - FIIRE development into wildland arena
2. Set up appointment with Pam w/L&I for February 20th meeting at Station 1-2 for Safety Improvement Plan (SIP) development, suggestions, and instruction.

Ongoing/Upcoming

1. Ongoing focus for injury free workplace.
2. Renewal of Thurston County Safety Officers meetings to resume-more to come.
3. Development of 2026 SIP through FIIRE.
4. Complete review of WTRFA Safety Policies

Completed-

1. 4th quarterly report for FIIRE
2. OSHA 300 completed, reviewed by Fire Chief, and posted to all Stations in accordance with state law.

2025- A Year in Review- Ref. Attached OSHA 300

1. Total Accidents: 4 Vehicle Accident/Equipment Damage Reports
2. Total Injuries: 2 Injury Reports, 1 Exposure report. Total of 0 days loss of work
7.42 DART rate (See below)

(You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula: (Number of entries in column H + Number of entries in column I) X 200,000 ÷ Number of hours worked by all employees = DART incidence rate)

- 2024- Total of 7 Injuries, 35 days lost, 54 days of light-duty transfer. 7.55 DART
- 2023- Total of 8 Injuries, 38 days lost. 7.94 DART

Common Trends-

1. **Accident Reports-** *Apparatus awareness (size) with drivers.*
 - a. Only 1 backing incident vs numerous backing incidents in previous years.
 - b. Solution- Driver training for size of vehicles as well as use of 2nd spotter/backer if applicable or available.
2. **Injuries Reports-** *Lifting/Ergonomics based injuries.*
 - a. Significantly lower injuries from previous years.
 - b. Solution- Ergonomic/lifting training, physical fitness emphasis, and review of patient lifting directives (1 responder per 100 lbs of patient).

Accomplishments-

1. Significantly lower injury reports with higher number of overall worked hours (80,818.5 hrs w/41 average staff vs. 79,435 hrs/38 staff in 2024).
2. All career/line crew issued new flash hoods in compliance with new carcinogen concerns (via grant) as part of our completed SIP through FIIRE.
3. No vehicle accidents/damage reports with use of a backer (incident with damage that occurred in front of vehicle on opposing side) vs several from 2024.

Safety Officer/Program Goals for 2026-

1. Complete Review of the Safety Polices for WTRFA
 - a. Comparison with other agencies as part of the Thurston County HSO's
 - b. Comparative to changing NFPA standards, staffing levels, and equipment changes (ATV and water rescue policies, etc.)
2. SIP development- input and suggestions from Chief and Safety Committee
3. Stronger Safety Committee- more members
4. Train upcoming HSO- Replacement.
5. Continued emphasis on lowering annual DART and Injury/Accidents.

Respectfully Submitted,

Lt. J. Swecker – HSO
1/28/2026
West Thurston Regional Fire Authority

A-Shift

Jan. 2026 Month End Report

By BC Stone

Greater Alarms

- 1.) Spent five hours utilizing the Sheriff's drone and ORV 95 to an alarm for a Pt. with a broken ankle. This area was between Case Rd. & Littlerock Rd. on Port Blackly property above the Fish & Wildlife reserve.



- 2.) Head on Motor Vehicle Accident on Hwy 12 at Cider Ct.



PEER Support

The Critical Stress Debriefing Team held their regular scheduled monthly meeting along with more training for some new members.

Training

- 1.) Starting all new "Target Solution" Computer Based Training for the first quarter and annual training.
- 2.) Co. Officers and other members have still been working towards our Blue Card recertification goals.

Apparatus/Projects

This past month most of our equipment and apparatus have been found to be in good working order. **(Once EI-4 returns each station will have an engine in house.)**

- 1.) EI-2 has returned from regular scheduled maintenance, air leaks, foam unit repairs, and pump testing completed as well.
- 2.) EI-4 is at the Olympia Shop, having completed most repairs after being involved in an accident while responding to an I-5 fatal accident. The regular scheduled maintenance and pump testing has been completed. As of the time of this report, we're just waiting on some diamond plate.
- 3.) Still focusing on Interceptors, Tahoe, and Battalion truck. being cycled through the shop for minor work order issues and services.

Conditions, Actions, and Needs. CAN REPORT

- 1.) Reece Calica has been hired as a probationary fire fighter to fill a vacant position for A Shift.
- 2.) In April we'll be having one member starting on paternity leave. Also, I've scheduled my second carpal tunnel surgery for the week of my K-Day but will probably take two shifts off the following week for recovery.

B Shift January 2026

BC Brian Christenson

Greater Alarms:

- On 1/5 Units were called to an RV on fire that was threatening 2 other campers. The fire was caused by a flammable substance near a space heater. Fire was knocked down and one person at the residents was treated for minor burns to the hand.
- On 1/14 we were dispatched to a structure fire on 76th Ave. On arrival a room and contents fire was discovered and was quickly extinguished. One Firefighter from Tumwater fell through the floor during the incident but was not injured thankfully.
- On 1/8 a Silver Alert patient was found in the Capital Forest with his car stuck in the snow by TCSO. One of our aid crews assisted by transporting the individual to the hospital.
- On 1/26 we were called to Waddell Creek Rd. for a structure fire. A toaster had caught fire and spread up the wall, the quick thinking of the mom and daughter by using an extinguisher on it most likely saved the home.

Training:

- Firefighter Cooke went up to District 9 and did his yearly SORT refresher training as he will be B shifts SORT member.
- Crews concentrated on Blue Card size up training and a few completed the recert required every 3 years.

Personnel and Projects:

- Chris this month completed painting and repairing drywall on the dorm side of station 1-2 which was the original paint when we built the station. Now both Station 1-1 and 1-2 have fresh paint on the dorm sides now.

February 2, 2026

Chief Nathan Drake,

The following is a brief synopsis C-shift and pre-fire plan activities for January 2026.

The new shift alignment is going well. No Issues to report.

Major events-

On January 18th we responded to a shop fire on 180th Way near Applegate. The homeowner had a fire going in the woodstove in his shop and went into his house for the evening. He later looked outside and observed a fire burning inside his shop and out of one of the windows. E1-3 (FF Trautman and FF Parker) arrived first, extended a pre-connect and extinguished the fire. They were able to keep the fire contained to a “man room” area of the shop. Approximately \$10,000 in damage was done to the shop. The damaged items were mainly shop contents to include fishing supplies, tools, power equipment and hunting items.

Pre-fire plan/preparation- We assisted two different elderly homeowners in the Station 2 area to install new smoke alarms in their private residence. The homeowners were elderly and uncomfortable climbing on ladders. We were able to place new alarms in several rooms for the constituents.

Training-

2026 training has started. We will be starting ongoing medical training in February and are working to complete associated video training and pretests beforehand.

Thank you and please contact me with any questions.

Battalion Chief Eric Smith



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

February 2026

Recruit and Retention Coordinator Report

January Overview

EMT Program: Four EMT students successfully graduated and successfully passed NREMT exams. The five EMT students that begin EMT in February have completed PACT training.

Fire Academy: The recruits has completed and passed all portions of the FF1, Hazmat Awareness and Hazmat operations to obtain their FF1 certificate. They will graduate in February.

For spring academy that will begin end of February, PACT training is underway and prepping our recruits to be confident in their skills.

Transport Shifts: A total of three 24-hour shifts and three 12- hour shifts were completed on the designated transport unit throughout January.

Community Events: January we had one station tour, a successful blood drive and a few ride alongs for upcoming interviews.

Social Media & Outreach: Engagement across social media platforms continues to grow, with strong positive feedback from the community. We also seeing a noticeable increase in positive in-person interactions, reflecting the impact of our outreach and community engagement efforts.

Personal Goals: I have completed **IFSAC Evaluator** certification to further strengthen the PACT program. This will enhance our ability to better support volunteers during testing by providing insight into evaluator expectations and improving our training focus throughout Academy and PACT.

I am also registered for the **IFSAC Fire and Life Safety Course** in April 2026 in Snohomish and looking to gain my Instructor 2 as well to build the lesson plans for public education.

February (Upcoming Events & Projects)

- Mandatory Volunteer Designated Aid unit Drill.
- Multiple Ride Alongs are scheduled for candidates that will be interviewing at the end of March for our next round of volunteers.

Looking Ahead: 2026 Goals

-
- Implementation of **twice-monthly volunteer drills** and career-development-focused training opportunities.
- Scheduling of **EVIP (initial)**, **Wildland (initial)**, and **Pump Academy** courses.
- Completion of a full **distracted- and impaired-driving public education scenario** in partnership with Rochester High School prior to prom and graduation.
- Interview Planning. March 2026
- Early **event planning for 2026** is already underway.

