



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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**Board of Fire Commissioners' General Meeting**

**Monday, December 8, 2025, at 1730 hr.**

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

Zoom virtual meeting link:

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

Meeting ID: 815 5757 3777

Passcode: 242611

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts. Payable \$212,048.27 <u>Payroll</u> \$493,466.17 <b>TOTAL: \$705,514.44</b> Warrants \$290,590.43 EFTs \$414,924.01	1-9	Shannon	Accept/Reject
2) Meeting Minutes a) November 10, 2025, General Meeting	10-11	Shannon	Accept/Reject
3) Resolution 2025-008 Misc. Surplus	12-15	Shannon	Accept/Reject
4) Policy Revisions – 1004 Service Billings – 2 <sup>nd</sup> Revised Copy	16-19	Shannon	Accept/Reject

**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) November 2025 TAP Report	20-23	Shannon	Informational
2) Public Surplus Review	24-25	Shannon	Informational
3) Beavercreek Property Update		Shannon	Informational
4) Pre-Fire Plans Update		BC Smith	

**XI. DEPARTMENT REPORTS**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports/Shift	26-39	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	40-41	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

**XII GOOD OF THE ORDER:****XIII ADJOURNMENT:**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 15:00:14 Date: 12/10/2025

12/08/2025 To: 12/08/2025

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
251201001 Bigfoot Pest Management LLC	2149	12/08/2025	Claims	6700	514.45	19893, 19889, 19886, 19887, 19884
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
19889 11/26/2025 12/08/2025			1-1 Grand Mound Pest Control		102.89	
19886 11/26/2025 12/08/2025			1-2 Littlerock Pest Control		102.89	
19887 11/26/2025 12/08/2025			1-3 Rochester Pest Control		102.89	
19884 11/26/2025 12/08/2025			1-4 Scott Lake Pest Control		102.89	
19893 11/26/2025 12/08/2025			1-6 Maytown Pest Control		102.89	
251201002 Board For Volunteer Firefighters	2150	12/08/2025	Claims	6700	3,007.20	Nov 2025, 2026 Annual Pension & Disability
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
NOV 2025 11/26/2025 12/08/2025			New Volunteers (x9) - disability & municipality fees		1,127.20	
26 ANNUAL PENSION 11/26/2025 12/08/2025			2026 Annual Pension & Disability		1,880.00	
251201003 Brookfield Group, The NEXTmsp	2151	12/08/2025	Claims	6700	697.72	77448
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
77448 12/03/2025 12/08/2025			Voice Over Hosted Srvc (12/1/25-12/31/25)		697.72	
251201004 Capital Business Machines Inc	2152	12/08/2025	Claims	6700	318.07	297205, 297206, 297204
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
297205 11/26/2025 12/08/2025			1-1 Grand Mound Copies (Oct 2025)		130.34	
297206 11/26/2025 12/08/2025			1-2 Littlerock Copies (Oct 2025)		163.90	
297204 11/26/2025 12/08/2025			1-6 Maytown Copies (Oct 2025)		23.83	
251201005 Carefirst Bluecross Blueshield Payment Administrator	2153	12/08/2025	Claims	6700	299.00	253101007948
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
253101007948 11/26/2025 12/08/2025			Harris Medical Premium (Dec 2025)		299.00	
251201006 Cedar Creek Correction Center	2154	12/08/2025	Claims	6700	136.78	2511.0058
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
2511.008 12/04/2025 12/08/2025			Nov Work Crew		136.78	
251201007 Citi Cards	2155	12/08/2025	Claims	6700	8,617.24	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
AIRGAS 12/03/2025 12/08/2025			Bitter Fit Test Solutions		83.75	
AMAZON 12/03/2025 12/08/2025			Cell Phone Case - E. Smith		86.63	
AMAZON 12/03/2025 12/08/2025			Diesel Trailer Wheel Lock		53.28	
AMAZON 12/03/2025 12/08/2025			Office Supplies (calendars, tax forms)		131.20	
AMAZON 12/03/2025 12/08/2025			Office Supplies (calendars)		8.09	
COSTCO 12/03/2025 12/08/2025			Refund - 1-6 Maytown Cache Facility Supplies		-14.07	
COUNTRY INN & SUITES 12/03/2025 12/08/2025			Fire & Life Safety Educator Course (Reynoldson,		866.79	
OFFICE DEPOT 12/03/2025 12/08/2025			Office Supplies - copy paper		123.18	
OFFICE DEPOT 12/03/2025 12/08/2025			Return - Office Supplies - copy paper		-36.56	
OFFICE DEPOT 12/03/2025 12/08/2025			Office Supplies - copy paper		43.32	
PLATT 12/03/2025 12/08/2025			Enqine Tools (qrinder, sawzall, driver/bits, bat packs)		6,362.09	
SHELL 12/03/2025 12/08/2025			A24 BN1 Fuel		56.03	
WA FIRE CHIEFS 12/03/2025 12/08/2025			Fire & Life Safety Educator Course (Reynoldson,		600.00	
ZOOM 12/03/2025 12/08/2025			Mnthly communications Service		17.32	
CITICARD 12/03/2025 12/08/2025			Interest		236.19	
251201008 Cities Insurance Assoc Of Wa	2156	12/08/2025	Claims	6700	101,343.10	2025-45068-0563-1
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
2025-45068-0563-1 11/26/2025 12/08/2025			2026 Liability Insurance Premiums		101,343.10	
251201009 City Of Olympia	2157	12/08/2025	Claims	6700	15,873.48	CINV-25-002401
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
CINV-25-002401 11/26/2025 12/08/2025			A05 A1-4 Replace Water Pump, Hose		1,386.22	
CINV-25-002401 11/26/2025 12/08/2025			A22 E1-3 Replace Heater Core & Cab Lift Cylinder		2,583.59	
CINV-25-002401 11/26/2025 12/08/2025			A22 E1-3 Fluid Level Sensor		328.63	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
CINV-25-002401	11/26/2025	12/08/2025	A25 CH1-2 Quarterly Service		626.72	
CINV-25-002401	11/26/2025	12/08/2025	A62 E1-6 Quarterly Service		2,481.61	
CINV-25-002401	11/26/2025	12/08/2025	A63 E1-1 Pump Test		976.33	
CINV-25-002401	11/26/2025	12/08/2025	A68 B1-2 Pump Test		400.41	
CINV-25-002401	11/26/2025	12/08/2025	A68 B1-2 Annual Service		2,030.83	
CINV-25-002401	11/26/2025	12/08/2025	A74 B1-1 Post Mobe Inspection		1,396.52	
CINV-25-002401	11/26/2025	12/08/2025	A74 B1-1 Misc Repairs		880.34	
CINV-25-002401	11/26/2025	12/08/2025	A74 B1-1 Opticom Bulb & Foq Liqht Replacement		979.72	
CINV-25-002401	11/26/2025	12/08/2025	A77 BN1-6 Replace Spark Pluqs		960.48	
CINV-25-002401	11/26/2025	12/08/2025	A77 BN1-6 Quarterly Srvc		842.08	
251201010 City Sanitary Inc	2158	12/08/2025	Claims	6700	230.12	20486814S188, 20486992S188
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
20486814S188	12/03/2025	12/08/2025	1-3 Rochester Recycle		31.97	
20486992S188	12/03/2025	12/08/2025	1-1 Grand Mound Recycle		198.15	
251201011 CivicPlus, LLC	2159	12/08/2025	Claims	6700	5,119.57	356675
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
356675	11/26/2025	12/08/2025	2026 Annual Archiving Social Media Subscription		5,119.57	
251201012 Clearfly	2160	12/08/2025	Claims	6700	233.86	770089
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
770089	12/03/2025	12/08/2025	SIP Trunk Srvc (12/1/25-12/31/25)		233.86	
251201013 Clevenger Quentin	2161	12/08/2025	Claims	6700	25.00	Refund
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
REFUND	11/26/2025	12/08/2025	Pt. 115-242500920 Pt. Refund		25.00	
251201014 Comcast	2162	12/08/2025	Claims	6700	1,329.59	1030
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
1030	11/26/2025	12/08/2025	1-2 Littlerock Phone/Cable		235.85	
1030	11/26/2025	12/08/2025	1-6 Maytown Phone/Cable		256.89	
1030	11/26/2025	12/08/2025	1-1 Grand Mound Phone/Cable		297.67	
1030	11/26/2025	12/08/2025	1-4 Scott Lake Phone		261.82	
1030	11/26/2025	12/08/2025	1-3 Rochester Phone/Cable		277.36	
251201015 Crystal Springs	2163	12/08/2025	Claims	6700	475.60	24732674110525, 24729765110525, 24708222110525
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
24732674110525	11/26/2025	12/08/2025	1-3 Rochester Water		80.66	
24729765110525	11/26/2025	12/08/2025	1-1 Grand Mound Water		171.62	
24708222110525	11/26/2025	12/08/2025	1-2 Littlerock Water		223.32	
251201016 DE Lage Landen	2164	12/08/2025	Claims	6700	280.50	593407755
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
593407755	12/03/2025	12/08/2025	1-2 Littlerock Copier Lease (12/15/25-01/14/26)		280.50	
251201017 Enviro Tech Septic Solutions LLC	2165	12/08/2025	Claims	6700	1,340.76	14007613, 15104581, 15353404
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
14007613	11/26/2025	12/08/2025	1-4 Scott Lake Septic Inspection		308.66	
15104581	11/26/2025	12/08/2025	1-4 Scott Lake Septic Riser/Lid Install		777.59	
15353404	11/26/2025	12/08/2025	1-4 Scott Lake Septic Final Inspection		254.51	
251201018 Eric T. Quinn, P.S.	2166	12/08/2025	Claims	6700	600.00	2237
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
2237	12/03/2025	12/08/2025	Nov 2025 Legal Srvc		600.00	
251201019 Evolution Health LLC	2167	12/08/2025	Claims	6700	1,845.00	
<b>Invoice # Rcvd Date Due Date Description Amount</b>						
NOV	12/04/2025	12/08/2025	Volunteer Physicals (Broumley, Hudson, Sanchez)		1,845.00	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
251201020 Fidelity Solutions	2168	12/08/2025	Claims	6700	3,927.07	2182	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
2182 11/26/2025 12/08/2025 1-3 Rochester Base Radio Station Install					3,927.07		
251201021 First Choice Health Network	2169	12/08/2025	Claims	6700	141.12		
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
DEC 12/03/2025 12/08/2025 Dec EAP Srvc					141.12		
251201022 Fitness Machine Technicians	2170	12/08/2025	Claims	6700	611.90	I36813731	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
I36813731 11/26/2025 12/08/2025 1-1 Grand Mound Gym Equipment Repair (Maxicam -					611.90		
251201023 Forcible Entry	2171	12/08/2025	Claims	6700	6,288.95	25-39	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
25-39 12/03/2025 12/08/2025 Enqine Access Baqs (x3), Pt Pckq Baqs (x2)					6,288.95		
251201024 Home Depot Credit Services	2172	12/08/2025	Claims	6700	787.95	3903718, 4615871, 162747, 4162678	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
4162678 11/26/2025 12/08/2025 1-1 Grand Mound Dorm Painting Materials					181.30		
162747 11/26/2025 12/08/2025 1-1 Grand Mound Dorm Painting Materials					157.74		
4615871 11/26/2025 12/08/2025 1-4 Scott Lake Septic DrainField Repairs					155.63		
3903718 11/26/2025 12/08/2025 1-2 Littlerock Admin Kitchen Instant Hot Water Faucet					293.28		
251201025 Intelligent Technical Solutions, LLC	2173	12/08/2025	Claims	6700	4,338.39	193038	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
193038 11/26/2025 12/08/2025 Nov 2025 IT Srvc					4,338.39		
251201026 Joes Refuse Inc	2174	12/08/2025	Claims	6700	180.85	20483229S188, 20483099S188	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
20483229S188 12/03/2025 12/08/2025 1-1 Grand Mound Refuse					140.79		
20483099S188 12/03/2025 12/08/2025 1-3 Rochester Refuse					40.06		
251201027 LN Curtis & Sons Inc	2175	12/08/2025	Claims	6700	1,119.34	1007441, 1010530, 1007316, 10093.46, 1014041	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
1007441 11/26/2025 12/08/2025 WTRFA Patches (x200)					437.51		
1010530 11/26/2025 12/08/2025 Fire & Life Safety Educator Book (x2 Reynoldson,					190.80		
1007316 11/26/2025 12/08/2025 Class B Pants (Varqas)					178.48		
1009346 11/26/2025 12/08/2025 Sweatshirt & Name Patch					127.70		
1014041 11/26/2025 12/08/2025 Class B Pants (Sexton)					184.85		
251201028 Lincoln Creek Lumber	2176	12/08/2025	Claims	6700	10.96	457555	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
457555 12/03/2025 12/08/2025 Facility Equipment (2 cycle oil)					10.96		
251201029 McLane Black Lake Fire Dept	2177	12/08/2025	Claims	6700	3,000.00	1358	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
1358 11/26/2025 12/08/2025 2002 Honda G/EX (x2) and Trailer					3,000.00		
251201030 Munsell Barbara	2178	12/08/2025	Claims	6700	36.00	November	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
NOVEMBER 2025 11/26/2025 12/08/2025 Patches/Repairs/Hems					36.00		
251201031 Northwest Water Systems	2179	12/08/2025	Claims	6700	637.05	19032, 19240, 19507	
<b>Invoice # Rcvd Date Due Date Description Amount</b>							
19032 11/26/2025 12/08/2025 1-1 Grand Mound Water Srvc					212.35		
19240 11/26/2025 12/08/2025 1-6 Maytown Water Srvc					212.35		
19507 11/26/2025 12/08/2025 1-2 Littlerock Water Srvc					212.35		
251201032 Olympia Sheet Metal Inc	2180	12/08/2025	Claims	6700	595.65	71652	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
<b>Invoice # Rcvd Date Due Date Description Amount</b> 71652 12/03/2025 12/08/2025 1-1 Grand Mound Qrtly PM on Boiler 595.65						
251201033 Paladin Background Screening LLC	2181	12/08/2025	Claims	6700	509.00	7099
<b>Invoice # Rcvd Date Due Date Description Amount</b> 7099 12/03/2025 12/08/2025 Background Checks for New Volunteers (x9) 509.00						
251201034 Parr Lumber Company	2182	12/08/2025	Claims	6700	65.04	807410, 819859, 819860
<b>Invoice # Rcvd Date Due Date Description Amount</b> 807410 12/03/2025 12/08/2025 1-1 Grand Mound Dorm Paint Project (spray texture) 17.99 819859 12/03/2025 12/08/2025 1-1 Grand Mound Dorm Paint Project (roller frame, 32.59 819860 12/03/2025 12/08/2025 Facility Maintenance Tools (power bits) 14.46						
251201035 Patraca Linda Ellen	2183	12/08/2025	Claims	6700	61.55	Reimbursement
<b>Invoice # Rcvd Date Due Date Description Amount</b> REIMBURSEMENT 12/04/2025 12/08/2025 Printer Ink 61.55						
251201036 Propane Northwest	2184	12/08/2025	Claims	6700	1,432.68	1519639782
<b>Invoice # Rcvd Date Due Date Description Amount</b> 1519639782 12/03/2025 12/08/2025 1-2 Littlerock Propane (701.60 gal) 1,432.68						
251201037 Puget Sound Energy	2185	12/08/2025	Claims	6700	4,891.36	
<b>Invoice # Rcvd Date Due Date Description Amount</b> 200017639499 12/03/2025 12/08/2025 1-1 Grand Mnd Bdqt Plan Oct 2025 2,115.00 220025935044 12/03/2025 12/08/2025 1-2 Littlerock Bdqt Plan Nov 2025 949.00 220033813829 12/03/2025 12/08/2025 1-3 Rochester Bdqt Plan Nov 2025 567.00 220025935051 12/03/2025 12/08/2025 1-4 Scott Lake Bdqt Plan Nov 2025 234.00 220025935077 12/03/2025 12/08/2025 1-5 Michiqan Hill Sep 2025 66.46 220025935069 12/03/2025 12/08/2025 1-6 Maytown Bdqt Plan Oct 2025 859.00 220006625754 12/03/2025 12/08/2025 1-7 Old Hwy 99 Oct 2025 100.90						
251201038 Rochester Water Association	2186	12/08/2025	Claims	6700	60.20	100100
<b>Invoice # Rcvd Date Due Date Description Amount</b> 100100 12/03/2025 12/08/2025 1-3 Rochester Water Srvcs 60.20						
251201039 Scott Lake Maintenance Co C/O OrgSupport	2187	12/08/2025	Claims	6700	123.56	5557
<b>Invoice # Rcvd Date Due Date Description Amount</b> 5557 12/03/2025 12/08/2025 1-4 Scott Lake Water Srvcs 123.56						
251201040 Stericycle Inc	2188	12/08/2025	Claims	6700	131.50	8012661970, 8012708472
<b>Invoice # Rcvd Date Due Date Description Amount</b> 8012661970 12/03/2025 12/08/2025 1-2 Littlerock Hazo Waste 65.75 8012708472 12/03/2025 12/08/2025 1-3 Rochester Hazo Waste 65.75						
251201041 Stryker Sales Corp	2189	12/08/2025	Claims	6700	3,313.98	9210874421
<b>Invoice # Rcvd Date Due Date Description Amount</b> 9210874421 12/03/2025 12/08/2025 Procure Service Cot/Powerload PMs 3,313.98						
251201042 Systems Design West LLC	2190	12/08/2025	Claims	6700	31,823.10	20253459, WAGEMT2481
<b>Invoice # Rcvd Date Due Date Description Amount</b> 20253459 12/03/2025 12/08/2025 Oct 2025 Transports (x64) 1,823.10 WAGEMT2481 12/03/2025 12/08/2025 PCG SFY 2024 Cost Reporting Consulting Srvcs 30,000.00						
251201043 Thurston Co Solid Waste	2191	12/08/2025	Claims	6700	18.00	2251153
<b>Invoice # Rcvd Date Due Date Description Amount</b> 2251153 12/03/2025 12/08/2025 Solid Waste Disposal 18.00						
251201044 Verizon Wireless	2192	12/08/2025	Claims	6700	368.50	6129295825, 6128260914
<b>Invoice # Rcvd Date Due Date Description Amount</b>						

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6129295825	12/03/2025	12/08/2025	Chief, RR Cord. Cells		78.99	
6129295825	12/03/2025	12/08/2025	BC/LT Cells		158.89	
6129295825	12/03/2025	12/08/2025	Modems		80.02	
6128260914	12/03/2025	12/08/2025	App Cells		50.60	
251201045 Walrath Landscape Supply	2193	12/08/2025	Claims	6700	470.56	RD6314647
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
RD6314647	12/04/2025	12/08/2025	1-4 Scott Lake Septic Drain Field Sand		470.56	
251201046 Wells Fargo Financial Leasing	2194	12/08/2025	Claims	6700	160.28	5036556750
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
5036556750	12/03/2025	12/08/2025	1-1 Grand Mound Copier Lease (11/7/25-12/6/25)		160.28	
251201047 West Thurston Reg Fire PETTY CASH	2195	12/08/2025	Claims	6700	12.00	Nov
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
PETTY CASH	12/03/2025	12/08/2025	Repayment ACH Transaction Fees (Nov2025)		12.00	
251201048 Wilcox & Flegel	2196	12/08/2025	Claims	6700	4,644.69	0987643-IN, 09787519-IN, 0990470-IN, 0990499-IN, CL98170, CL99967
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>	
0987643-IN	12/03/2025	12/08/2025	1-1 Grand Mound Diesel (315 gal)		1,417.25	
0987519-IN	12/03/2025	12/08/2025	1-2 Littlerock Diesel (115 gal)		517.42	
0990470-IN	12/03/2025	12/08/2025	1-1 Grand Mound Diesel (260 gal)		1,209.76	
0990499-IN	12/03/2025	12/08/2025	1-2 Littlerock Diesel (100 gal)		465.29	
CL98170	12/03/2025	12/08/2025	A71 STAF-2		19.54	
CL98170	12/03/2025	12/08/2025	A25 CH1-2		43.20	
CL98170	12/03/2025	12/08/2025	A77 BN1-6		232.70	
CL98170	12/03/2025	12/08/2025	A73 U1-2		100.28	
CL98170	12/03/2025	12/08/2025	A07 E1-7		54.79	
CL99967	12/03/2025	12/08/2025	A14		73.44	
CL99967	12/03/2025	12/08/2025	A25 CH1-2		77.90	
CL99967	12/03/2025	12/08/2025	A77 BN1-6		253.92	
CL99967	12/03/2025	12/08/2025	A73 U1-2		113.02	
CL99967	12/03/2025	12/08/2025	A07 E1-7		66.18	

48 Vouchers:

212,048.27

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

14:59:29 Date: 12/10/2025

12/08/2025 To: 12/08/2025

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
251201049	Aflac	2197	12/08/2025	Payroll	6700	611.18	
	EFT Employee Paycheck	2078	12/10/2025	Payroll	6700	778.14	
	EFT Employee Paycheck	2052	12/15/2025	Payroll	6700	1,528.41	
	EFT Employee Paycheck	2107	12/31/2025	Payroll	6700	4,244.08	
	EFT Employee Paycheck	2079	12/10/2025	Payroll	6700	2,093.39	
	EFT Employee Paycheck	2108	12/31/2025	Payroll	6700	6,732.71	
	EFT Employee Paycheck	2080	12/10/2025	Payroll	6700	681.89	
	EFT Employee Paycheck	2081	12/10/2025	Payroll	6700	3,412.99	
	EFT Employee Paycheck	2082	12/10/2025	Payroll	6700	150.44	
	EFT Employee Paycheck	2083	12/10/2025	Payroll	6700	7,883.96	
	EFT Employee Paycheck	2109	12/31/2025	Payroll	6700	7,210.41	
	EFT Employee Paycheck	2110	12/31/2025	Payroll	6700	7,490.06	
	EFT Employee Paycheck	2111	12/31/2025	Payroll	6700	5,176.53	
	EFT Employee Paycheck	2112	12/31/2025	Payroll	6700	5,446.54	
	EFT Employee Paycheck	2084	12/10/2025	Payroll	6700	439.70	
	EFT Employee Paycheck	2113	12/31/2025	Payroll	6700	5,564.78	
	EFT Employee Paycheck	2114	12/31/2025	Payroll	6700	6,442.62	
	EFT Department Of Retirement Services Deferred Comp	2145	12/08/2025	Payroll	6700	41,092.34	
	EFT Department Of Retirement Systems Retirement	2146	12/08/2025	Payroll	6700	46,188.00	
	EFT Department Of The Treasury	2147	12/08/2025	Payroll	6700	61,029.72	
251201050	Dimartino Associates Brown & Brown of WA, Inc	2198	12/08/2025	Payroll	6700	2,838.97	
	EFT Employee Paycheck	2115	12/31/2025	Payroll	6700	9,528.03	
	EFT Employee Paycheck	2085	12/10/2025	Payroll	6700	1,173.66	
	EFT Employee Paycheck	2086	12/10/2025	Payroll	6700	555.76	
	EFT Employee Paycheck	2053	12/15/2025	Payroll	6700	1,772.69	
	EFT Employee Paycheck	2116	12/31/2025	Payroll	6700	6,938.59	
251201051	GET Program	2199	12/08/2025	Payroll	6700	287.00	
	EFT Employee Paycheck	2087	12/10/2025	Payroll	6700	1,303.83	
	EFT Employee Paycheck	2054	12/15/2025	Payroll	6700	1,752.54	
	EFT Employee Paycheck	2117	12/31/2025	Payroll	6700	4,928.54	
	EFT Employee Paycheck	2088	12/10/2025	Payroll	6700	11.09	
251201052	HRA VEBA Trust	2200	12/08/2025	Payroll	6700	8,075.00	
	EFT Employee Paycheck	2055	12/15/2025	Payroll	6700	1,243.62	
	EFT Employee Paycheck	2118	12/31/2025	Payroll	6700	4,544.05	
	EFT Employee Paycheck	2089	12/10/2025	Payroll	6700	1,991.96	
	EFT Employee Paycheck	2090	12/10/2025	Payroll	6700	720.17	
	EFT Employee Paycheck	2119	12/31/2025	Payroll	6700	3,667.16	
	EFT Employee Paycheck	2120	12/31/2025	Payroll	6700	5,683.10	
	EFT Employee Paycheck	2121	12/31/2025	Payroll	6700	6,652.33	
	EFT Employee Paycheck	2122	12/31/2025	Payroll	6700	5,623.20	
251201053	IAFF Local 3825 Treasurer	2201	12/08/2025	Payroll	6700	6,720.93	
251201054	IAFF MERP Trust Office	2202	12/08/2025	Payroll	6700	2,325.00	
	Benefits Programs Adm BPA						
	EFT Employee Paycheck	2091	12/10/2025	Payroll	6700	4,012.42	
	EFT Employee Paycheck	2123	12/31/2025	Payroll	6700	6,286.44	
	EFT Employee Paycheck	2092	12/10/2025	Payroll	6700	4,859.33	
	EFT Employee Paycheck	2124	12/31/2025	Payroll	6700	4,892.27	
251201116	Employee Paycheck	2093	12/10/2025	Payroll	6700	88.66	
	EFT Employee Paycheck	2125	12/31/2025	Payroll	6700	5,006.47	
	EFT Employee Paycheck	2094	12/10/2025	Payroll	6700	614.85	
	EFT Employee Paycheck	2056	12/15/2025	Payroll	6700	1,065.66	
	EFT Employee Paycheck	2126	12/31/2025	Payroll	6700	6,162.41	
	EFT Employee Paycheck	2095	12/10/2025	Payroll	6700	466.69	



## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

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12/08/2025 To: 12/08/2025

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
	EFT Employee Paycheck	2096	12/10/2025	Payroll	6700	734.04	
	EFT Employee Paycheck	2127	12/31/2025	Payroll	6700	5,258.79	
	EFT Employee Paycheck	2128	12/31/2025	Payroll	6700	6,817.60	
	EFT Employee Paycheck	2097	12/10/2025	Payroll	6700	2,116.21	
	EFT Employee Paycheck	2057	12/15/2025	Payroll	6700	985.50	
	EFT Employee Paycheck	2129	12/31/2025	Payroll	6700	6,358.72	
	EFT Employee Paycheck	2058	12/15/2025	Payroll	6700	689.85	
	EFT Employee Paycheck	2130	12/31/2025	Payroll	6700	5,910.84	
	EFT Employee Paycheck	2131	12/31/2025	Payroll	6700	4,417.04	
	EFT Employee Paycheck	2098	12/10/2025	Payroll	6700	492.85	
	EFT Employee Paycheck	2099	12/10/2025	Payroll	6700	146.54	
	EFT Employee Paycheck	2100	12/10/2025	Payroll	6700	454.10	
	EFT Employee Paycheck	2132	12/31/2025	Payroll	6700	4,183.42	
251201124	Employee Paycheck	2101	12/10/2025	Payroll	6700	253.05	
	EFT Employee Paycheck	2133	12/31/2025	Payroll	6700	5,313.83	
	EFT Employee Paycheck	2134	12/31/2025	Payroll	6700	7,831.46	
	EFT Employee Paycheck	2102	12/10/2025	Payroll	6700	811.57	
	EFT Employee Paycheck	2103	12/10/2025	Payroll	6700	732.65	
	EFT Employee Paycheck	2135	12/31/2025	Payroll	6700	7,193.08	
	EFT Employee Paycheck	2136	12/31/2025	Payroll	6700	5,702.17	
	EFT Employee Paycheck	2137	12/31/2025	Payroll	6700	7,276.54	
	EFT Employee Paycheck	2104	12/10/2025	Payroll	6700	325.90	
	EFT Employee Paycheck	2138	12/31/2025	Payroll	6700	7,280.38	
	EFT Employee Paycheck	2059	12/15/2025	Payroll	6700	934.70	
	EFT Employee Paycheck	2139	12/31/2025	Payroll	6700	5,519.82	
251201128	Employee Paycheck	2105	12/10/2025	Payroll	6700	1,361.37	
	EFT Employee Paycheck	2140	12/31/2025	Payroll	6700	7,890.81	
	EFT Employee Paycheck	2141	12/31/2025	Payroll	6700	5,772.21	
251201055	Trusted Plans	2203	12/08/2025	Payroll	6700	55,726.00	
	EFT Employee Paycheck	2106	12/10/2025	Payroll	6700	2,308.75	
	EFT Employee Paycheck	2142	12/31/2025	Payroll	6700	5,652.41	
	EFT Washington State Support Registry	2148	12/08/2025	Payroll	6700	768.66	
251201056	West Thurston Fire - House Funds	2204	12/08/2025	Payroll	6700	255.00	
85 Vouchers:						493,466.17	



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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November 10, 2025 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-1

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

**Commissioners:** Ricks, Scott, Reed, Merryman, White - Excused

**Chief:** N. Drake

**Battalion Chief:** R. Stone

**Captain:** M. Morales (Zoom)

**Lieutenants:**

**Firefighters:** S. Dean

**Volunteer:** Austin Kautz, Reece Calica, Lt. Spiegelberg (Zoom)

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

**Union Representative:** A. Trautman

**Guests:** Emily Morales, Roy & Jillian Calica

**Additions/Deletions to the Agenda:** Chief Drake requests moving Communications item #3 Pre-Fire Plans to the December meeting.

**Public Comments/Presentations:** Badge Pinning – Reece Calica completed his one-year probation as a volunteer firefighter/EMT.

**Labor Management:** A. Trautman – Still have one FF/EMT out on long term leave.

**New Business:**

1. Expenditure Approval –Commissioner Scott moved to approve the total expenditure amount of \$657,617.44. Commissioner Ricks seconded the motion. Roll taken, motion carried 5-0.
2. Meeting Minutes – Commissioner Scott moved to approve the October 13, 2025, meeting minutes with confirmation under Unfinished Business action items #2 that “apparatus fund” means the apparatus replacement fund. Commissioner Merryman seconded the motion. Roll taken, motion carried 5-0.
3. Resolution 2025-006 Budget Approval – Commissioner Ricks moved to approve Resolution 2025-006 Budget Approval for 2026. Commissioner Scott seconded the motion. Roll taken, motion carried 5-0.  
Resolution 2025-007 WTRFA Levy Certification – Commissioner Scott moved to approve Resolution 2025-007 WTRFA Levy Certification. Commissioner Ricks seconded the motion. Roll taken, motion carried 5-0.

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

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

**Communications:**

- Chief Drake gave a presentation on the 2025 MOBE operations.
- Chief Drake gave an update on the Maytown Station water and well issue, still exploring other options.
- Beaver Creek Property update – still waiting on an updated Enviro Study.

**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 is beginning to roll out the new medic units.

**Good of the Order:** Chief Drake gave an update on the BESS project special use permit was denied by Thurston County; however, they do have an opportunity to appeal the decision.

**Adjournment:** The board adjourned the meeting at 1833 hours.

Submitted for Board approval by:

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Shannon Hemminger, Secretary

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Tom Culleton, Board Member

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Robert Scott, Board Member

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John Ricks, Board Member

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Jeff Merryman, Board Member

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Mike Reed, Board Member

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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

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**RESOLUTION NO. 2025-008**

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  
8th day of December 2025, the following majority of commissioners being present and voting:

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

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

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

\_\_\_\_\_  
Mike Reed, Commissioner

\_\_\_\_\_  
Robert Scott, Commissioner

\_\_\_\_\_  
Jeff Merryman, Commissioner

\_\_\_\_\_  
Chris White, Commissioner

**EXHIBIT 1 – Surplus Property  
Resolution #2025-008**

<b>Item</b>	<b>Serial / Model #</b>	<b>Tag #</b>	<b>Reason</b>	<b>Disposition</b>
Altair 4X MSA Gas Detector	386406	399	unable to locate not found 2024 or 2025 inventory - OOS No Longer Working and not serviceable.	Lost or Missing
Honda Inverter/EU100 Generator	EZGA1037984	221	unable to locate not found 2022, 2023, 2024 or 2025 inventory	Lost or Missing
Motec Sump Pump	POS6000A	524	unable to locate not found 2022, 2023, 2024 or 2025 inventory	Lost or Missing
Kestrel Weather Meter	2259782	473	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Sony A6000 2LK Black Camera	6728188	0420F	unable to locate not found 2022, 2023, 2024 or 2025 inventory	Lost or Missing
HP Probook 650 G5 Laptop	5CG1111ZWT	0500 WTFALT1 1	has windows 10 - no longer compatible for use.	ITS to wipe clean and dispose of
Alexander Mnft. Tri Analyzer TA1500-11	153134	NA	No Longer in Use	To surplus
BK Portable Radio MPH5142A & Charger	3388	NA	No Longer in Use	To surplus
Dell AS501 19.5 in. Monitor (x3)	CN-OGP004-72872-7A4-39PS, CNOG9004-7\2872-7AH-2YUS, CN-DUH837-48-79F-07D6	NA	No Longer in Use	To surplus
Euro Reversible Freestanding Stand Up Double Sided Chalk Board (x2)		NA	No Longer in Use	To surplus
EverReady 6V Portable Flashlights with Batteries (x9)		NA	No Longer in Use	To surplus
Fargo Perona C16 ID Card Printer & badges		NA	No Longer in Use	To surplus
HP P224 21.5 in. Monitor		NA	No Longer in Use	To surplus
Jabro Batteries - Telepower Conditional/Analyzer	TP3501Q	old tag 501	No Longer in Use	To surplus
Motorola AAHTN3000D HD1250 Wall Charger		NA	No Longer in Use	To surplus

Vodavi XTS IP Desk Phone		NA	No Longer in Use	To surplus
USB to Serial Convertor 2.0		NA	No Longer in Use	To surplus
Fire Hose	1 @ 50 ft 5" 4 @ 100 ft 5" 1 @ 25 ft 5" 5 @ 50 ft 2.5" 3 @ 50 ft 3.5"	NA	Failed Testing	To Surplus
Microsoft Surface Pro (5th Gen) 128GB M1796	5455271853	117	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
Microsoft Surface Pro (5th Gen) 128GB M1796	5790781053	119	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
Microsoft Surface Pro (5th Gen) 128GB M1796	9174771853	193	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
HP 255 G7 Tablet	CND039BQY4	486	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
HP Elite 745 G6 Notebook Laptop	5CG9425XSY	444	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
HP Elite 745 G6 Notebook Laptop	5CG9425YJN	456	No Longer in Use/Outdated	Replaced/Retired by ITS Mar 2025
Samsung Laptop, tablet, case & accessories T800NTXEXAR	R52F70MD5CJ	125	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Samsung Laptop, tablet, case & accessories SMT550NZAAXAR	R52GA20LJ2X	129	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
BK P150 Portable Radio (x2)	Unknown	479 508	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Motorola Minitor V Pager (A03KMS9239BC) (x4)	136WLW7387 136WLW3458 136WNH1206 136WNH1199	308 318 323 328	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Motorola Minitor VI Pager (A03JAC9JA1AN) (x3)	1365SP1393 1365US0196 1365US0203	331 335 343	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Sigtronics US-67S Radio Module/Mobile Radio	3704039	549	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing

Bendix King DMHJ59962R Mobile Radio	1545060	595	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Motorola HT 1250 AAH25KDH9AA6AN (x3)	749HEUH954 749TCYB792 749TRC0480	6 7 44	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Motorola XTS1500 Portable Radio H66KDD9PW5BN (x4)	687CMM3844 687CKM1643 687CKM1651 687CKM1648	33 61 65 72	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Microsoft Surface Pro MDT	23445373053	476	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
Elkhart XD Shutoff 2.5 Nozzle	59140	59140	unable to locate not found 2022 or 2023, 2024 or 2025 inventory	Lost or Missing
GE Profile Washing Machine	VS137973B	NA	Broken, replaced with new donated one	Surplus
Alpine Super Sport Tire Chains		NA	No longer used	Surplus
4 Drawer Metal File Cabinet		NA	No longer used	Surplus
Metal Bookshelf (5 shelves)		NA	No longer used	Surplus
Solid Wood Bookshelf (5 shelves)		NA	No longer used	Surplus
Solid Wood Bookshelf (6 shelves)		NA	No longer used	Surplus
Plastic Shelving (x4) (5 shelves)		NA	No longer used	Surplus
Holmatro Airbags (x4)		NA	No longer used	Surplus
2 Drawer Wood File Cabinet		NA	No longer used/broken	To be disposed of
5 Drawer Wood Desk		NA	No longer used/broken	To be disposed of
Amana Heavy Duty Dryer		NA	No longer used/broken	To be disposed of
GE Natualas Dishwasher		NA	No longer used/broken	To be disposed of
Milwaukee Sawzall	A79A507382839	NA	No longer used	Surplus
Streamlight Litebox		old tags 1117 & 599	No longer used	Surplus
Hard Suction Draft Hoses (x14)			No longer used	Surplus

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



## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Administrative – Service Fees

Policy: 1004 Version: 8

Effect Date: 4/1/2021 10/13/2025, 01/01/2026

Policy Manager: Administrative Services Director

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### **1.0 POLICY:**

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

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

1.3 A service billing agency will be used and will use reasonable attempts to collect the debts.

### **2.0 PATIENT TRANSPORT SERVICE FEE:**

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

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

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

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



### **3.0 NON-EMERGENCY COST RECOVERY SERVICE FEE:**

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

3.2 Non-emergency incidents include:

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

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

3.2.3. Utility line failures; and

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

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

### **4.0 FIRE SUPPRESSION AND BURN BAN NONCOMPLIANCE SERVICE FEE:**

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

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

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

### **5.0 EVENT SERVICE FEE:**

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

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

### **6.0 MOBILIZATIONS:**

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

## **7.0 MOTOR VEHICLE ACCIDENTS—OUT OF DISTRICT AND HAZARDOUS SPILLS**

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

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

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

## **8.0 COLLECTIONS FROM DECEASED**

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

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

## **9.0 PREPAREDNESS FEE**

9.1 The WTRFA may impose a preparedness fee to non-resident liable parties for the purpose of recouping overhead costs associated with training, certifications, equipment, facilities, and other costs associated with the cost of being prepared for response.

9.2 The preparedness fee may be added to non-resident billings under sections 3, 4 and 7 above.

## **10.0 COLLECTIONS:**

10.1 WTRFA recognizes the contribution of property tax dollars paid by property owners within the WTRFA. To reduce the burden on these persons, the WTRFA shall allow for a waiver request as noted in section 2.0 above due from patients who are transported and who, at the time of service being provided, meet one of the following conditions:

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

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

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

10.3 In the event that payment for ambulance treatment/transport services in full or notice of a payment plan to the billing agency is not received within 120 days of initial billing, the patient's account will be considered delinquent and uncollectible. The WTRFA may commission a third-party billing agent to pursue the collection of debt arising under this policy by non-residents of the WTRFA, who will attempt to collect the balance due.

10.4 All non-resident accounts with a balance of \$20.00 or more shall go to collections. Balances smaller than \$20.00 shall be written off without any collection efforts.

**11.0 REFERENCES:**

West Thurston Regional Fire Authority Receiving Billing and Fee Schedule  
Waiver Authorization Form



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

**Cash Activity**

Date	Description	Amount	Notes
11/01/2025	Beginning Cash Balance	\$9,716,581.17	
	<b>Revenues:</b>		
11/04/2025	District Deposit	496.59	\$496.59 / 6701
11/04/2025	District Deposit	587.00	\$587.00 / 6701
11/04/2025	District Deposit	774.73	\$774.73 / 6701
11/04/2025	District Deposit	1,554.00	\$1,554.00 / 6701
11/04/2025	District Deposit	3,627.37	\$3,627.37 / 6701
11/04/2025	District Deposit	8,871.40	\$8,871.40 / 6701
11/04/2025	Interest on Prop Tax Refunds	(3.29)	
11/05/2025	District Deposit	128.35	\$128.35 / 6701
11/05/2025	District Deposit	568.69	\$568.69 / 6701
11/05/2025	District Deposit	583.52	\$583.52 / 6701
11/05/2025	District Deposit	1,715.98	\$1,715.98 / 6701
11/07/2025	District Deposit	315.62	\$315.62 / 6701
11/07/2025	District Deposit	2,233.03	\$2,233.03 / 6701
11/07/2025	District Deposit	3,256.01	\$3,256.01 / 6701
11/12/2025	District Deposit	247.30	\$247.30 / 6701
11/12/2025	District Deposit	315.00	\$315.00 / 6701
11/12/2025	District Deposit	1,607.38	\$1,607.38 / 6701
11/12/2025	District Deposit	6,482.32	\$6,482.32 / 6701
11/13/2025	District Deposit	100.00	\$100.00 / 6701
11/13/2025	District Deposit	347.00	\$347.00 / 6701
11/13/2025	District Deposit	445.85	\$445.85 / 6701
11/14/2025	District Deposit	(460.43)	
11/14/2025	District Deposit	55.00	\$55.00 / 6701
11/14/2025	District Deposit	460.43	\$460.43 / 6701
11/14/2025	District Deposit	716.77	\$716.77 / 6701
11/14/2025	District Deposit	2,609.17	\$2,609.17 / 6701
11/14/2025	District Deposit	18,062.52	\$18,062.52 / 6701
11/18/2025	District Deposit	290.00	\$290.00 / 6701
11/18/2025	District Deposit	423.91	\$423.91 / 6701
11/18/2025	District Deposit	460.73	\$460.73 / 6701
11/19/2025	District Deposit	147.38	\$147.38 / 6701
11/19/2025	District Deposit	250.00	\$250.00 / 6701
11/19/2025	District Deposit	1,474.02	\$1,474.02 / 6701
11/19/2025	Interest on Prop Tax Refunds	(4.07)	
11/20/2025	District Deposit	250.00	\$250.00 / 6701
11/20/2025	District Deposit	488.98	\$488.98 / 6701
11/21/2025	District Deposit	300.00	\$300.00 / 6701
11/21/2025	District Deposit	765.30	\$765.30 / 6701
11/21/2025	District Deposit	2,722.98	\$2,722.98 / 6701
11/21/2025	District Deposit	11,095.82	\$11,095.82 / 6701
11/21/2025	District Deposit	32,500.80	\$32,500.80 / 6701
11/24/2025	District Deposit	469.78	\$469.78 / 6701
11/24/2025	District Deposit	1,179.80	\$1,179.80 / 6701
11/24/2025	Interest on Prop Tax Refunds	(7.90)	
11/25/2025	District Deposit	100.00	\$100.00 / 6701
11/26/2025	District Deposit	456.61	\$456.61 / 6701
11/26/2025	District Deposit	637.13	\$637.13 / 6701
11/26/2025	District Deposit	905.79	\$905.79 / 6701
11/26/2025	District Deposit	951.83	\$951.83 / 6701



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

11/26/2025	District Deposit	1,043.00	\$1,043.00 / 6701
11/26/2025	District Deposit	1,195.30	\$1,195.30 / 6701
11/26/2025	District Deposit	16,624.54	\$16,624.54 / 6701
11/26/2025	DNR Interest	0.88	
11/26/2025	Leasehold Excise Tax	22.67	
11/26/2025	Timber Excise Tax	13,189.22	
11/30/2025	Real & Personal Property Taxes	151.19	
11/30/2025	Real & Personal Property Taxes	236.24	
11/30/2025	Real & Personal Property Taxes	858.26	
11/30/2025	Real & Personal Property Taxes	1,221.98	
11/30/2025	Real & Personal Property Taxes	264,273.75	
11/30/2025	Investment Interest Paid	23,819.05	
	<b>Total Revenues</b>	<b>\$434,192.28</b>	
	<b>Expenditures:</b>		
11/12/2025	Electronic Disbursements	(14,725.96)	
11/12/2025	Electronic Disbursements	(3,584.15)	
11/12/2025	Issued Warrants	(214,387.37)	
11/12/2025	Voided Warrants	6,091.62	
11/14/2025	Electronic Disbursements	(9,972.97)	
11/14/2025	Electronic Disbursements	(931.64)	
11/26/2025	Electronic Disbursements	(95,100.15)	
11/28/2025	Electronic Disbursements	(254,151.42)	
11/28/2025	Electronic Disbursements	(63,995.12)	
11/28/2025	Electronic Disbursements	(768.66)	
	<b>Total Expenditures</b>	<b>(\$651,525.82)</b>	
11/30/2025	<b>Ending Cash Balance</b>	<b>\$9,499,247.63</b>	

### Warrant Activity

11/01/2025	<b>Beginning Warrants Outstanding</b>	<b>\$24,281.09</b>
	Total Warrants Issued	214,387.37
	Total Warrants Redeemed	(213,761.42)
	Total Warrants Voided	(6,091.62)
11/30/2025	<b>Ending Warrants Outstanding</b>	<b>\$18,815.42</b>

### Investment Activity

11/01/2025	<b>Beginning Interest Receivable</b>	<b>\$45,000.15</b>
	Interest Earned	29,194.76
	Cash Paid	(23,819.05)
11/30/2025	<b>Ending Interest Receivable</b>	<b>\$50,375.86</b>

TCIP Yield (used to calculate interest earnings)

3.70%

LGIP Yield (budget benchmark)

3.81%



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

### Cash Activity

Date	Description	Amount	Notes
11/01/2025	Beginning Cash Balance	\$516,448.20	
	<b>Revenues:</b>		
11/24/2025	Interest on Prop Tax Refunds	(0.19)	
11/26/2025	DNR Interest	0.10	
11/30/2025	Real & Personal Property Taxes	18,646.96	
11/30/2025	Investment Interest Paid	1,134.05	
	<b>Total Revenues</b>	<b>\$19,780.92</b>	
	<b>Expenditures:</b>		
	No Activity		
	<b>Total Expenditures</b>	<b>\$0.00</b>	
11/30/2025	Ending Cash Balance	\$536,229.12	

### Warrant Activity

11/01/2025	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
11/30/2025	Ending Warrants Outstanding	\$0.00

### Investment Activity

11/01/2025	Beginning Interest Receivable	\$1,958.60
	Interest Earned	1,573.89
	Cash Paid	(1,134.05)
11/30/2025	Ending Interest Receivable	\$2,398.44

TCIP Yield (used to calculate interest earnings)	3.70%
LGIP Yield (budget benchmark)	3.81%



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

### Cash Activity

Date	Description	Amount	Notes
11/01/2025	Beginning Cash Balance	\$817,592.32	
	Revenues:		
11/30/2025	Investment Interest Paid	2,229.20	
	Total Revenues	\$2,229.20	
	Expenditures:		
	No Activity		
	Total Expenditures	\$0.00	
11/30/2025	Ending Cash Balance	\$819,821.52	

### Warrant Activity

11/01/2025	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
11/30/2025	Ending Warrants Outstanding	\$0.00

### Investment Activity

11/01/2025	Beginning Interest Receivable	\$4,455.18
	Interest Earned	2,488.65
	Cash Paid	(2,229.20)
11/30/2025	Ending Interest Receivable	\$4,714.63

TCIP Yield (used to calculate interest earnings)	3.70%
LGIP Yield (budget benchmark)	3.81%

**West Thurston Regional Fire Authority**  
**Public Surplus/GovDeals sales for:**

**Qtrr 3 & 4 2025** Public Surplus began taxing premium as of July 1, 2020. TAX IS COLLECTED AND REPORTED BY PUBLIC SURPLUS

Date of Sale	Item	Buyer	Item Price	Premium	Tax	BP Tax (Govdeals)	Total	Date of Pick Up	Amount Rec'd	Date Funds Received
7/6/2025	14' Engine Root Ladder (x2)	Kevin Dayton	\$ 50.00	\$ 5.00	\$ 4.62		\$ 59.62	7/9/2025	\$ 50.00	9/3/2025
7/6/2025	Electrical Cord Reels (x2)	Anthony Hilbert	\$ 48.00	\$ 4.80	\$ 4.44		\$ 57.24	7/17/2025	\$ 48.00	9/3/2025
7/6/2025	Composite Cribbing (palet)	Brad Bellika	\$ 50.00	\$ 5.00	\$ 4.62		\$ 59.62	7/17/2025	\$ 50.00	9/3/2025
7/6/2025	Milwaukee Sawsall	Chris McMillan	\$ 10.00	\$ 1.00	\$ 0.92		\$ 11.92	8/11/2025	\$ 10.00	9/3/2025
7/6/2025	Holmatro Airbags and Controls	Mark Wirkkala	\$ 86.00	\$ 8.60	\$ 7.95		\$ 102.55	8/11/2025	\$ 86.00	9/3/2025
7/14/2025	6' Laminate Folding Table	Solomon Adjapong	\$ 50.00	\$ 5.00	\$ 4.57		\$ 59.57	7/23/2025	\$ 50.00	9/3/2025
7/14/2025	Porta Jack Accessories	Anthony Hilbert	\$ 10.00	\$ 1.00	\$ 0.92		\$ 11.92	7/17/2025	\$ 10.00	9/3/2025
7/14/2025	Honda Generator EA69	Hadizatu Yungsi	\$ 200.00	\$ 20.00	\$ 18.48		\$ 238.48	7/15/2025	\$ 200.00	9/3/2025
7/25/2025	Stihl Weedeater	Jim Gerwig	\$ 22.00	\$ 2.75	\$ 2.08	\$ 0.26	\$ 27.09	7/30/2025	\$ 22.00	8/8/2025
7/25/2025	Proform Treadmill	Mark Clark	\$ 24.00	\$ 3.00	\$ 2.27	\$ 0.29	\$ 29.56	7/30/2025	\$ 24.00	8/8/2025
7/25/2025	6' Pike Poles	Kevin Ingalls	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	8/6/2025	\$ 10.00	8/22/2025
7/25/2025	KaySude USB Speaker	Kevin Ingalls	\$ 5.00	\$ 0.63	\$ 0.47	\$ 0.06	\$ 6.16	8/6/2025	\$ 5.00	8/22/2025
7/25/2025	Computer Tabel	Kevin Ingalls	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.13	\$ 12.33	8/6/2025	\$ 10.00	8/22/2025
7/25/2025	WetVac Backpack Cleaner	Josh Kloempken		\$ -	\$ -		\$ -			accidently disposed of prior to sale - refund \$5.00
7/25/2025	Streamlight Lights (x5)	Denise Joslin	\$ 12.00	\$ 1.50	\$ 1.13	\$ 0.15	\$ 14.78	8/11/2025	\$ 12.00	8/22/2025
7/25/2025	Milwaukee Sawsall (x2)	Robert Miles	\$ 66.00	\$ 8.25	\$ 6.24		\$ 80.49	7/30/2025	\$ 66.00	8/8/2025
7/25/2025	Kitchen Table	Brenda Huebner	\$ 25.00	\$ 3.13	\$ 2.36		\$ 30.49	7/30/2025	\$ 25.00	8/8/2025
7/25/2025	Garmin (new in box)	Eric Writght	\$ 30.00	\$ 3.75	\$ 2.84		\$ 36.59	7/30/2025	\$ 30.00	8/8/2025
7/25/2025	Amikus Pump/Shears/Jaws/Ram	Doug Larson	\$ 405.00	\$ 50.63	\$ 38.27		\$ 493.90	7/30/2025	\$ 405.00	8/8/2025
7/25/2025	Metal Filing Cabinets (x4)	Robert Miles	\$ 17.00	\$ 2.13	\$ 1.61		\$ 20.74	7/30/2025	\$ 17.00	8/8/2025
9/11/2025	Photo/Video Tripods (x3)	Jackson Holland	\$ 102.00	\$ 12.75	\$ 9.64	\$ 1.21	\$ 125.60	9/12/2025	\$ 102.00	9/19/2025
9/11/2025	Streamlight Box Lights (x8)	RJ Thatcher	\$ 64.00	\$ 8.00	\$ 6.05	\$ 0.76	\$ 78.81	9/15/2025	\$ 64.00	9/26/2025
9/11/2025	Streamlight Right Angle Flashlight	RJ Thatcher	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/15/2025	\$ 10.00	9/26/2025
9/15/2025	Kenwood NX-5710H Mobile Radio and brackets (x4)	Dean McKinley	\$ 155.00	\$ 19.38	\$ 14.65	\$ 1.84	\$ 190.87	9/17/2025	\$ 42.00	9/26/2025
9/11/2025	Motorola HT1250 Portable Radio & Accessories	Dean McKinley	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/17/2025	\$ 10.00	9/26/2025
9/11/2025	Motorola XTS1500 Portable Radios & Chargers (x5)	Dean McKinley	\$ 50.00	\$ 6.25	\$ 4.73	\$ 0.59	\$ 61.57	9/17/2025	\$ 50.00	9/26/2025
9/11/2025	Motorola XTS 1250 Portable Radios (x2)	Dean McKinley	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/17/2025	\$ 10.00	9/26/2025
9/11/2025	Motorola HT1250 Portable Bank Charger (x1)	Dean McKinley	\$ 20.00	\$ 2.50	\$ 1.89	\$ 0.24	\$ 24.63	9/17/2025	\$ 20.00	9/26/2025
9/11/2025	Motorola Impress 6-Bay Charger Station	Dean McKinley	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/17/2025	\$ 10.00	9/26/2025
9/11/2025	Kenwood TK790H Remote Heads (x4)	Dean McKinley	\$ 42.00	\$ 5.25	\$ 3.97	\$ 0.49	\$ 51.71	9/17/2025	\$ 155.00	9/26/2025
9/15/2025	Motorola Minitor 3 Portable Pager (x3)	Chris Horsfall	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/17/2025	\$ 10.00	9/26/2025
9/11/2025	HP Officejet 150 Mobile All In One Printer	Sainey Ceesay	\$ 22.00	\$ 2.75	\$ 2.08	\$ 0.26	\$ 27.09	9/17/2025	\$ 22.00	9/26/2025
9/11/2025	Conair Sanity Smooth Shaver	Robert Pierre	\$ 12.00	\$ 1.50	\$ 1.13	\$ 0.15	\$ 14.78	9/17/2025	\$ 12.00	9/26/2025
9/15/2025	Garmin Nuvi GPS Units (x8)	Daniel Hockaday	\$ 27.00	\$ 3.38	\$ 2.55	\$ 0.32	\$ 33.25	9/16/2025	\$ 27.00	9/26/2025
9/11/2025	Misc. HDMI - Monitor - Computer Cables	Kenny Rippel	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/17/2025	\$ 10.00	9/26/2025
9/11/2025	Samsung Portable DVD Writer	Jackson Bernard	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/18/2025	\$ 10.00	10/3/2025
9/11/2025	Espon 730HD Projector	Jackson Bernard	\$ 50.00	\$ 6.25	\$ 4.73	\$ 0.59	\$ 61.57	9/18/2025	\$ 50.00	10/3/2025
9/19/2025	Memorex CD-RW Recorder	Michael Cenci	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/22/2025	\$ 10.00	10/3/2025
9/11/2025	Espson 3D Glasses (x2)	Kevin Ingalls	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/23/2025	\$ 10.00	10/3/2025
9/15/2025	Kenwood Remote Heads with Mics (x4)	Rabun County Emergen	\$ 881.00	\$ 110.13	\$ 83.25	\$ 10.46	\$ 1,084.84	9/23/2025	\$ 881.00	10/3/2025
9/15/2025	Kenwood External Speakers (x4)	Rabun County Emergen	\$ 14.00	\$ 1.75	\$ 1.32	\$ 0.17	\$ 17.24	9/23/2025	\$ 14.00	10/3/2025
9/19/2025	Erobboom Microphone Stand	Alan Cervantes	\$ 14.12	\$ 1.77	\$ 1.33	\$ 0.16	\$ 17.38	9/23/2025	\$ 14.12	10/3/2025
9/11/2025	Samsung Vesa Mini Wall Mount	Barbara Lastfogel	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32		\$ 10.00	10/3/2025 not picked up - she wasn't going to make it. No refund
9/11/2025	Motoroaal XTS 3000 Portable Radio	Tad Higgins	\$ 22.00	\$ 2.75	\$ 2.08	\$ 0.26	\$ 27.09		\$ 22.00	10/3/2025 not picked up, we don't ship - donation to district
9/11/2025	Dual Desktop Monitor Mount	Gary Kirkpatrick	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/26/2025	\$ 10.00	10/10/2025
9/11/2025	Laptop Bags (x2)	Gary Kirkpatrick	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	9/26/2025	\$ 10.00	10/10/2025
9/11/2025	Quicloc Mounting Plates (x13)	Bill Dunlap	\$ 51.98	\$ 6.50	\$ 4.91	\$ 0.63	\$ 64.02	9/28/2025	\$ 51.98	10/10/2025
9/11/2025	SCBA Bottle Brackets (x60)	Bill Dunlap	\$ 40.00	\$ 5.00	\$ 3.78	\$ 0.48	\$ 49.26	9/28/2025	\$ 40.00	10/10/2025



9/24/2025	Motorolla XTS1500 Portable Radios (x12) & 2 Chargers	Conrad Liles	\$ 625.00	\$ 78.13	\$ 59.06	\$ 7.43	\$ 769.62	9/30/2025	\$ 625.00	10/10/2025
9/15/2025	Kenwood KMC-28 Mobile Mics (x5)	Robert Kevin Brost	\$ 28.00	\$ 3.50			\$ 31.50	9/30/2025	\$ 28.00	10/10/2025
9/15/2025	Kenwood KMC-65 Mobile Mics (x4)	Robert Kevin Brost	\$ 73.00	\$ 9.13			\$ 82.13	9/30/2025	\$ 73.00	10/10/2025
9/22/2025	1995 Pierce Cab Engine	Justin Morgan	\$ 800.00	\$ 100.00	\$ 78.40	\$ 9.80	\$ 988.20	10/1/2025	\$ 800.00	10/10/2025
9/26/2025	Kenwood KCH-20R-M - Mobile Radio Head & Mic	Dean McKinley	\$ 117.00	\$ 14.63	\$ 11.06	\$ 1.39	\$ 144.08	10/3/2025	\$ 117.00	10/17/2025
9/26/2025	Misc. Radio and Vehicle Antennas	Ignacio Rojas	\$ 80.90	\$ 10.11	\$ 7.65	\$ 0.96	\$ 99.62	10/3/2025	\$ 80.90	10/17/2025
9/24/2025	BK GPH 5102XP Portable Radio w antennas (x9) and Carry	Ignacio Rojas	\$ 267.99	\$ 33.50	\$ 25.33	\$ 3.17	\$ 329.99	10/3/2025	\$ 267.99	10/17/2025
9/26/2025	Kenwood KES-5 Series External Speakers (x7)	Adam Popiel	\$ 35.00	\$ 4.38	\$ 3.31	\$ 0.41	\$ 43.10	10/3/2025	\$ 35.00	10/17/2025
9/26/2025	Bendix King AA Clam Shell Pack (x2)	Adam Popiel	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	10/3/2025	\$ 10.00	10/17/2025
9/26/2025	Sigtronics Headset Motorola XTS1500 Portable Radio	Adam Popiel	\$ 20.00	\$ 2.50	\$ 1.89	\$ 0.24	\$ 24.63	10/3/2025	\$ 20.00	10/17/2025
9/26/2025	Motorola HT1250 Portable Radios (x4) & Mobile Chargers	Adam Popiel	\$ 165.00	\$ 20.63	\$ 15.59	\$ 1.96	\$ 203.18	10/3/2025	\$ 165.00	10/17/2025
9/26/2025	BK GPH 12V Vehicle Charger (x2) & Rapid Charger (x1)	Adam Popiel	\$ 15.00	\$ 1.88	\$ 1.42	\$ 0.17	\$ 18.47	10/3/2025	\$ 15.00	10/17/2025
9/26/2025	Electronic Transistor FM Radio Receiver	Adam Popiel	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	10/3/2025	\$ 10.00	10/17/2025
9/26/2025	Motorola CDM 1250 Mobile RadiosControl HeadsMicsBrac	Adam Popiel	\$ 455.00	\$ 56.88	\$ 43.00	\$ 5.40	\$ 560.28	10/3/2025	\$ 455.00	10/17/2025
9/26/2025	Motorola CDM 1250 Mobile Radio Mics (x6)	Adam Popiel	\$ 37.00	\$ 4.63	\$ 3.50	\$ 0.44	\$ 45.57	10/3/2025	\$ 37.00	10/17/2025
9/26/2025	Kenwood TK-790H Mobile Radio	Adam Popiel	\$ 17.00	\$ 2.13	\$ 1.61	\$ 0.21	\$ 20.95	10/3/2025	\$ 17.00	10/17/2025
9/26/2025	Motorola XTL2500 Mobile Radio (x3)	Adam Popiel	\$ 177.77	\$ 22.22	\$ 16.80	\$ 2.11	\$ 218.90	10/3/2025	\$ 177.77	10/17/2025
9/26/2025	Motorola CDM1550 Mobile Radio Head	Adam Popiel	\$ 27.00	\$ 3.38	\$ 2.55	\$ 0.32	\$ 33.25	10/3/2025	\$ 27.00	10/17/2025
9/26/2025	Motorola XTL 2500 Radio Mics (x12)	Adam Popiel	\$ 101.01	\$ 12.63	\$ 9.55	\$ 1.20	\$ 124.39	10/3/2025	\$ 101.01	10/17/2025
9/26/2025	Kenwood 18520 Radio Head	Adam Popiel	\$ 13.00	\$ 1.63	\$ 1.23	\$ 0.16	\$ 16.02	10/3/2025	\$ 13.00	10/17/2025
9/26/2025	Motorola Misc Radio Mics (x14)	Adam Popiel	\$ 79.00	\$ 9.88	\$ 7.47	\$ 0.94	\$ 97.29	10/3/2025	\$ 79.00	10/17/2025
9/26/2025	Motorola Misc Vehicle Chargers (x26) and Brackets	Adam Popiel	\$ 30.00	\$ 3.75	\$ 2.84	\$ 0.36	\$ 36.95	10/3/2025	\$ 30.00	10/17/2025
9/26/2025	Misc. Radio Brackets and Wiring	Adam Popiel	\$ 75.75	\$ 9.47	\$ 7.16	\$ 0.90	\$ 93.28	10/3/2025	\$ 75.75	10/17/2025
9/24/2025	Motorola Minitor 3 Desk Chargers (x4)	Joshua Long	\$ 10.00	\$ 1.25	\$ 0.95	\$ 0.12	\$ 12.32	10/7/2025	\$ 10.00	10/17/2025
9/24/2025	Motorola XTS 2500 Portable Radio & Chargers	Joshua Long	\$ 43.00	\$ 5.38	\$ 4.06	\$ 0.51	\$ 52.95	10/7/2025	\$ 43.00	10/17/2025
10/7/2025	Motorola XTS 3000 Portable Radio	Herberth Solorzano		\$ -	\$ -	\$ 0.26	\$ 0.26			
10/10/2025	Motorola HT1250 Radio Mics (x4)	Shawn Swanson	\$ 15.00	\$ 1.88			\$ 16.88	10/16/2025	\$ 15.00	10/24/2025
10/10/2025	Motorola XT1500 Radio Mics (x13)	Shawn Swanson	\$ 15.00	\$ 1.88			\$ 16.88	10/16/2025	\$ 15.00	10/24/2025
10/13/2025	Pentaz Optio ESO Digital Camera	Shawn Swanson	\$ 10.00	\$ 1.25			\$ 11.25	10/16/2025	\$ 10.00	10/24/2025
10/10/2025	Motorola HSN40131B External Speakers (x13)	Bill Mattson	\$ 40.00	\$ 5.00	\$ 3.78	\$ 0.48	\$ 49.26	10/16/2025	\$ 40.00	10/24/2025
9/12/2025	Misc. Box of Wiring	Jim Pearson	\$ 23.00	\$ 2.88	\$ 2.17	\$ 0.27	\$ 28.32	10/16/2025	\$ 23.00	10/24/2025
10/7/2025	Bendix King Portable Radio (x2) & Battery Pack	Ignacio Rojas	\$ 215.00	\$ 26.88	\$ 20.32	\$ 2.55	\$ 264.75	10/16/2025	\$ 215.00	10/24/2025
10/10/2025	Kenwood NX-5700 Mobile Radio & Mics (x3)	Brian Panell	\$ 1,024.00	\$ 128.00	\$ 96.77	\$ 12.16	\$ 1,260.93	10/16/2025	\$ 1,024.00	10/24/2025
10/20/2025	Motorola Misc Batteries (x30)	James Lassiter	\$ 87.00	\$ 10.88			\$ 97.88	10/21/2025	\$ 87.00	10/31/2025
10/20/2025	Motorola XTS 3000 Portable Radio	James Lassiter	\$ 20.00	\$ 2.50			\$ 22.50	10/21/2025	\$ 20.00	10/31/2025
10/20/2025	Motorola XTL 2500 Mobile Radio Heads	James Lassiter	\$ 100.00	\$ 12.50			\$ 112.50	10/21/2025	\$ 100.00	10/31/2025
10/20/2025	Motorola CDM1250 Mobile Radio Head	James Lassiter	\$ 14.00	\$ 1.75			\$ 15.75	10/21/2025	\$ 14.00	10/31/2025
			\$ -	\$ -	\$ -		\$ -			
<b>TOTALS</b>			<b>\$ 7,692.52</b>	<b>\$ 948.97</b>	<b>\$ 694.55</b>		<b>\$ 9,411.25</b>		<b>\$ 7,692.52</b>	

not picked up, we don't ship - refund given \$10.00

\$ -



## **WEST THURSTON REGIONAL FIRE AUTHORITY**

### **CHIEF REPORT | November 2025**

*Fire Chief N. Drake*

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

##### **Staffing**

We had one firefighter out due to illness for the full month and one firefighter out for paternity leave for a few days this month. Sick leave usage increased to 678 hours (up from 600), we also saw a slight increase in shift overtime to 192 hours (up from 155). We did have one mandatory overtime for this month. One temporary firefighter position —approved by the union—continue to support coverage during short shifts for those positions on leave. This has continued to help us maintain lower overtime hours.

##### **Volunteer Designated Aid Unit**

In November, our volunteer designated aid unit was operational for twelve (12) 24-hour shifts and two (2) 12-hour shifts, totaling 312 staffed hours, this was same last month. and the most so far this year.

The unit was fully staffed only 43% of the month and completed 40 patient transports to the hospital. This was the highest percentage of coverage and most transports completed for the month. All transport completed by DAU keeps the station in-service and ready for the next call.

##### **Strategic Plan Development**

Initial DRFAT 5-year Strategic Plan has been completed. Over the next two months we are hoping to receive feedback from commissioners, staff, and our community. Last month we held two committee meetings on November 18<sup>th</sup> and 19<sup>th</sup>. Although turnout was less than expected we were able to get some great feedback from those members in attendance.

Citizen Advisory Committee meeting has been scheduled for December 10<sup>th</sup> to review the draft strategic plan. This meeting goal is to receive input to ensure that we have community support and buy in on the strategic plan.

##### **NERIS Update**

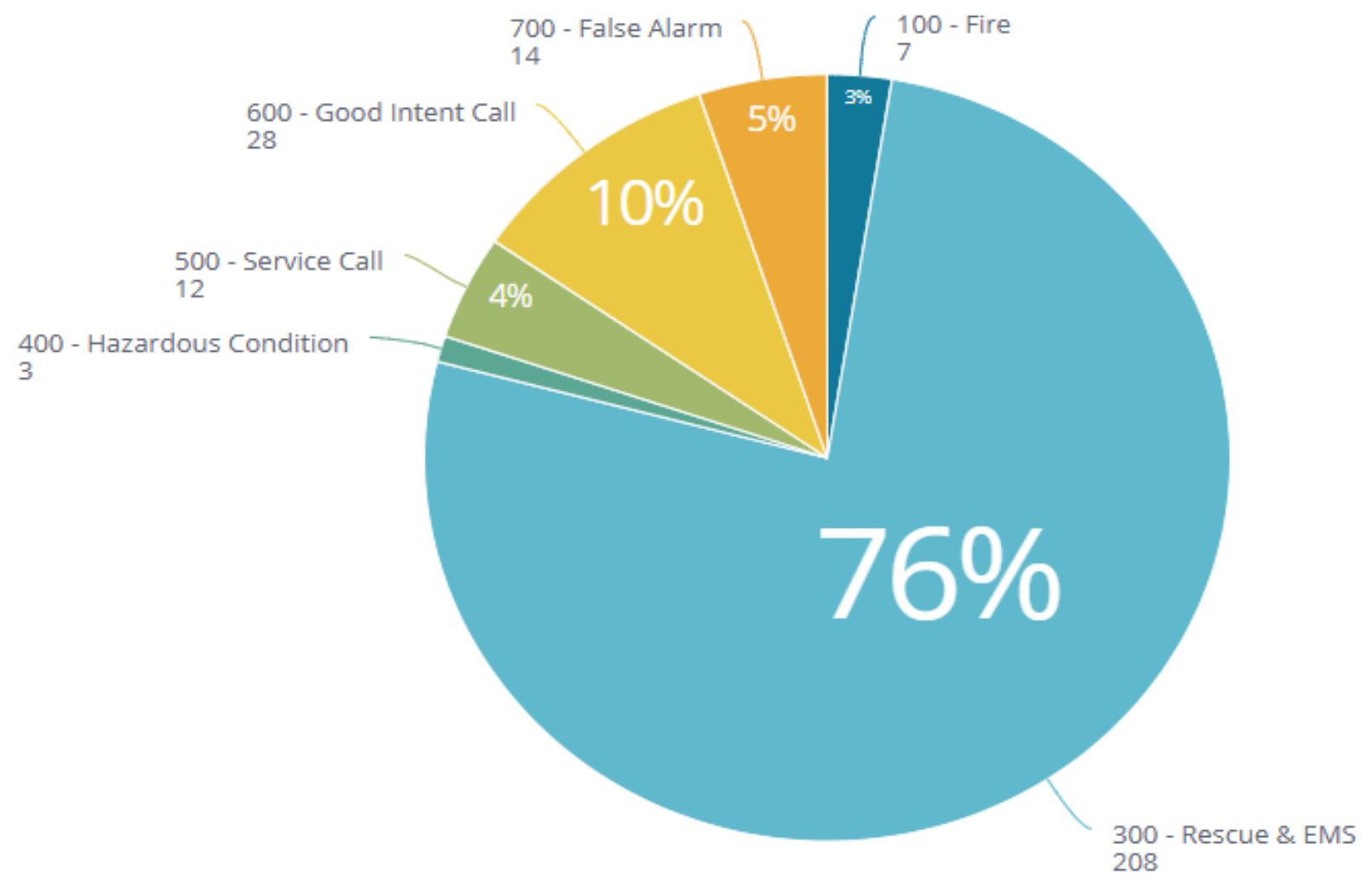
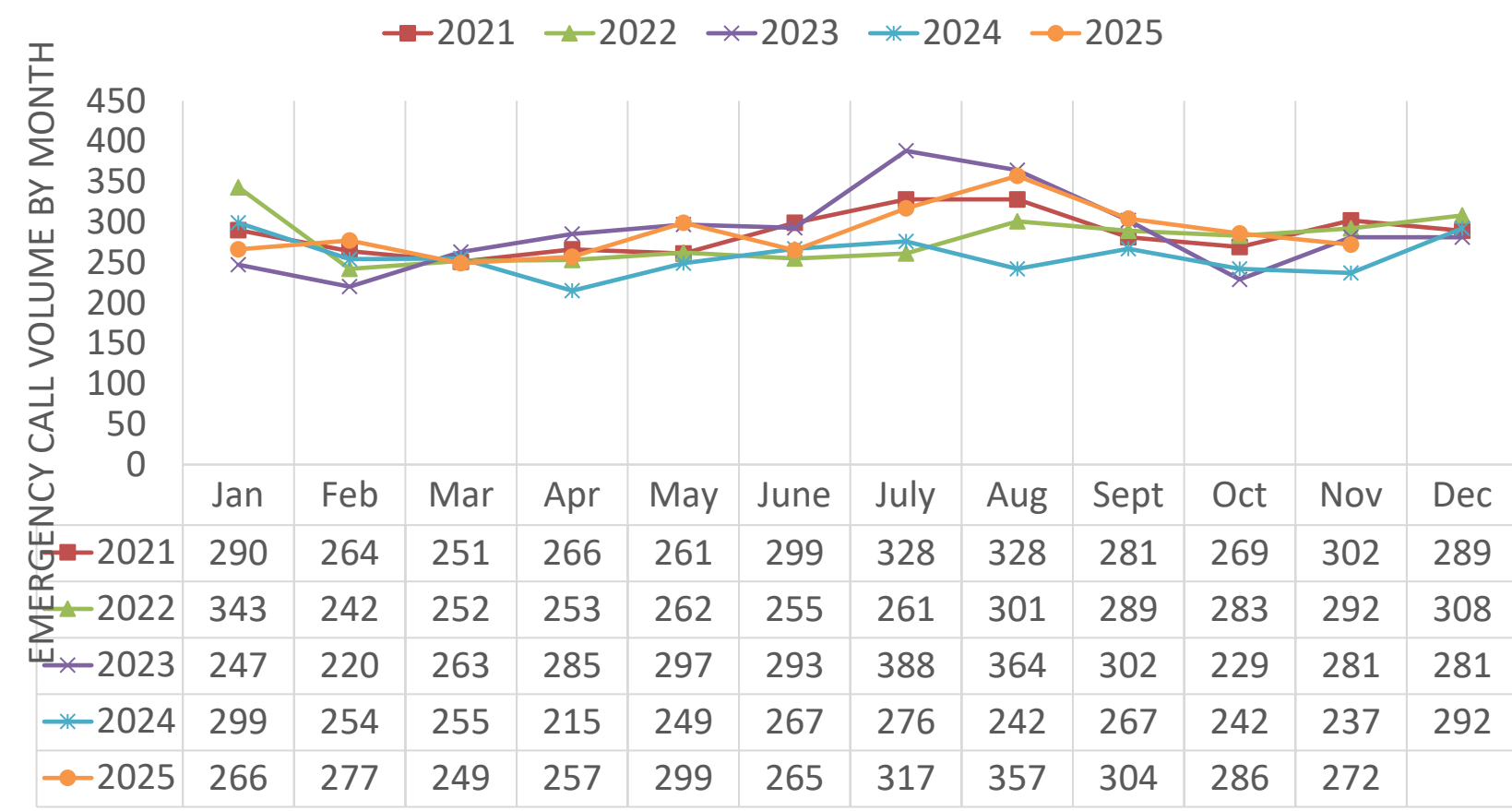
Starting January 1<sup>st</sup>, 2026, we will be required to switch all incident reporting over to NERIS from NFIRS. These are the systems that we report to both the state and federal government. ESO (our software vender for reporting) is set up and is currently operating NERIS compliant reports. What will change for us? The reports will look different to our crew when entering and some of the data pulled from the system may look different. I am working to ensure that we are still able to get accurate call data when switching to the new system.

# WEST THURSTON REGIONAL FIRE AUTHORITY

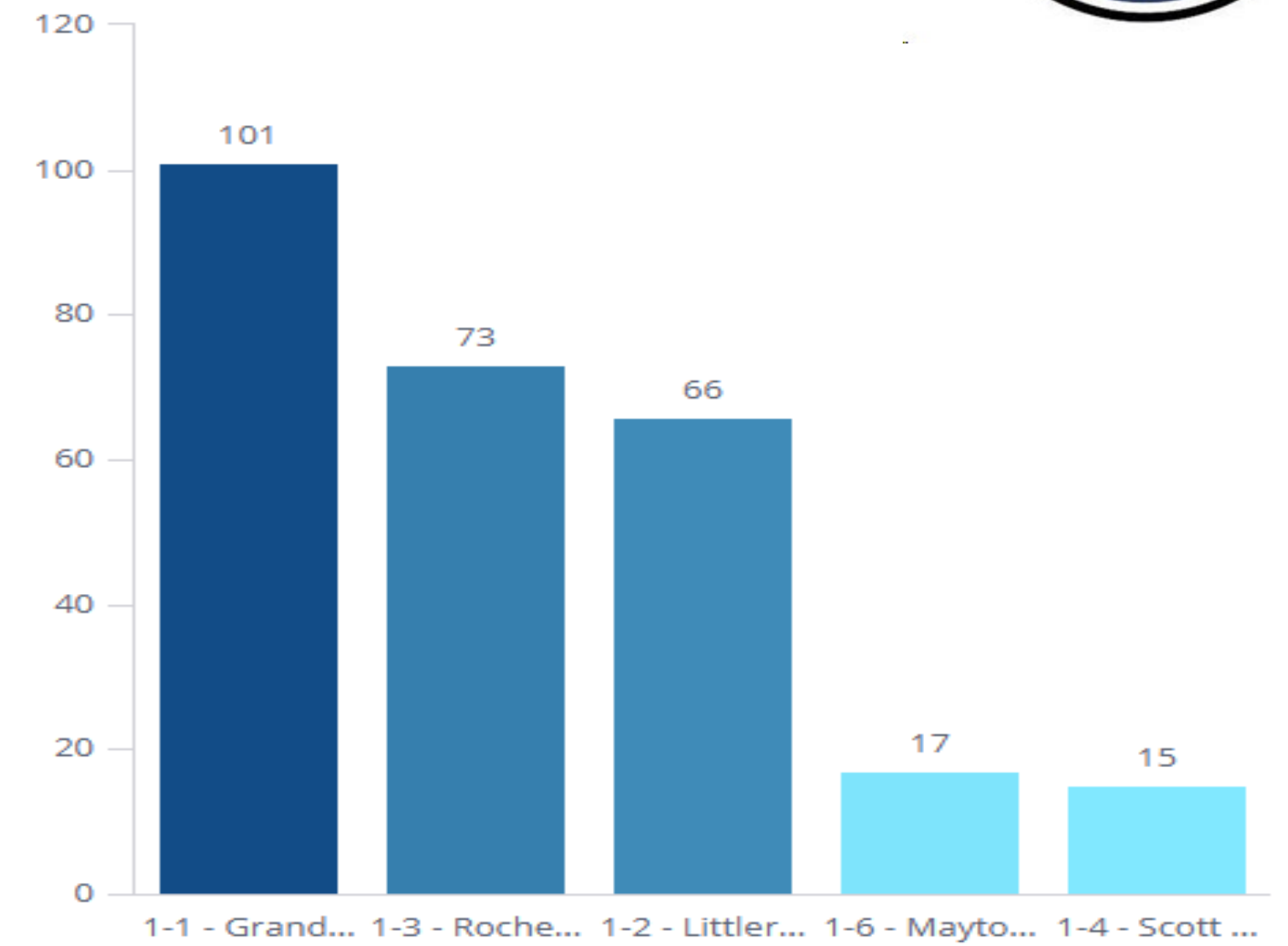
2025 BY THE NUMBERS – Monthly Report November 2025  
Chief Nathan Drake



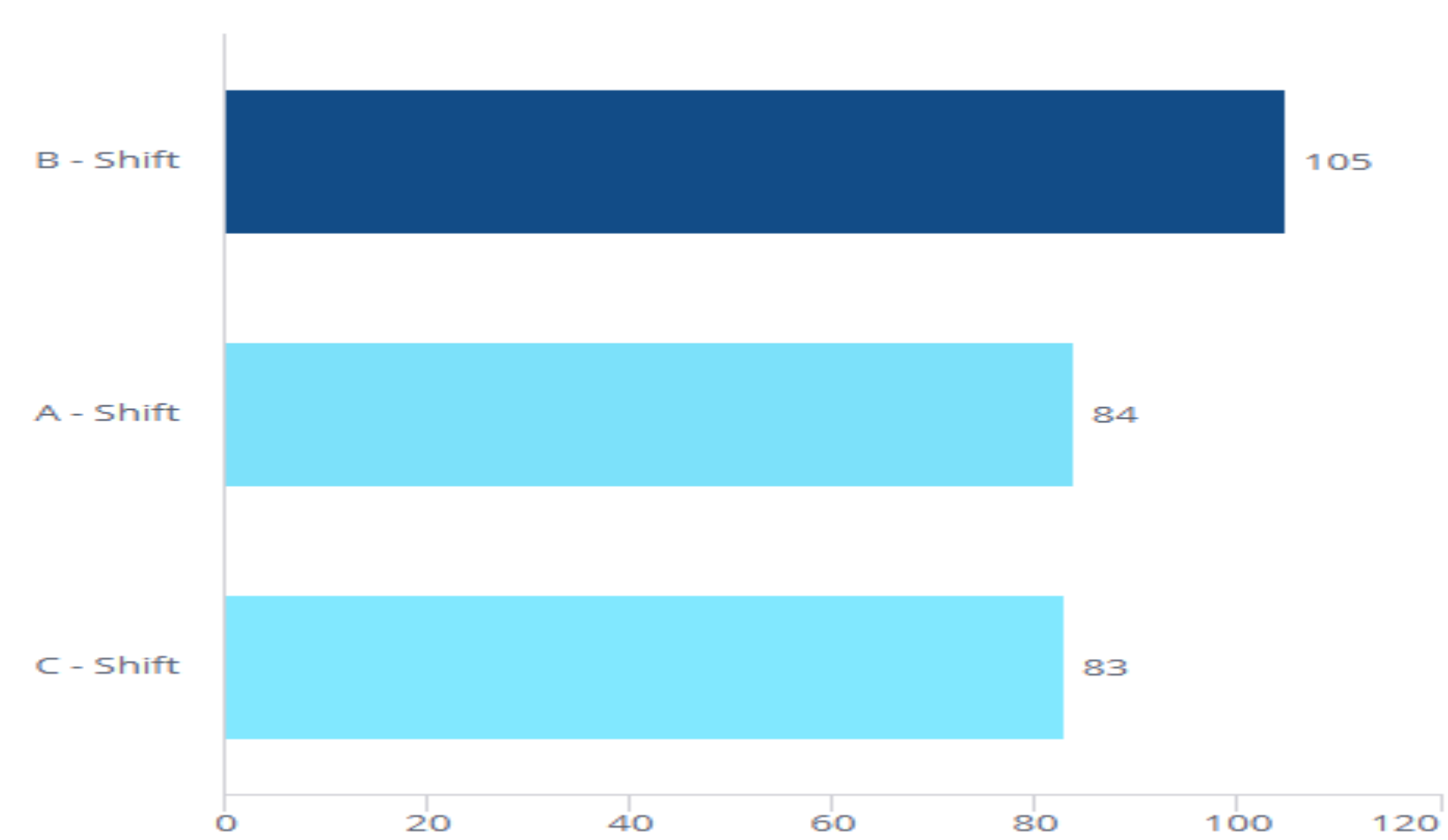
4-YEAR INCIDENT VOLUME COMPARISON BY MONTH  
2021-2025



Incident Count by Station



Incident Count by Shift



**3,149**  
**2025 Total**

**2,803**  
**2024 To Date Total**

**+346**  
**CHANGE PYTD**

**+11%**  
**% PYTD**

**NOVEMBER AVERAGE PRIMARY RESPONSE TIME 9:01**

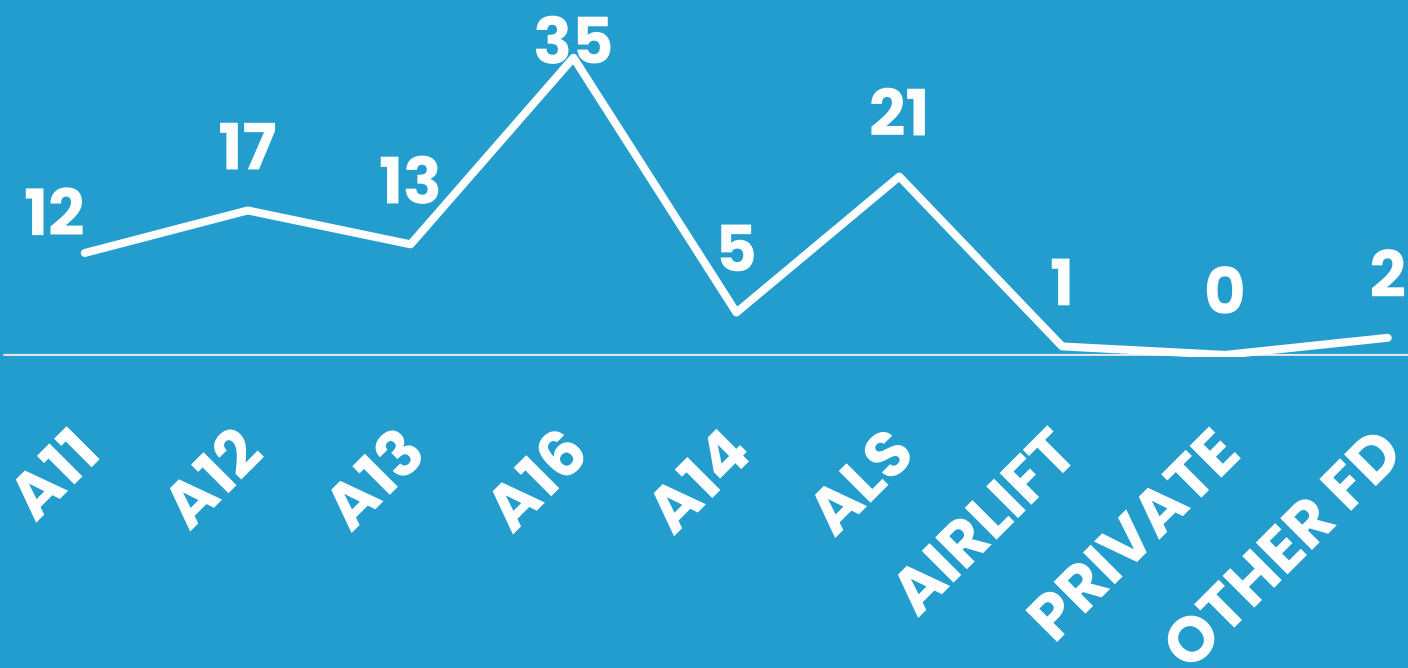
**NOVEMBER CALLS = 272**

**31% OVERLAPPING CALLS (84) IN NOVEMBER**

# WTRFA INCIDENT RESPONSE SUMMARY

## PATIENT TRANSPORTS

### WTRFA AID UNIT TRANSPORTS – NOVEMBER



### YTD WTRFA TRANSPORTS



823

### NOVEMBER WTRFA TRANSPORTS



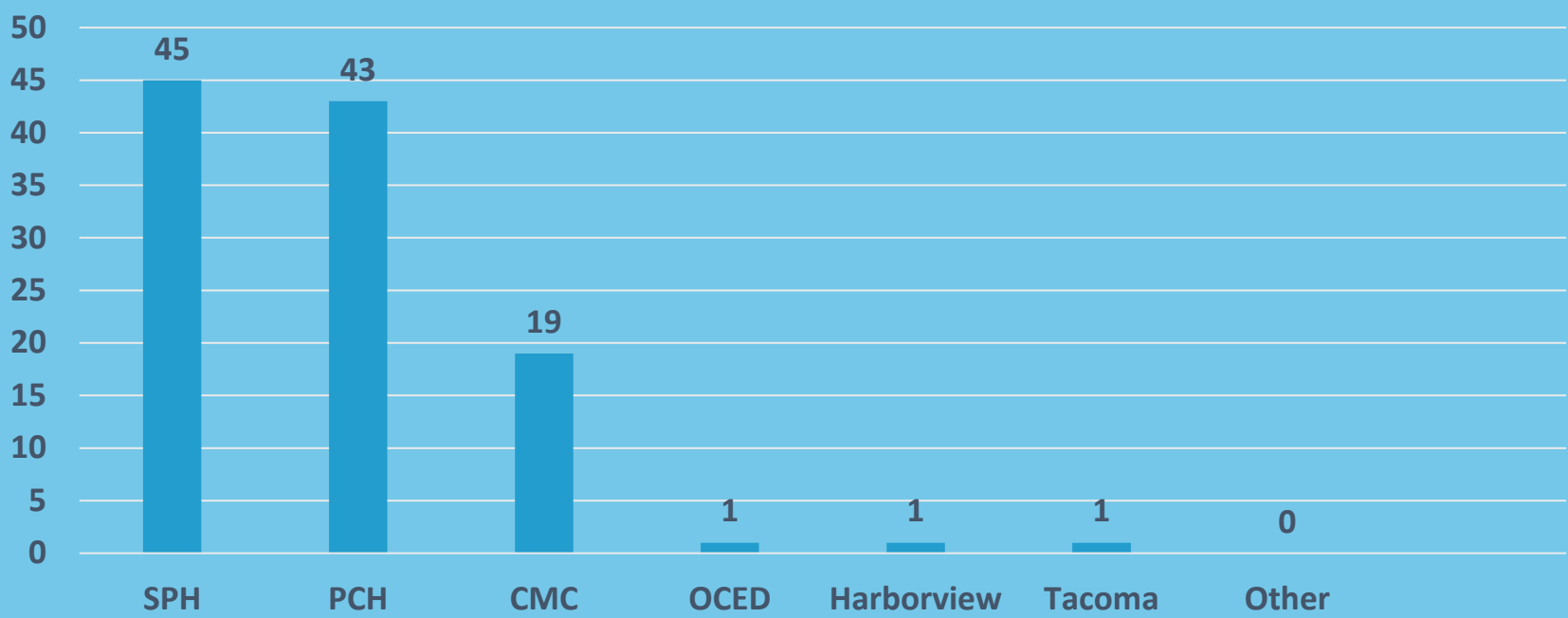
82

### Total Transports YTD

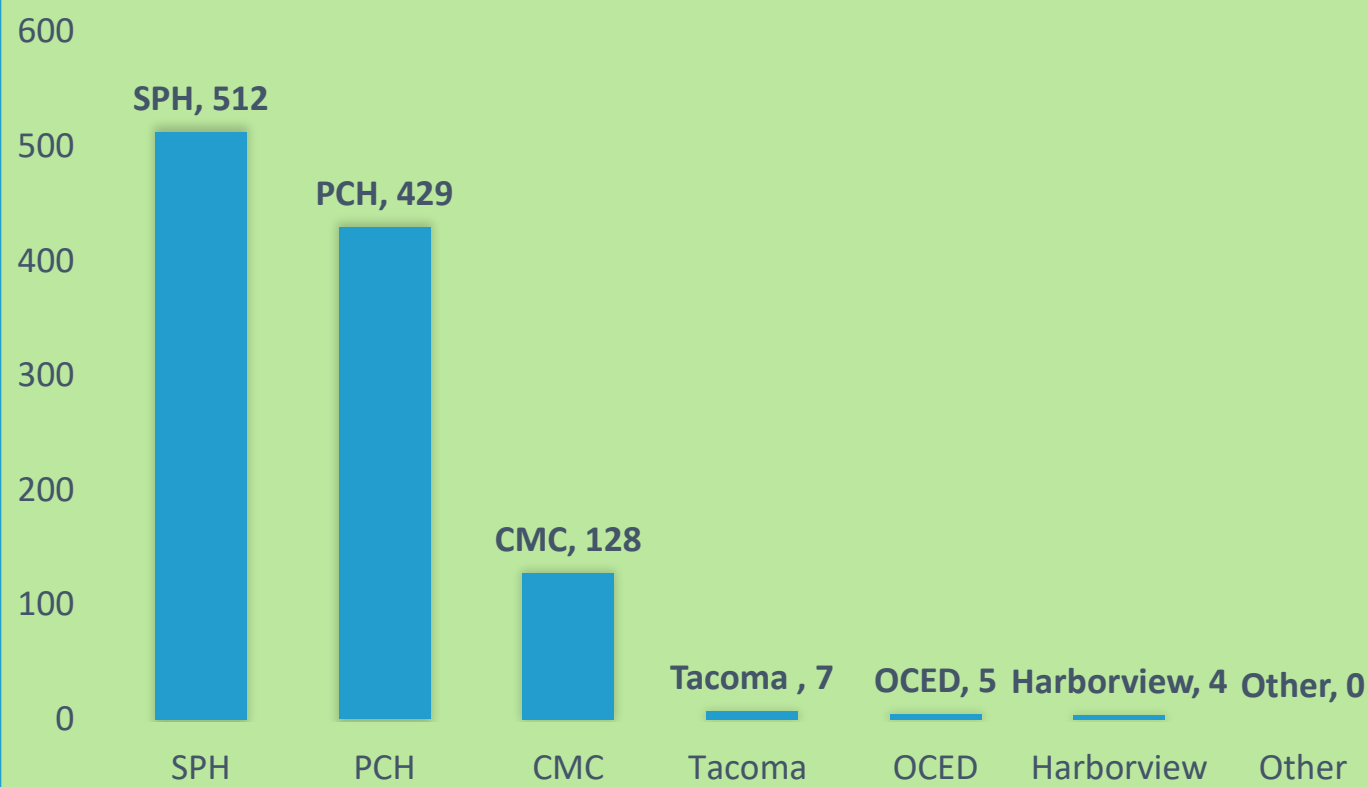


ALS = 198  
BLS = 838

### TRANSPORT DESTINATION – NOVEMBER



### DESTINATION – YTD



### MUTUAL AID/AUTO AID FOR NOVEMBER



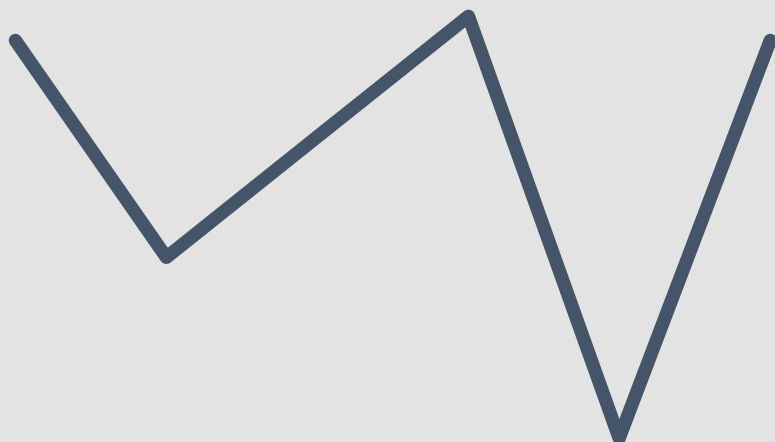
AID GIVEN: 15  
AID RECEIVED: 21

Average Response Time  
COMPLIANCE YTD

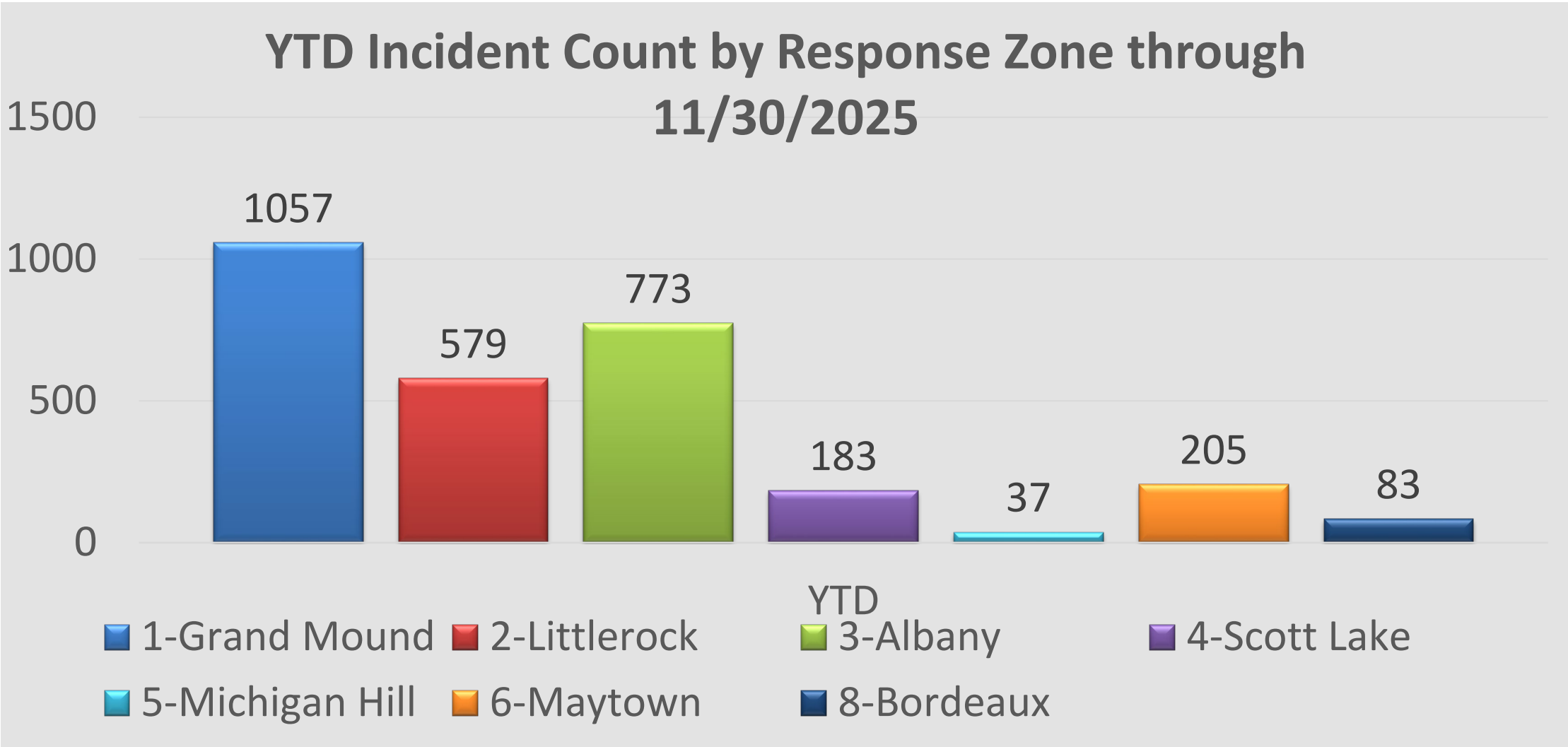


8:53 Initial Unit  
Arrival in Primary  
Zones 1,2,3,4,6

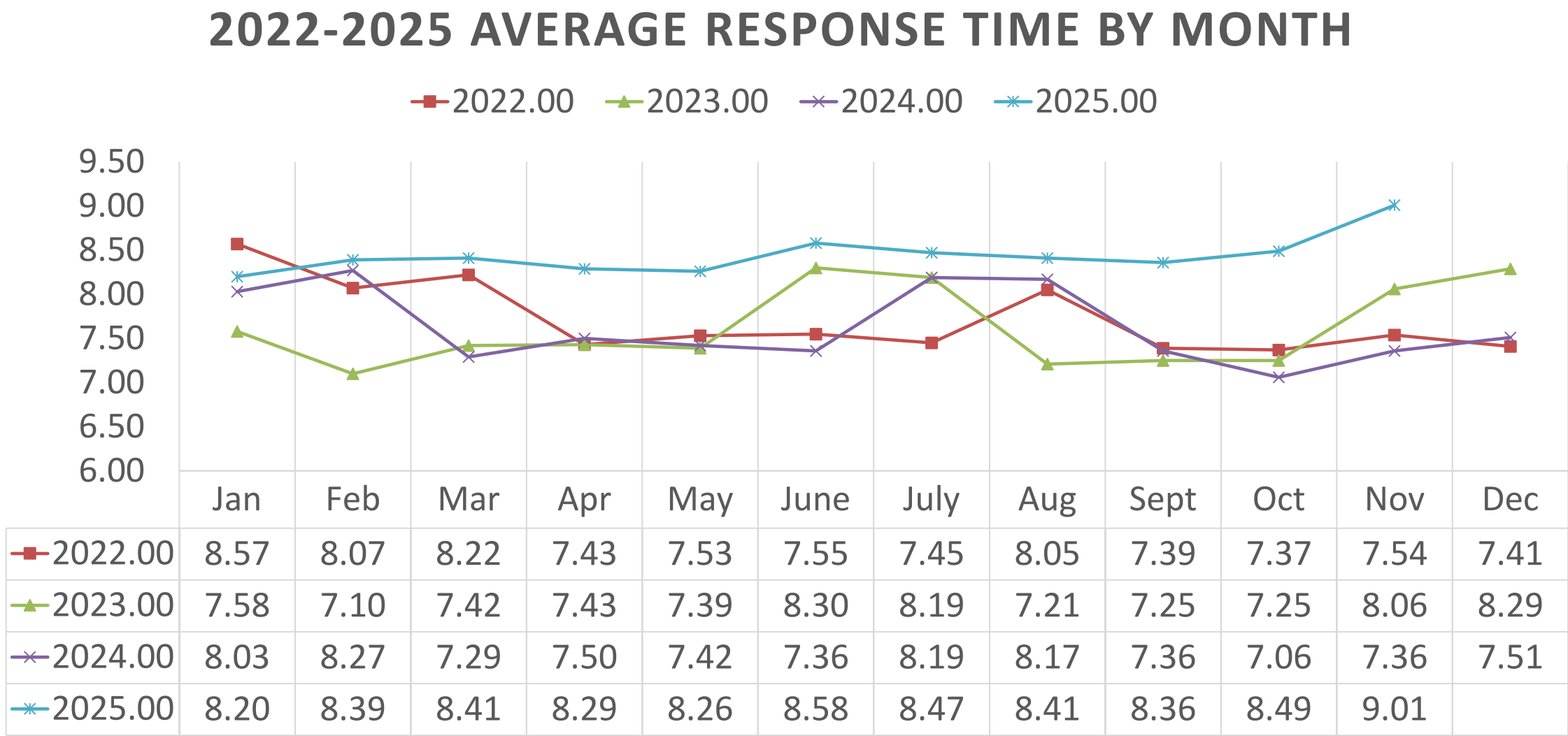
30% Overlapping  
Calls (940) YTD



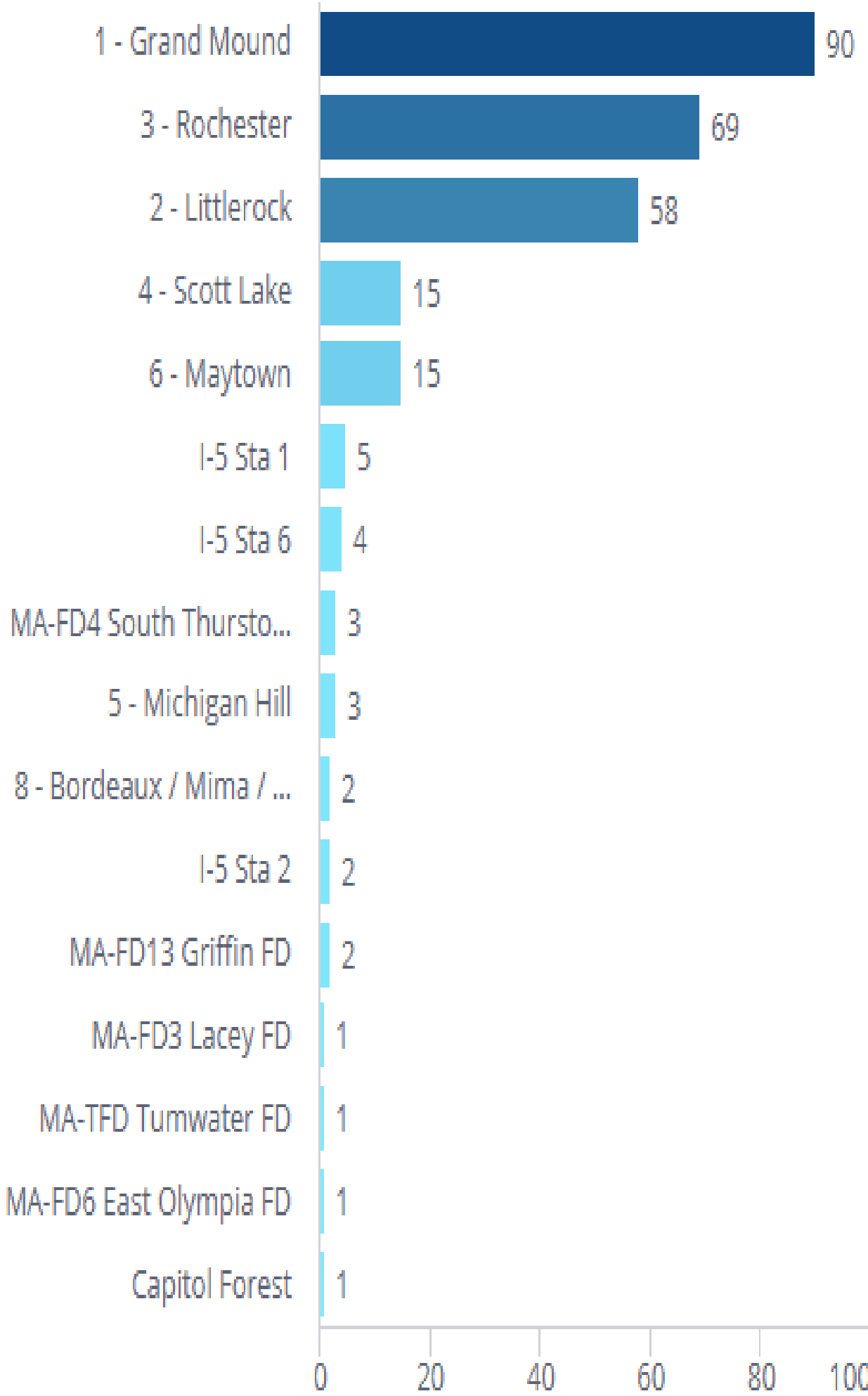
YTD Incident Count  
By Response Zone



Average Response Time  
By Month

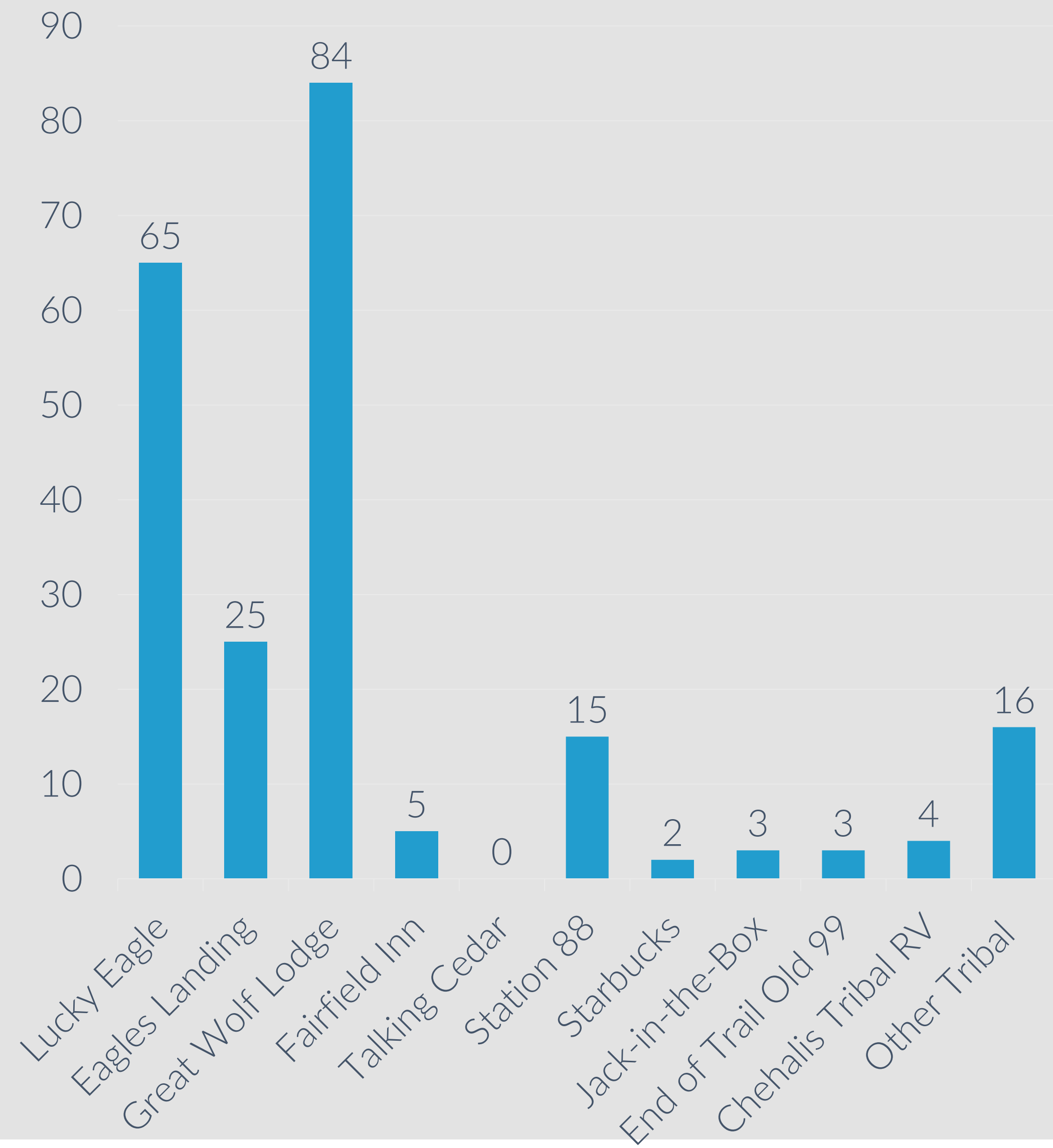


Breakdown per Zone November

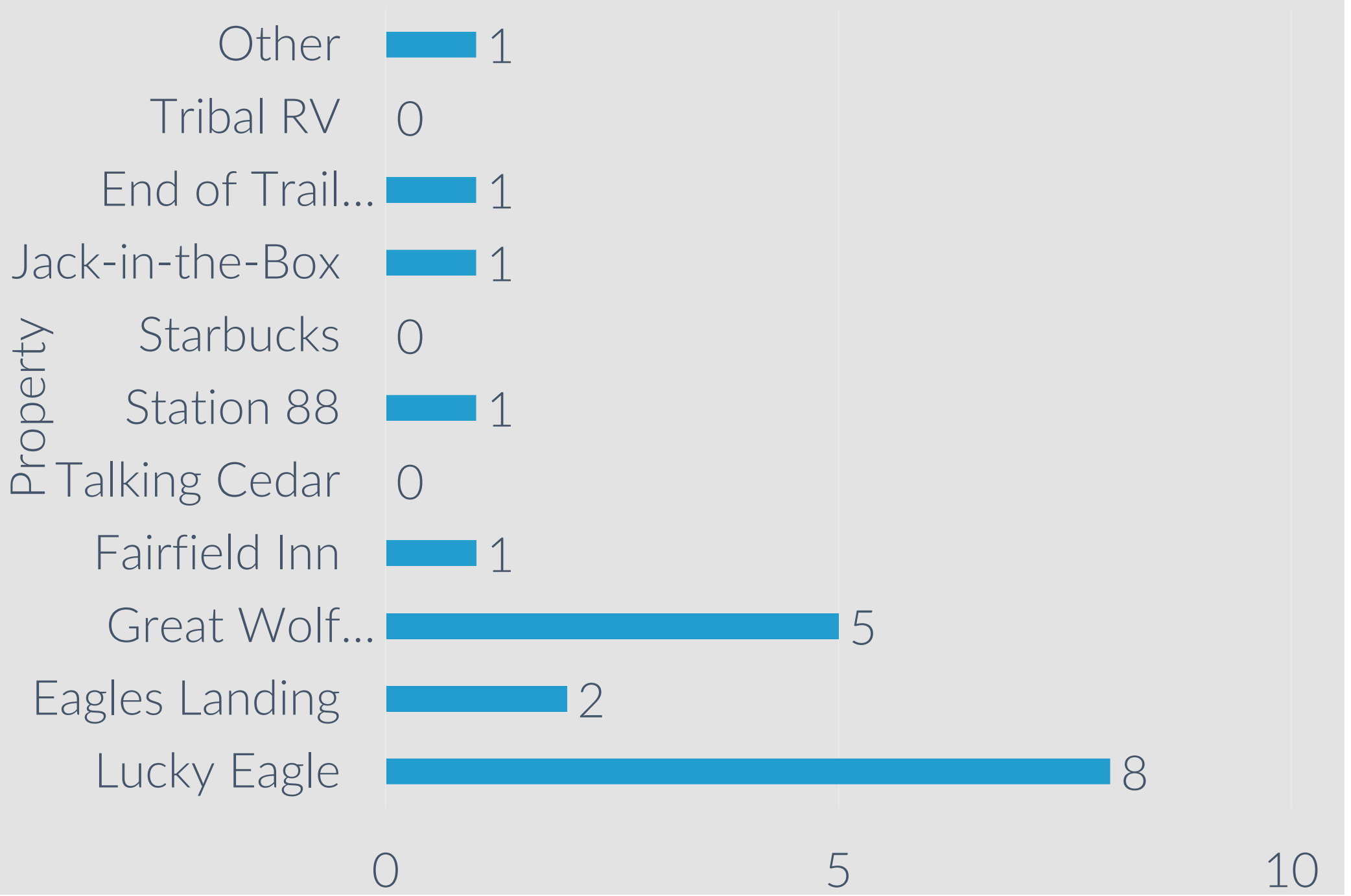




TRIBAL PROPERTY RESPONSES – YTD



TRIBAL PROPERTY RESPONSES –November



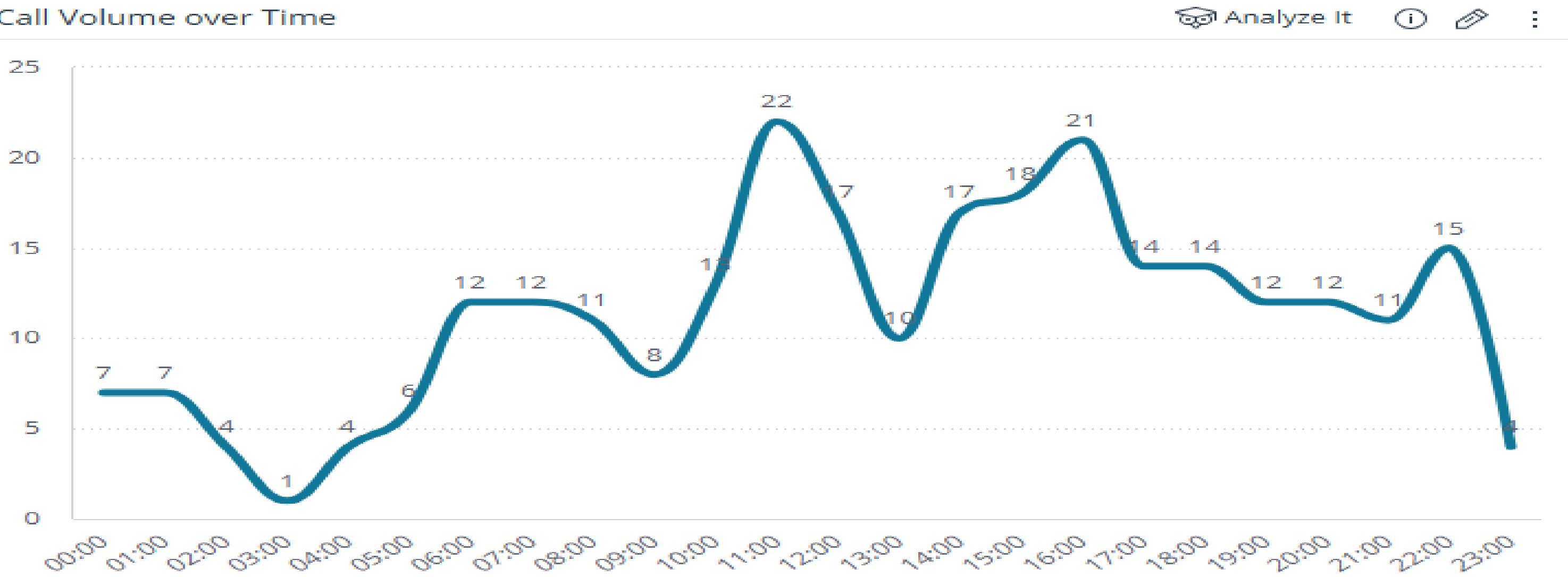
Total Tribal Responses: 222

Percent of WTRFA total: 7%

**Total Time for November**  
**5,349 Career Hours**  
**1,642 Volunteer Hours**

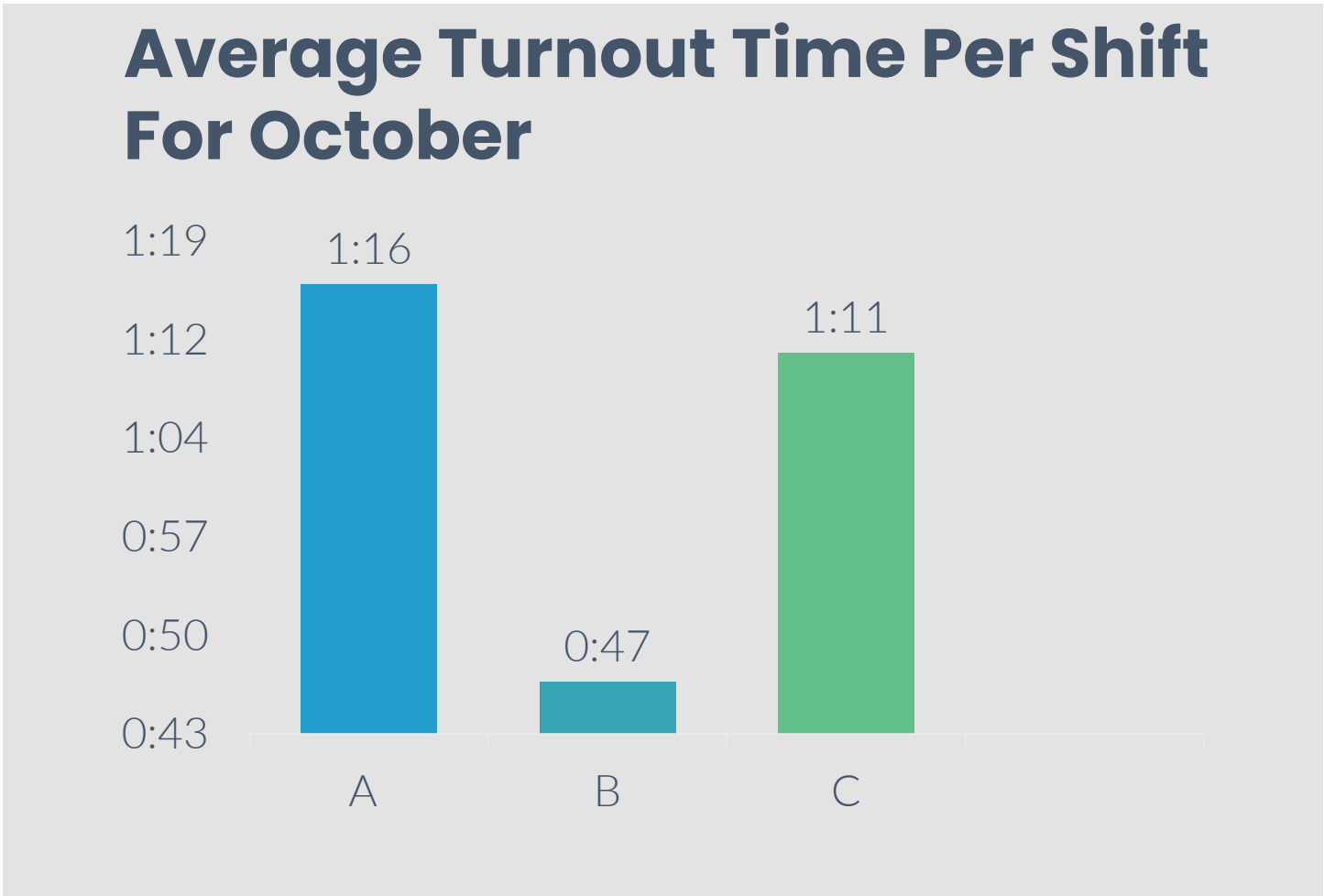
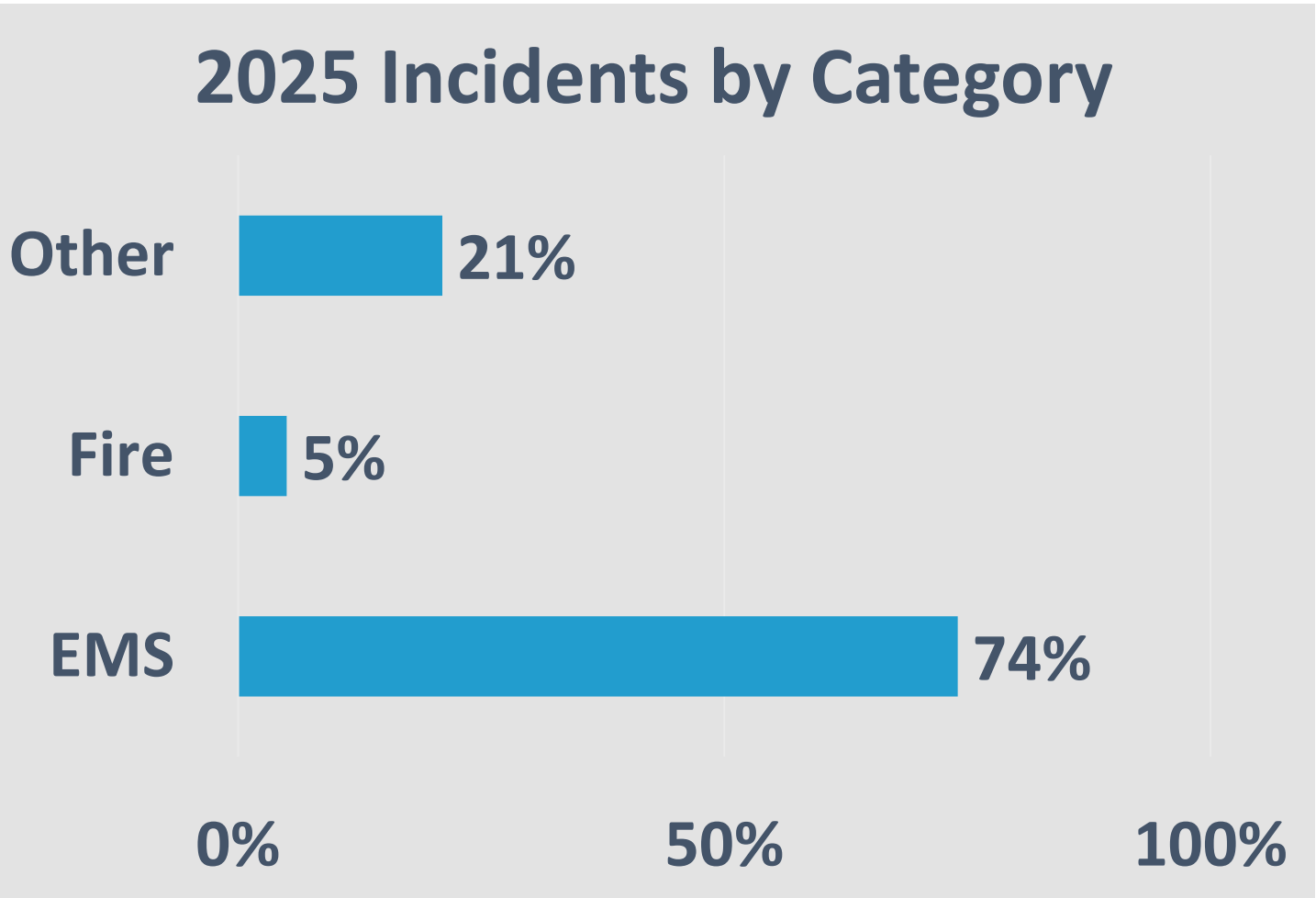
**192** Shift Overtime Hours  
November

**678** Sick Leave Hours  
November



**Busiest Days in November**

- 11/01 – 14 Calls
- 11/04 – 12 Calls
- 11/06 – 13 Calls
- 11/15 – 13 Calls
- 11/17 – 13 Calls
- 11/18 – 12 Calls
- 11/25 – 15 Calls
- 11/26 – 14 Calls





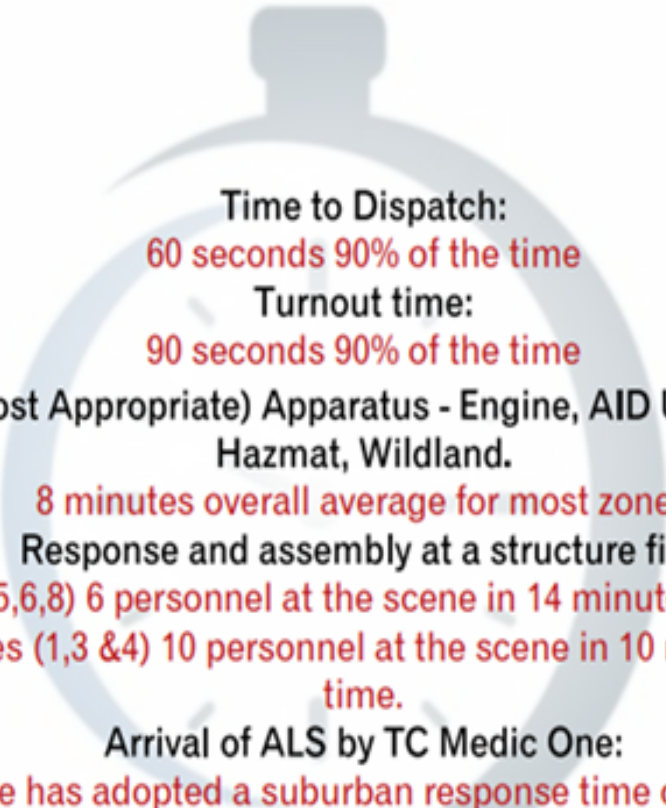
OUR MISSION AND VISION/  
RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

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.

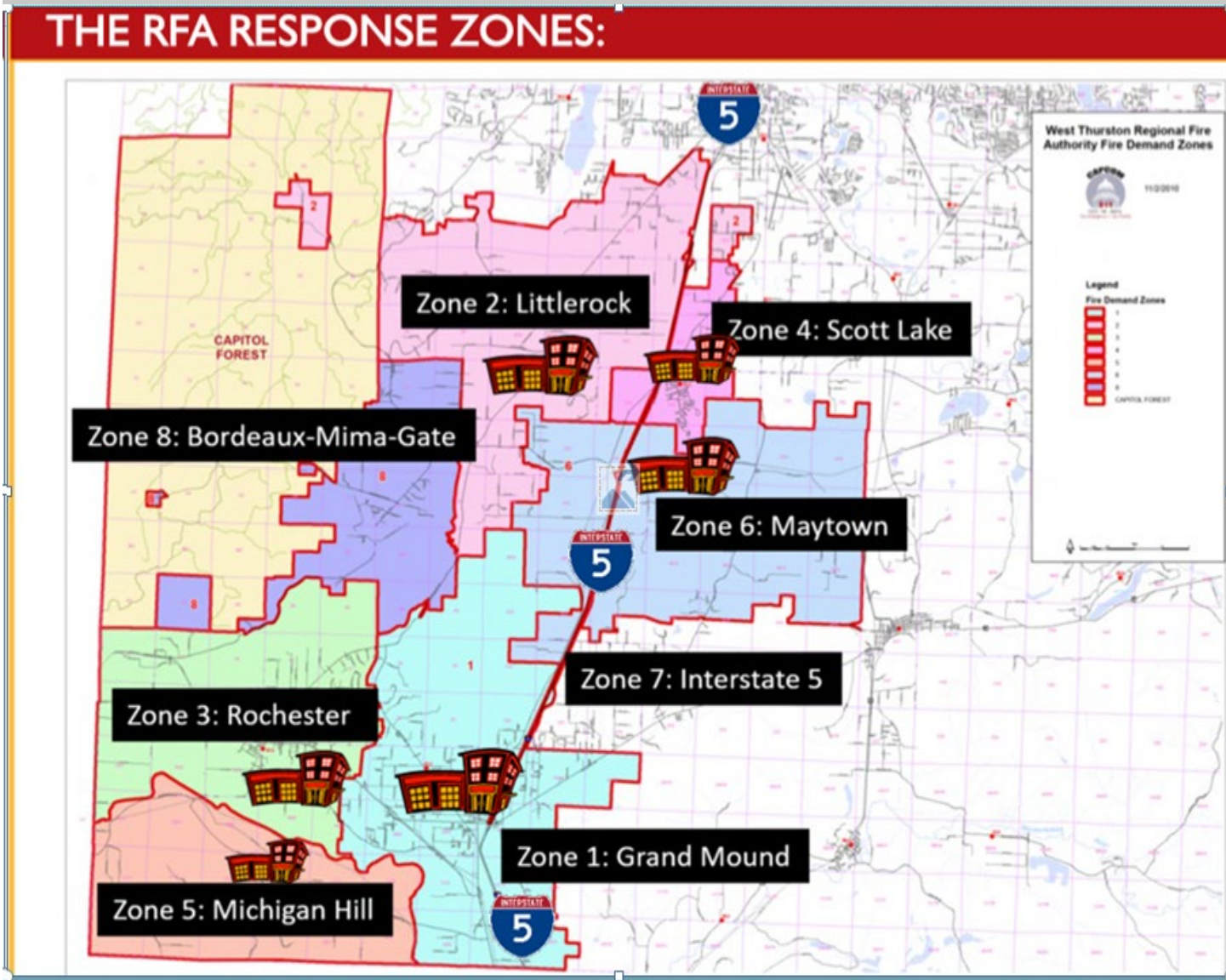


Time to Dispatch:  
60 seconds 90% of the time  
Turnout time:  
90 seconds 90% of the time  
Arrival of 1<sup>st</sup> (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.  
8 minutes overall average for most zones  
Response and assembly at a structure fire:  
Rural Zones (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.



- Population Served 25,000
- Communities Served 9

OUR DISTRICT



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



## **November 2025**

### **Monthly Training Report**

	October 2025	2025 Total
Total Training Hours	<b>82</b>	<b>2623.5 hours</b>

#### **Training Events in November 2025**

- November Safety Meeting
- Ongoing EVIP for volunteers
- Ongoing PACT Training for Volunteer Firefighter.
- OTEP/CAR
- Quarterly drills/EMS Training/Open Gym Fire Training
- Thurston County Volunteer Academy Candidates/Instructors
- Blue Card cert lab
- Extrication drill
- FF2 for probationary and Volunteers

#### **Upcoming training Events in December**

- Safety Meeting
- Attend Thurston County Training Officer Meeting
- Blue Card county committee established
- Make up OTEP as needed

#### **Other Projects**

- Extrication drill for HS Prom
- In district Blue Card sims
- Ongoing training/requests
- Build Burn Cell/Training tower revamp
- MCO Live Fire opportunities
- OPS Committee-Budget started



P.O. Box 879  
Rochester WA 98579  
360.273.5582

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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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To: Chief N. Drake & Board of Commissioners  
From: Lt. Joel Swecker- Safety Officer  
Subject: November 2025 Safety Report  
Date: 12/3/2025  
CC: 2025 Safety File

Chief Drake & Board of Commissioners,

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

**Accident/Injury Reports-**

1. None Reported

**Monthly Safety Topic-**

- Winter Driving Considerations and Tactics (Targe Solutions).

**Safety Committee.**

- Next Mtg. January 2026- Date TBD

**Station Safety Inspections**

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. 4<sup>th</sup> Quarter meeting TBD, Awaiting L&I

2. **Upcoming-**

1. Ongoing focus for injury free workplace.
2. Beginning work/compiling information for the 2025 OSHA 300 form
3. Final review of the 2025 department SIP goals for L&I

**Completed-**

1. 2025 annual FIIRE SIP submitted.
2. New PPE flash hoods distributed to crews- Completion of 1<sup>st</sup> part of annual SIP.

Respectfully Submitted,

Lt. J. Swecker – HSO  
12/3/2025  
West Thurston Regional Fire Authority

## **A-Shift Nov. 2025 Month End Report**

### **By BC Stone**

#### **Greater Alarms**

- 1.) One working fire off of Jordan St. Upon arrival engine crew had an exterior wall socket on fire which was burning up the side of the house. Inside the smoke layer was about three ft. off the floor. A quick knockdown and positive ventilation is all that was needed. Again, having a unit and crew available for a fast response made all the difference.
- 2.) Worth noting is the increases in crisis and suicide alarms we responded to for the month. This is secondary to Seasonal Affective Disorder (SAD) and the Holiday Season. Both factors are honestly a thing. This is where our job becomes more & more of defusing situations along with delivering customer service to constituents and Internal Customer Service for all of our department members.

#### **PEER Support**

County group met including chaplains this last month. The Critical Stress Debriefing Team has held their regular scheduled meetings along with training for some new members.

#### **Training**

- 1.) Have continued with Computer Based Training for the fourth quarter.
- 2.) Co. Officers and other members have still been working towards our Blue Card recertification goals.

#### **Apparatus/Projects**

Have been looking over some fire engine specification for our future purchase. In the past we've used Intergovernmental Agreements (IGAs) to piggyback onto agencies which are ready or have already purchased a unit. Our biggest priority is to stay away from creating too many additional options.

Chief Drake and Shannon are meeting with a sales rep and Adam from the Olympia shop to discuss some possible purchasing ideas and avenues.

- 1.) This past month most of our equipment and apparatus has been found to be in good working order.

- 2.) Have been in constant contact with True North about bringing E1-3 home. New targeted date for return is 12/05/25.
- 3.) The only pump testing left to do is on E1-2 and E1-4. These two will be completed once E1-3 is returned.
- 4.) E1-1 had door mechanisms replaced. While doing repairs one window was broken. Removed another window to use as a template. Luckily these windows are flat and not curved. At this time were just waiting on the class shop to finish tempering the new glass.

### **Shift concerns**

- 1.) Really wouldn't call this a big concern, but have been working and meeting with crew members who have been assigned as new appointed A-shift responders. K-Days and designated station assignments are in check...

## **B Shift November 2025**

### **BC Brian Christenson**

#### **Greater Alarms:**

- We had a local Deputy Police Chief pass away in our area and had planned to help with the procession. Unfortunately we happened to be very busy and all units were tied up on calls. Luckily Tumwater fire stepped up and filled in for us.

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

- We were informed that Thurston County is now requiring that our septic mounds at station 1-4 be inspected once a year. And that the amount of sand currently on them needed to be increased. The quote given to us was around \$5000 for sand and the burlap ground cover by EnviroTech. Chris instead had 20 yards of sand delivered, went to Home Depot to buy the cover materials, and scheduled to CCCC Inmates to assist him. He was able to get the project completed and the septic inspection passed for the year.
- Chris was tasked to paint the old workout area at station 1-1 and the Medic dorms. After him and I picked a color and the roof leak was fixed he got the room painted and it turned out looking great! So we decided to continue down the hallway and the day room. This will be an ongoing project but should look very good.
- We had our first meeting with the new members of B shift. We covered expectations, kelly day selection, and station assignments. We will have a review after 3 months regarding station assignments.
- The station 1-6 washing machine had intermittently stopped working so Chris contacted Electrolux and acquired a new one.

November 28, 2025

Chief Nathan Drake,

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

I spent a major portion of the month on family medical leave. My mother has been on Hospice care and has been needing a lot of assistance.

Half of our shifts were benefited by volunteer transport unit assistance that was greatly appreciated.

Created the new shift schedule to include Kelley days and station assignments. Will be implemented January 2026.

**Major events-**

November 5<sup>th</sup>- ALS GSW on 127<sup>th</sup> Ave and a commercial vehicle fire on SR12 at Anderson Rd. Staff was able to handle both calls simultaneously without mutual aid assistance.

**Pre-fire plan/preparation-** No updates.

**Training-**

Working to complete fourth quarter mandatory training.

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

**December 2025**

## **Recruit and Retention Coordinator Report**

### **November Overview**

**EMT Class:** Our EMT class is nearing completion, with students spending the month working through their final evaluations.

**Fire Academy:** Fire Academy continues to progress strongly. Recruits—along with five WTRFA members—completed a full weekend of live fire training in North Bend.

**Transport Shifts:** A total of **twelve 24-hour shifts** and **two 12-hour shifts** were completed on the designated transport unit throughout November.

**Volunteer Orientation:** We hosted orientation at Station 1-1 for our **nine new volunteers**. We are excited to see each of them begin working shifts alongside their mentors, progressing through task books, and engaging with the community.

**Community Events:** Our annual food drive has officially kicked off! Donations are being accepted at my office at Stations 1-1 and 1-2. Additionally, we hosted **two successful community events**—one in the North Battalion and one in the South.

**Social Media:** Engagement across platforms continues to grow with strong positive feedback from the community. We are also seeing a noticeable increase in positive in-person interactions as a direct result of our outreach.

**Personal Goals:** I am working toward obtaining my **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.

### **December (Upcoming Events & Projects)**

- EMT Graduation
- Santa Breakfast
- Santa Sleigh
- Rochester Winterfest
- Recruit Class 25-01 Family Day
- Recruit Class 25-01 Firefighter I Written & Practical Testing

### **Looking Ahead: 2026 Goals**

Exciting developments are coming for our volunteers in 2026!

- 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.
- Early **event planning for 2026** is already underway.



