



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, May 8, 2023, at 1700 hr.**

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

*Zoom virtual meeting link:*

<https://us02web.zoom.us/j/86399434512?pwd=di9qSHlzVk5OSjByM1lPY3UyM2RlQk50>

*Meeting ID: 863 9943 4512*

*Passcode: 148054*

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts Payable   \$ 124,690.57 Payroll           \$ 325,477.80 <b>TOTAL:</b> \$ 450,168.37 <i>Warrants \$124,690.57</i> <i>EFTs \$325,477.80</i>		Shannon	Approve/Reject
2) Meeting Minutes a) April 10, 2023, General Meeting b) April 25, 2023, Special Meeting		Shannon	Approve/Reject
3) RFQ Asphalt Repair St 1-1		Chief	Approve/Reject

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

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

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1)			

**IX. COMMUNICATIONS (NONACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for April 2023		Shannon	
2) May 2023 Budget Report		Shannon	
3) WFCA Wage Benefit Report		Shannon	

**X. DEPARTMENT REPORTS**

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

**XI. GOOD OF THE ORDER: THANK YOU FROM CHIEF KYTTA**

**XII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 15:00:33 Date: 05/10/2023

05/08/2023 To: 05/08/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230501001 Across The Street Productions Inc.	768	05/08/2023	Claims	6700	2,125.00	INV14591
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	INV14591	05/01/2023	05/08/2023	Blue Card Renewal (x16), Instructor (x1)	2,125.00	
230501002 Brightwire Networks LLC Int' Technical Solutions	769	05/08/2023	Claims	6700	5,496.14	123655 DP, 124431
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	123655 DP	05/01/2023	05/08/2023	Server Warranty Renewal 1 Yr	1,502.85	
	124431	05/01/2023	05/08/2023	April 2023 Srvc	3,993.29	
230501003 Brookfield Group, The	770	05/08/2023	Claims	6700	616.17	66474
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	66474	05/01/2023	05/08/2023	Voice Hosted Users May 2023	616.17	
230501004 Carefirst Bluecross Blueshield Payment Administrator	771	05/08/2023	Claims	6700	248.00	230960007565
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	230960007565	04/17/2023	05/08/2023	Harris Medical Premium	248.00	
230501005 Cascade Fire Equipment Company	772	05/08/2023	Claims	6700	216.20	3092, 3435
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	3092	04/17/2023	05/08/2023	Extrication Gloves (x3)	176.20	
	3435	04/17/2023	05/08/2023	Fire Helmet Passport Front (R. Smith)	40.00	
230501006 Centralia OK Tire Inc Point S Tires	773	05/08/2023	Claims	6700	1,299.21	1113983
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	1113983	04/20/2023	05/08/2023	A75 A1-1 New Tires (x6)	1,299.21	
230501007 Citi Cards	774	05/08/2023	Claims	6700	124.34	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	AMAZON	05/03/2023	05/08/2023	Equipment 4-Cycle Fuel	52.96	
	AMAZON	05/03/2023	05/08/2023	Equipment 2-Cycle Oil/Gas Mix	55.39	
	ZOOM	05/03/2023	05/08/2023	Mnthly Communications Srvc	15.99	
230501008 City Of Olympia	775	05/08/2023	Claims	6700	18,433.41	CINV-23-000459
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	CINV-23-000459	04/18/2023	05/08/2023	A09 B1-4 Annual Service & Replace Batteries	3,191.24	
	CINV-23-000459	04/18/2023	05/08/2023	A14 SU1-8 Quarterly Srvc	823.42	
	CINV-23-000459	04/18/2023	05/08/2023	A24 BN1 Replace Opticom Strobe & Brakes	1,401.06	
	CINV-23-000459	04/18/2023	05/08/2023	A24 BN1 Annual Service	560.42	
	CINV-23-000459	04/18/2023	05/08/2023	A62 E1-1 Replace Water Pump	6,101.68	
	CINV-23-000459	04/18/2023	05/08/2023	A62 E1-1 Quarterly Srvc	1,692.05	
	CINV-23-000459	04/18/2023	05/08/2023	A68 B1-2 Repair Hydro Booster and A/C Compressor	1,225.87	
	CINV-23-000459	04/18/2023	05/08/2023	A68 B1-2 Annual Srvc	1,912.66	
	CINV-23-000459	04/18/2023	05/08/2023	A73 U1-2 Annual Srvc	915.28	
	CINV-23-000459	04/18/2023	05/08/2023	A77 BN1-6 Replace Batteries	609.73	
230501009 City Sanitary Inc	776	05/08/2023	Claims	6700	205.80	16768576S188, 16768388S188
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	16768576S188	05/02/2023	05/08/2023	1-1 Grand Mound Recycle	177.20	
	16768388S188	05/02/2023	05/08/2023	1-3 Rochester Recycle	28.60	
230501010 Clearfly	777	05/08/2023	Claims	6700	223.79	512887
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	512887	05/01/2023	05/08/2023	May 2023 SIP Trunk Srvc	223.79	
230501011 Comcast	778	05/08/2023	Claims	6700	1,179.33	1030
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	

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West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	1030	04/21/2023	05/08/2023	1-2 Littlerock Phone/Cable	230.33	
	1030	04/21/2023	05/08/2023	1-6 Maytown Phone	201.13	
	1030	04/21/2023	05/08/2023	1-1 Grand Mound Phone/Cable	211.62	
	1030	04/21/2023	05/08/2023	1-4 Scott Lake Phone	168.18	
	1030	04/21/2023	05/08/2023	1-3 Rochester Phone/Cable	368.07	
230501012 DE Lage Landen	779	05/08/2023	Claims	6700	279.98	79727890
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	79727890	05/02/2023	05/08/2023	1-2 Littlerock Copier Lease	279.98	
230501013 ESO Solutions, Inc.	780	05/08/2023	Claims	6700	629.04	109429
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	109429	05/03/2023	05/08/2023	June 2023 Srvc	629.04	
230501014 Eric T. Quinn, P.S.	781	05/08/2023	Claims	6700	775.00	1330
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	1330	05/02/2023	05/08/2023	April 2023 Leqal Srvc	775.00	
230501015 First Choice Health Network	782	05/08/2023	Claims	6700	141.12	0112267
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	0112267	05/03/2023	05/08/2023	April 2023 EAP Srvc	141.12	
230501016 Fitness Machine Technicians	783	05/08/2023	Claims	6700	464.83	33270-3
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	33270-3	05/02/2023	05/08/2023	Semi-Annual Gym Equipment Maintenance	464.83	
230501017 Home Depot Credit Services	784	05/08/2023	Claims	6700	114.50	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	5520717	04/20/2023	05/08/2023	Facility Maintenance Supplies (concrete filler, HVAC	114.50	
230501018 Joes Refuse Inc	785	05/08/2023	Claims	6700	176.69	16765218S188, 16765076S188
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	16765218S188	05/02/2023	05/08/2023	1-1 Grand Mound Refuse	137.53	
	16765076S188	05/02/2023	05/08/2023	1-3 Rochester Refuse	39.16	
230501019 Kent D Bruce Co LLC	786	05/08/2023	Claims	6700	1,234.92	13491
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	13491	04/27/2023	05/08/2023	A23 BN Driver's Side Warning Light	1,234.92	
230501020 LN Curtis & Sons Inc	787	05/08/2023	Claims	6700	525.42	700074
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	700074	05/03/2023	05/08/2023	1-1 Grand Mound Breathing Air Compressor Repair &	525.42	
230501021 Lincoln Creek Lumber	788	05/08/2023	Claims	6700	24.70	428575, 428932
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	428575	04/12/2023	05/08/2023	1-2 Littlerock Facility Supplies (button pluqs, toaqle	14.20	
	428932	04/12/2023	05/08/2023	Aluminum Screen for Pub Ed DNR Fire Event	10.50	
230501022 Mallory Safety and Supply LLC	789	05/08/2023	Claims	6700	633.83	5593529
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	5593529	04/12/2023	05/08/2023	Maltese Pins (x23)	633.83	
230501023 Mountain Mist Water	790	05/08/2023	Claims	6700	244.60	029585
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	029585	05/03/2023	05/08/2023	1-2 Littlerock Water	74.33	
	029585	05/03/2023	05/08/2023	1-1 Grand Mound Water	124.05	
	029585	05/03/2023	05/08/2023	1-3 Rochester Water	46.22	
230501024 Northwest Water Systems	791	05/08/2023	Claims	6700	384.50	23-04486, 23-04311
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	23-04486	04/20/2023	05/08/2023	1-1 Grand Mound Water Srvc	192.25	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
23-04311	04/20/2023	05/08/2023	1-2 Littlerock Water Srvc		192.25		
230501025 Olympia Sheet Metal Inc	792	05/08/2023	Claims	6700	913.45	65847, 65846	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
65846	05/03/2023	05/08/2023	1-2 Littlerock Repair Coleman Furnace (new ignitor)				643.20
65847	05/03/2023	05/08/2023	1-1 Grand Moun Boiler Service				270.25
230501026 On-Hold Concepts Inc	793	05/08/2023	Claims	6700	19.95	604199	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
604199	05/03/2023	05/08/2023	On Hold Mnthly Srvc				19.95
230501027 Pilot Travel Centers LLC	794	05/08/2023	Claims	6700	267.46	602144279	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
602144279	05/03/2023	05/08/2023	A77 BN1-6				47.82
602144279	05/03/2023	05/08/2023	A25 CH1-2				132.84
602144279	05/03/2023	05/08/2023	A24				86.80
230501028 Propane Northwest	795	05/08/2023	Claims	6700	1,487.31	1509936214	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
1509936214	04/12/2023	05/08/2023	1-2 Littlerock Propane (781.30 gal)				1,487.31
230501029 Puget Sound Energy	796	05/08/2023	Claims	6700	4,019.62		
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
200017639499	04/17/2023	05/08/2023	1-1 Grand Mound Mar 2023				1,679.00
220025935044	04/17/2023	05/08/2023	1-2 Litrlerock Apr 2023				711.00
220025936018	04/17/2023	05/08/2023	1-3 Rochester Mar 2023				532.83
220025935051	04/17/2023	05/08/2023	1-4 Scott Lake Apr 2023				350.06
220025935069	04/17/2023	05/08/2023	1-6 Maytown Mar 2023				536.69
220006625754	04/17/2023	05/08/2023	1-7 Old Hwy 99 Mar 2023				210.04
230501030 Rochester Lumber	797	05/08/2023	Claims	6700	56.20	1201729, 1203633, 1203103, 1202278, 1203566	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
1201729	04/20/2023	05/08/2023	Facility Maintenance Supplies (grease, crack filler)				19.76
1203633	04/20/2023	05/08/2023	A62 E1-1 Nuts for door opening				7.59
1202278	04/20/2023	05/08/2023	Facility Maintenance Supplies (wood putty, pluqs)				14.52
1203103	04/20/2023	05/08/2023	Facility Maintenance Supplies (fly traps)				11.53
1203566	04/20/2023	05/08/2023	Facility Maintenance Supplies (screws)				2.80
230501031 Rochester Water Association	798	05/08/2023	Claims	6700	52.47	100100	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
100100	04/25/2023	05/08/2023	1-3 Rochester Water Srvc				52.47
230501032 Scott Lake Maintenance Co C/O Northwest Water Syst	799	05/08/2023	Claims	6700	115.00	2165	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
2165	05/03/2023	05/08/2023	1-4 Scott Lake Water Srvc				115.00
230501033 Stericycle Inc	800	05/08/2023	Claims	6700	10.36	3006458367	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
3006458367	05/03/2023	05/08/2023	1-2 Littlerock Hazo Waste				10.36
230501034 Systems Design West LLC	801	05/08/2023	Claims	6700	1,736.39	20230809	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
20230809	04/21/2023	05/08/2023	March Transports (x63), MVA Recovery (x1)				1,736.39
230501035 Targetsolutions LLC	802	05/08/2023	Claims	6700	5,874.13	70989	
<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>				<b>Amount</b>
70989	05/03/2023	05/08/2023	NPP Fire Stations (x6) & Apparatus (x26) Annual				5,874.13
230501036 Verizon Wireless	803	05/08/2023	Claims	6700	321.21	9932311398, 9933284496	

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230501037 Washington Automated Inc	804	05/08/2023	Claims	6700	787.29	0001313-IN																																								
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0001313-IN	05/04/2023	05/08/2023	1-2 Littlerock Gear Extractor Repair	787.29																																										
230501038 Wells Fargo Financial Leasing	805	05/08/2023	Claims	6700	159.99	5024679291																																								
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5024679291	04/21/2023	05/08/2023	1-1 Grand Mound Copier Lease	159.99																																										
230501039 West Thurston Reg Fire PETTY CASH	806	05/08/2023	Claims	6700	56.42																																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Invoice #</i></th> <th style="text-align: left;"><i>Rcvd Date</i></th> <th style="text-align: left;"><i>Due Date</i></th> <th style="text-align: left;"><i>Description</i></th> <th style="text-align: right;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>RUSS KALEIWAHEA</td> <td>05/03/2023</td> <td>05/08/2023</td> <td>Lease Refund</td> <td style="text-align: right;">56.42</td> </tr> </tbody> </table>							<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	RUSS KALEIWAHEA	05/03/2023	05/08/2023	Lease Refund	56.42																														
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230501040 Whistle Workwear	807	05/08/2023	Claims	6700	236.29	2030001139																																								
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230501041 Wilcox & Flegel	808	05/08/2023	Claims	6700	4,571.01	0782191-IN, 0782874-IN, 0785151-IN, 0785150-IN, CL78705																																								
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41 Vouchers:

56,481.07

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

15:06:50 Date: 05/10/2023

05/08/2023 To: 05/08/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230501042 Aflac	809	05/08/2023	Payroll	6700	460.85	
230501043 Benefit Solutions Inc-WSCFF	810	05/08/2023	Payroll	6700	2,025.00	
EFT Bennett Matthew Shaun	705	05/15/2023	Payroll	6700		
EFT Bennett Matthew Shaun	733	05/31/2023	Payroll	6700		
230501089 Berryman Thomas A	716	05/10/2023	Payroll	6700		
EFT Betts Brandon John	734	05/31/2023	Payroll	6700		
EFT Christenson Brian David	735	05/31/2023	Payroll	6700		
EFT Cooke Hans Robert	736	05/31/2023	Payroll	6700		
EFT Dean Sarah Linnea	737	05/31/2023	Payroll	6700		
EFT Department Of Retirement Services Deferred Comp	764	05/08/2023	Payroll	6700	30,697.17	
EFT Department Of Retirement Systems Retirement	765	05/08/2023	Payroll	6700	50,555.87	
EFT Department Of The Treasury	766	05/08/2023	Payroll	6700	46,540.23	
EFT Devert Brent Nathaniel	738	05/31/2023	Payroll	6700		
230501044 Dimartino Associates Brown & Brown of WA, Inc	811	05/08/2023	Payroll	6700	2,155.64	
EFT Drake Nathan Tyler	739	05/31/2023	Payroll	6700		
EFT Elkins Ben M	717	05/10/2023	Payroll	6700		
230501091 Fitzgerald Thomas J	718	05/10/2023	Payroll	6700		
EFT Fox Timothy Andrew	719	05/10/2023	Payroll	6700		
EFT Frasl Kenneth E	720	05/10/2023	Payroll	6700		
230501045 GET Program	812	05/08/2023	Payroll	6700	287.00	
EFT Garza Isaac Wayne	706	05/15/2023	Payroll	6700		
EFT Garza Isaac Wayne	740	05/31/2023	Payroll	6700		
230501046 HRA VEBA Trust	813	05/08/2023	Payroll	6700	6,400.00	
EFT Hall Aaron David	707	05/15/2023	Payroll	6700		
EFT Hall Aaron David	741	05/31/2023	Payroll	6700		
EFT Heilman Chris Douglas	721	05/10/2023	Payroll	6700		
EFT Heilman Chris Douglas	742	05/31/2023	Payroll	6700		
EFT Hemminger Shannon Marie	743	05/31/2023	Payroll	6700		
EFT Hoskison Jordan Tyler	722	05/10/2023	Payroll	6700		
EFT Hull Nathan Scott	744	05/31/2023	Payroll	6700		
230501047 IAFF Local 3825 Treasurer	814	05/08/2023	Payroll	6700	5,404.52	
230501096 Jernigan Jeff M	723	05/10/2023	Payroll	6700		
EFT Josselyn Jesse West	724	05/10/2023	Payroll	6700		
EFT Kaleiwahea Blake William	745	05/31/2023	Payroll	6700		
EFT Kondrack Andrew Joseph	746	05/31/2023	Payroll	6700		
230501098 Linn Catherine Louise	725	05/10/2023	Payroll	6700		
EFT Lyon Colby Wayne	708	05/15/2023	Payroll	6700		
EFT Lyon Colby Wayne	747	05/31/2023	Payroll	6700		
EFT Matson Collin Reid	748	05/31/2023	Payroll	6700		
EFT Means Cameron Jack	726	05/10/2023	Payroll	6700		
EFT Miller Devann Munroe	749	05/31/2023	Payroll	6700		
EFT Morales Michael Lawrence	750	05/31/2023	Payroll	6700		
EFT Nelson Jacob Matthew	727	05/10/2023	Payroll	6700		
EFT Palmerson Erik Morgan	709	05/15/2023	Payroll	6700		
EFT Palmerson Erik Morgan	751	05/31/2023	Payroll	6700		
EFT Parker Gregory Jerel	710	05/15/2023	Payroll	6700		
EFT Parker Gregory Jerel	752	05/31/2023	Payroll	6700		
EFT Patraca Linda Ellen	753	05/31/2023	Payroll	6700		
EFT Pethia David C	728	05/10/2023	Payroll	6700		
230501102 Ricks John Rual	729	05/10/2023	Payroll	6700		
EFT Santee Ricardo Leon	754	05/31/2023	Payroll	6700		
EFT Sexton Thomas Edward	755	05/31/2023	Payroll	6700		
EFT Singleton Charles Ed	756	05/31/2023	Payroll	6700		

## VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

15:06:50 Date: 05/10/2023

05/08/2023 To: 05/08/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Smith Eric David	711	05/15/2023	Payroll	6700		
EFT Smith Eric David	757	05/31/2023	Payroll	6700		
EFT Smith Rob Dean	758	05/31/2023	Payroll	6700		
EFT Spiegelberg John Steven	730	05/10/2023	Payroll	6700		
EFT Stone Roger Lee	759	05/31/2023	Payroll	6700		
EFT Swecker Joel Anthony	712	05/15/2023	Payroll	6700		
EFT Swecker Joel Anthony	760	05/31/2023	Payroll	6700		
230501104 Teitzel Steven David	731	05/10/2023	Payroll	6700		
EFT Trautman Alexander Paul	761	05/31/2023	Payroll	6700		
EFT Trott Thomas John	762	05/31/2023	Payroll	6700		
230501048 Trusteed Plans	815	05/08/2023	Payroll	6700	49,499.66	
EFT Washington State Support Registry	767	05/08/2023	Payroll	6700	768.66	
230501049 West Thurston Fire - House Funds	816	05/08/2023	Payroll	6700	175.00	
EFT White Christopher Charles	763	05/31/2023	Payroll	6700		
67 Vouchers:					393,687.30	



# WEST THURSTON REGIONAL FIRE AUTHORITY



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

April 25, 2023 – WTRFA Commissioner’s Special Meeting at 10828 Littlerock Rd. Olympia (Station 1-2)

**Call to Order:** Commissioner Elkins (Zoom) called the meeting to order at 17:22 hrs. Commissioners Dahl, Pethia, Ricks, Culleton, Chief R. Smith, and Secretary Shannon Hemminger present. Commissioner Jernigan absent (excused).

**Additions/Deletions to the Agenda:** Chief Smith presented Levy Lid Lift presentation.

**Public Comments/Presentations:** None

**Labor Management:** None

**New Business:**

1. Resolution 2023-005 Multi-Year-Lid Lift – Shannon presented Resolution #2023-005 6 Year, up to 6% Multi-Year Lid Lift. Commissioner Dahl moved to approve the 6 year, up to 6% Multi-Year-Lid lift. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Resolution 2023-006 Surplus of Old Hwy 99 Fire Station – Shannon presented Resolution #2023-006 Surplus of Old Hwy 99 Fire Station. Commissioner Dahl moved to approve the surplus of the Old Hwy 99 Fire Station and delegate Chief Smith the authority to choose a realty company. Commissioner Elkins seconded the motion. Motion carried 5-0.

**Good of the Order:** None.

**Adjournment:** The meeting was adjourned at 18:30 hours.

Submitted for Board approval by:

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

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

\_\_\_\_\_  
Commissioner Jeff Jernigan

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

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

\_\_\_\_\_  
Commissioner Dave Pethia

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



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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

---

April 10, 2023 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia, WA St. 1-2

**Call to Order/Attendance:** Commissioner Elkins called the meeting to order at 17:01 hours, followed by the Pledge of Allegiance.

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

**Chief:** R. Smith, R. Stone

**Captains:** E. Smith, B. Christianson (Zoom), N. Drake (Zoom)

**Union Representative** Lt. Garza

**Lieutenants:**

**Firefighters:** M. Bennett,

**Volunteer:** Spiegelberg (Zoom)

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

**Guests:** Wava Garza, Jeff Merryman, Emily Morales (Zoom), Jenifer Whisler (Zoom)

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

**Public Comments/Presentations:** Jeff Merryman addressed volunteering.

**Labor Management:** Lt. Garza reported one FF/EMT is off light duty and back to full duty, and staffing is stable.

**New Business:**

1. Expenditure Approval. Commissioner Dahl moved to approve the total expenditure amount of \$569,069.39. Commissioner Ricks seconded the motion. Motion carried 6-0.
2. Meeting Minutes.
  - A. Commissioner Pethia moved to approve the board workshop meeting minutes from February 21, 2023. Commissioner Jernigan seconded the motion. Motion carried 6-0.
  - B. Commissioner Pethia moved to approve the board meeting minutes from March 13, 2023. Commissioner Jernigan seconded the motion. Motion carried 6-0.
3. Mobe Equipment Reimbursements – Shannon presented the 2022 Mobe Equipment Reimbursement of \$39,240.04, received from DNR and WSP. Discussion was held to leave the funds in the general fund or move the funds to the Wildland Reserve Fund. Commissioner Dahl moved to put the funds in the Wildland Reserve Fund. Commissioner Ricks seconded the motion. Motion carried 6-0.

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

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

**Communications:**

1. March 2023 Thurston County Treasurers report presented.
2. April 2023 Budget Report presented.
3. Chief Smith reported on the Easter Egg Dash being a success this year, with approximately 100 people attending Rochester and 75 attending Littlerock.
4. Chief Smith reported on the survey results from Public Consulting Group, in week one there were 84 responses and another 25 last week. Discussion was had on other ways to advertise the survey.
5. Chief Smith reported on West Thurston Fire’s participation in the Sherman Valley Fund Raiser on April 1<sup>st</sup>, 2023. Special thanks to Lt. Lyons and Shannon for representing the department.

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

Chief Smith reported the crews responded to 254 calls in March (average of 8 calls per day) and 33% of the time they were managing more than one call. The crews responded to 15 fire calls, 185 EMS calls and 54 other response types.

**Commissioner Reports:**

1. Commissioner Ricks reported on Medic 1 is still regrouping after the failed levy, BLS funding is on hold until future decisions are made. Commissioner Ricks announced that Olympic Ambulance is under contract with Providence Hospital to receive patients at the emergency room entrance and EMT’s are no longer performing this task.
2. Commissioner Pethia reported on attending the Hazard Mitigation meeting with Chief Smith.

**Good of the Order:**

1. Volunteer FF/EMT John Spiegelberg is being promoted to Lieutenant on Wednesday, April 12, 2023, at 5pm at Grand Mound Fire Station.
2. Lt. Garza reported the Scott Lake Ball Field project is complete and special thanks to Chris Heilman who worked tirelessly on the project.

**Adjournment:** The board adjourned the meeting at 18:09 hours.

Submitted for Board approval by:

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

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

\_\_\_\_\_  
Dave Pethia, Board Member

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

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

\_\_\_\_\_  
Ben Elkins, Board Member

\_\_\_\_\_  
Jeff Jernigan, Board Member



**West Thurston Regional Fire Authority  
Governing Board**

**REQUEST FOR QUOTE SUMMARY**

**RFQ Item/Service:** Grand Mound Station 1-1

**Background Information:** Due to continued asphalt deterioration and cracking at the Grand Mound station, a request for quote was sent out March 31, 2023 with a response date of April 21, 2023. The request was sent to qualified vendors that could provide repairs to the cracks and resealing of the entire asphalted areas of the parking lot. The parking lot was last resealed in 2017. The RFQ was sent to 9 vendors, with one that has provided a response.

1. Asphalt Patch Systems Inc
2. Black Hills Excavating, Inc.
3. Lakeside Industries – Centralia/Chehalis division
4. Northfork Asphalt Paving, Inc.
- 5. Pony Up Parking Lots, Inc.**
6. Black Top Solutions
7. Craigs Asphalt LLC
8. Asher’s Asphalt & Sealcoating
9. Everson Asphalt

<b>Contractor</b>	<b>Proposal</b>	<b>Warranty/Service included</b>	<b>Cost (excl. tax)</b>	<b>Notes</b>
Pony Up Parking Lots, Inc.	<ul style="list-style-type: none"> <li>• Sealcoat approx. 33,947 SF</li> <li>• Crackfill approx. 1,500 SF</li> <li>• Asphalt Repairs approx. 5,980 SF</li> <li>• Restriping</li> </ul>	<ul style="list-style-type: none"> <li>• The life of the asphalt can be extended by filling in the cracks and sealcoating this year and then budget for repairs in the future. The current lifespan of the asphalt, weather depending, is approx. 2-5 years in the areas where there is more cracking, and longer in areas without cracking.</li> <li>• 1 year warranty on all workmanship &amp; materials</li> </ul>	<ul style="list-style-type: none"> <li>• \$8,609.53</li> <li>• \$1,875.00</li> <li>• \$50,718.98</li> <li>• \$2,598.18</li> </ul> <p><b>Total bid: \$68,969.63</b></p>	

**Recommendation:** Pony Up Parking Lots, Inc.

- Only bidder
- We can go with the Sealcoating and Crackfill at this time only
- Restriping could be done by Chris Heilman however not recommended as the sealcoating would cover the current lines and they won't be seen.
- Crackfill, sealcoating and re-striping is \$14,142.09 (plus tax)







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

**Cash Activity**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
<b>04/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$6,429,275.36</b>	
	<b>Receipts/Deposits/Refunds:</b>		
04/03/2023	Credit Card Deposit \$93.00 / 6701	93.00	
04/04/2023	District Deposit \$441.10 / 6701	441.10	
04/04/2023	Interest on Tax Refunds	(23.70)	
04/05/2023	Credit Card Deposit \$241.08 / 6701	241.08	
04/05/2023	District Deposit \$1,075.14 / 6701	1,075.14	
04/05/2023	District Deposit \$21,320.00 / 6701	21,320.00	
04/05/2023	District Deposit \$936.74 / 6701	936.74	
04/06/2023	District Deposit \$474.79 / 6701	474.79	
04/07/2023	District Deposit \$2,454.81 / 6701	2,454.81	
04/07/2023	District Deposit \$332.02 / 6701	332.02	
04/07/2023	District Deposit \$554.00 / 6701	554.00	
04/11/2023	Interest on Tax Refunds	(4.14)	
04/12/2023	District Deposit \$10,304.02 / 6701	10,304.02	
04/12/2023	District Deposit \$382.91 / 6701	382.91	
04/12/2023	District Deposit \$396.60 / 6701	396.60	
04/12/2023	District Deposit \$648.00 / 6701	648.00	
04/13/2023	Credit Card Deposit \$1,007.40 / 6701	1,007.40	
04/13/2023	District Deposit \$2,878.06 / 6701	2,878.06	
04/13/2023	District Deposit \$343.52 / 6701	343.52	
04/14/2023	Credit Card Deposit \$233.52 / 6701	233.52	
04/14/2023	District Deposit \$3,822.64 / 6701	3,822.64	
04/14/2023	District Deposit \$478.76 / 6701	478.76	
04/17/2023	District Deposit \$402.99 / 6701	402.99	
04/17/2023	District Deposit \$91,259.62 / 6701	91,259.62	
04/18/2023	District Deposit \$444.78 / 6701	444.78	
04/19/2023	District Deposit \$466.33 / 6701	466.33	
04/21/2023	Credit Card Deposit \$1,097.00 / 6701	1,097.00	
04/21/2023	District Deposit \$1,139.46 / 6701	1,139.46	
04/21/2023	District Deposit \$1,250.68 / 6701	1,250.68	
04/21/2023	District Deposit \$1,292.83 / 6701	1,292.83	
04/24/2023	District Deposit \$121.12 / 6701	121.12	
04/24/2023	District Deposit \$17,214.40 / 6701	17,214.40	
04/24/2023	Interest on Tax Refunds	(0.08)	
04/25/2023	Credit Card Deposit \$205.80 / 6701	205.80	
04/25/2023	District Deposit \$247.24 / 6701	247.24	
04/25/2023	District Deposit \$300.62 / 6701	300.62	
04/25/2023	District Deposit \$437.00 / 6701	437.00	
04/25/2023	District Deposit \$566.89 / 6701	566.89	
04/26/2023	Credit Card Deposit \$92.93 / 6701	92.93	
04/26/2023	District Deposit \$1,032.00 / 6701	1,032.00	
04/26/2023	District Deposit \$1,640.69 / 6701	1,640.69	
04/26/2023	Interest on Tax Refunds	(0.01)	
04/27/2023	District Deposit \$1,071.80 / 6701	1,071.80	
04/27/2023	District Deposit \$371.59 / 6701	371.59	
04/28/2023	District Deposit \$2,756.11 / 6701	2,756.11	
04/28/2023	District Deposit \$4,510.48 / 6701	4,510.48	
04/28/2023	District Deposit \$97.68 / 6701	97.68	
04/28/2023	State Forest - Interest	0.01	
04/30/2023	Tax & Assessment Receipts	1,367,814.21	
04/30/2023	Interest Paid	6,169.40	



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

	<b>Total Deposits</b>	<b>\$1,550,393.84</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
04/07/2023	Voided Warrants	3,000.00	
04/12/2023	Electronic Disbursement	(34,048.09)	
04/12/2023	Issued Warrants	(139,703.94)	
04/14/2023	Electronic Disbursement	(9,524.13)	
04/19/2023	Voided Warrants	3,800.00	
04/28/2023	Electronic Disbursement	(323,575.13)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$500,051.29)</b>	
<b>04/30/2023</b>	<b>Ending Cash Balance</b>	<b>\$7,479,617.91</b>	

### Warrant Activity

<b>04/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$24,708.99</b>
	Total Warrants Issued	139,703.94
	Total Warrants Redeemed	(146,942.62)
	Total Warrants Voided	(6,800.00)
<b>04/30/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$10,670.31</b>

### Investment Activity

<b>04/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$17,069.90</b>
	Interest Earned	9,395.36
	Cash Paid	(6,169.40)
<b>04/30/2023</b>	<b>Ending Interest Receivable</b>	<b>\$20,295.86</b>

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	4.69%





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

**Cash Activity**

Date	Description	Amount	Notes
<b>04/01/2023</b>	<b>Beginning Cash Balance</b>	<b>\$159,851.84</b>	
	<b>Receipts/Deposits/Refunds:</b>		
04/04/2023	Interest on Tax Refunds	(0.01)	
04/11/2023	Interest on Tax Refunds	(0.60)	
04/24/2023	Interest on Tax Refunds	(0.01)	
04/30/2023	Tax & Assessment Receipts	124,675.39	
04/30/2023	Interest Paid	176.29	
	<b>Total Deposits</b>	<b>\$124,851.06</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
<b>04/30/2023</b>	<b>Ending Cash Balance</b>	<b>\$284,702.90</b>	

**Warrant Activity**

<b>04/01/2023</b>	<b>Beginning Warrants Outstanding</b>	<b>\$0.00</b>
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
<b>04/30/2023</b>	<b>Ending Warrants Outstanding</b>	<b>\$0.00</b>

**Investment Activity**

<b>04/01/2023</b>	<b>Beginning Interest Receivable</b>	<b>\$516.17</b>
	Interest Earned	240.09
	Cash Paid	(176.29)
<b>04/30/2023</b>	<b>Ending Interest Receivable</b>	<b>\$579.97</b>

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	4.69%



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

### Cash Activity

Date	Description	Amount	Notes
04/01/2023	Beginning Cash Balance	\$763,667.25	
	Receipts/Deposits/Refunds:		
04/30/2023	Interest Paid	702.06	
	<b>Total Deposits</b>	<b>\$702.06</b>	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
04/30/2023	Ending Cash Balance	\$764,369.31	

### Warrant Activity

04/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
04/30/2023	Ending Warrants Outstanding	\$0.00

### Investment Activity

04/01/2023	Beginning Interest Receivable	\$1,893.74
	Interest Earned	1,117.93
	Cash Paid	(702.06)
04/30/2023	Ending Interest Receivable	\$2,309.61

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	4.69%

WASHINGTON FIRE COMMISSIONERS ASSOCIATION



2023 WAGE & BENEFIT SURVEY

All fire districts/RFAs complete:

**PART I - GENERAL INFORMATION**

Today's Date: 5-1-2023

Fire District/RFA: West Thurston Regional Fire Authority

Mailing Address: 10824 Littlerock Rd. SW Olympia WA 98512

Survey Contact Person: Linda Patraca Phone: (360) 273-5582

Email Address: linda.patraca@WTRFA.org

1. Service area population—include contract area(s): 11,530
2. Square miles served by fire district/RFA—include contract area(s): 156.40
3. Insurance rating for fire protection:
 

<u>4</u>	Within district/RFA boundary
<u>4</u>	Within contract area
4. Area classification:
 

<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Rural	<input type="checkbox"/> Agricultural
--------------------------------	-----------------------------------	---	---------------------------------------
5. Total number of stations: 5
6. Total number of calls last year: 3,391  
 Of the total number listed above, how many were:
 

a. Fire calls	<u>124</u>
b. EMS/rescue	<u>2,505</u>
c. Hazardous materials	<u>77</u>
d. Other calls (clean-up, wash down, etc.)	<u>685</u>
7. Does your fire district/RFA generally transport BLS?  Yes  No
8. Does your fire district/RFA generally transport ALS?  Yes  No
9. Total number of paid employees:
 

Full Time	<u>31</u>
Part Time	<u>2</u>
10. Total number of volunteers: 35
11. Total number of resident firefighters: 0
12. Total number of sleepers: 45

Fire District/RFA: WTRFA

**Budget**

13. Total assessed value (current year): \$ 3,587,028,331
14. Tax revenue (current year):
- a. Regular property tax \$ 3,473,016.70
  - b. Special excess levy \$ 0
  - c. G. O. bond \$ 329,304.96
  - d. EMS levy \$ 0
  - e. Other tax revenue (timber, etc.) \$ 20,000
15. Other revenue (current year):
- a. Benefit assessment \$ 0
  - b. Interest bearing warrants \$ 0
  - c. Fire protection contract(s) \$ 200,244
  - d. Other contract agreement(s) \$ 1,160,314
  - e. Grants \$ 1,200
  - f. Miscellaneous revenue \$ 25,000
16. Expenditures (current year):
- a. Salaries \$ 4,003,939
  - b. Personnel benefits \$ 1,705,897
  - c. Supplies \$ 84,016
  - d. Other services \$ 985,223
  - e. Intergovernmental services and taxes \$ 0
  - f. Capital outlay \$ 37,000
  - g. Debt service \$ 0

**Revenue Ballot Measure**

17. Did your district/RFA pass a ballot measure within the last 12 months?  Yes  No

If yes, what type?

- Lid Lift      Duration: \_\_\_\_\_
- EMS            Duration: \_\_\_\_\_
- Excess Levy    Duration: \_\_\_\_\_
- Benefit Charge    Duration: \_\_\_\_\_

Fire District/RFA: \_\_\_\_\_

Districts/RFAs with **volunteer personnel** please complete:

**PART II - VOLUNTEER INFORMATION**

1. Are volunteers compensated?  Wages  Reimbursement  None
2. Does your district/RFA have a resident firefighter program?  Yes  No
3. Does your district/RFA use a point system?  Yes  No  
If yes, explain point value (dollars or other): \_\_\_\_\_
4. Wage/reimbursement schedule for the volunteers:

<u>JOB TITLE</u>	<b>WAGES (\$ PER HOUR)</b>		<b>REIMBURSEMENT (\$ PER INCIDENT)</b>	
	<b>DRILL</b>	<b>TURNOUT</b>	<b>DRILL</b>	<b>TURNOUT</b>
a. Fire Chief				
b. Deputy Chief				
c. Asst. Chief				
d. Batt. Chief				
e. Captain				
f. Secretary				
g. Lieutenant				
h. Firefighter				<i>37. per 24 hr. shift</i>
i. Firefighter/EMT				<i>74. per 24 hr. shift</i>
j. Firefighter/Para				
k.				<i>55.50 per 24 hr. shift</i>

**Uniforms**

5. Is there a uniform allotment for the volunteers?  Yes  No  
If yes, individual annual cash allotment: \$ \_\_\_\_\_
6. Are uniforms furnished by your district/RFA?  Yes  No
7. Who is responsible for uniform maintenance (laundry/cleaning/repair)?  
 District/RFA  Volunteer—at own expense  Volunteer—part of uniform cash allotment
8. Is there a safety work shoe allotment?  Yes  No  
If yes, individual annual cash allotment: \$ \_\_\_\_\_
9. Are safety work shoes furnished by your district/RFA?  Yes  No
10. Is turnout/bunker gear furnished by your district/RFA?  Yes  No

**Medical/Physical Examination**

11. Does your district/RFA require a medical exam prior to enrollment as a volunteer?  Yes  No
12. Does your district/RFA require periodic medical exams of volunteers?  Yes  No
13. Is release of the medical report to your district/RFA mandatory?  Yes  No

Fire District/RFA: WTRFA

14. Does your district/RFA assign a physician?  Yes  No
15. Does your district/RFA pay examination cost?  Yes  No
16. Is examination considered compensated time?  Yes  No
17. Is there a counseling process on examination results?  Yes  No
18. Is medical coverage available other than the Volunteer Relief and Pension System?  Yes  No
19. Is disability insurance provided other than the Volunteer Relief and Pension System?  Yes  No
20. Is vision care provided for volunteers?  Yes  No
21. Is life insurance provided for volunteers?  Yes  No
22. Are dependents of volunteers covered under medical and/or dental?  Yes  No

Fire District/RFA: WTRFA

Districts/RFAs with **full-time paid** personnel please complete:

**PART III - ANNUAL SALARIES**

1. **ANNUAL** base pay schedule for **full-time paid** personnel:

	<u>Minimum per year</u>	<u>Maximum per year</u>
a. Administrator/Executive Director	<u>107,088</u>	<u>107,088</u>
b. Fire Chief	<u>146,016</u>	<u>146,016</u>
c. Deputy Chief	_____	_____
d. Assistant Chief	_____	_____
e. Assistant Chief (EMS)	_____	_____
f. Battalion Chief	<u>116,868</u>	<u>116,868</u>
g. Division Chief	_____	_____
h. Captain	<u>105,180</u>	<u>107,868</u>
i. Lieutenant	<u>96,180</u>	<u>98,880</u>
j. Secretary (District/RFA)	_____	_____
k. Secretary (Department)	_____	_____
l. Office Manager	_____	_____
m. Administrative Assistant	<u>68,712</u>	<u>68,712</u>
n. Administrative Specialist	_____	_____
o. Office Assistant/Receptionist	_____	_____
p. Finance Officer	_____	_____
q. Accounting Assistant	_____	_____
r. Payroll Analyst	_____	_____
s. Human Resources Coordinator	_____	_____
t. Human Resources Manager	_____	_____
u. Training Officer	_____	_____
v. EMS Coordinator	_____	_____
w. Volunteer Coordinator	_____	_____
x. Public Information Officer	_____	_____
y. Public Education Specialist	_____	_____
z. Community Coordinator	_____	_____
aa. Health/Safety Officer	_____	_____
bb. Fire Marshal	_____	_____
cc. Inspector	_____	_____
dd. Engineer	_____	_____
ee. Intern/Temporary Firefighter	<u>not less than minimum wage</u>	
ff. Firefighter	_____	_____
gg. Firefighter/EMT	<u>80,904</u>	<u>89,892</u>
hh. EMT	_____	_____
ii. Firefighter/Paramedic	_____	_____
jj. Paramedic	_____	_____
kk. Firefighter/Mechanic	_____	_____
ll. Mechanic	_____	_____
mm. Mechanic Supervisor	_____	_____
nn. Driver	_____	_____
oo. Dispatcher	_____	_____
pp. Facilities Maintenance	<u>46,596</u>	<u>46,596</u>
qq. Facilities Maintenance Manager	_____	_____
rr. Fleet Maintenance	_____	_____
ss. Fleet Maintenance Manager	_____	_____
tt. IT Technician	_____	_____
uu. IT Manager	_____	_____
vv. Network Systems Manager	_____	_____
ww. Purchasing Officer	_____	_____
xx. Supply Coordinator	_____	_____
yy. _____	_____	_____
zz. _____	_____	_____

Fire District/RFA: WTRFA

Districts/RFAs with a **union contract-bargaining unit** or **contract without union representation** please complete:

**PART IV - UNION CONTRACT-BARGAINING UNIT OR CONTRACT WITHOUT UNION REPRESENTATION**

**Paid Employees**

1. Number of full time paid employees (union and non-union) 31  
Of the total number of paid employees listed above, how many are:
- a. LEOFF-Plan 1 28
  - b. LEOFF-Plan 2 3
  - c. PERS-Plan 1 \_\_\_\_\_
  - d. PERS-Plan 2 \_\_\_\_\_
  - e. PERS-Plan 3 \_\_\_\_\_
2. Did the number of full time paid employees increase or decrease over the past year?  Yes  No  
If yes, which?  Increase  Decrease
3. Does your district/RFA have a safety committee?  Yes  No  
If yes, who appoints?  District/RFA  Employees  Both
4. Does your district/RFA have a longevity pay schedule?  Yes  No  
If yes, number of years to qualify: 10
5. Type of employment agreement:  Union contract  Employment contract  Other

Districts/RFAs with a **union contract** continue with question 6. All others go to question 14.

**Union Representation**

6. Is your district's/RFA's local employee union part of a larger bargaining unit?  Yes  No
7. Effective date of contract: 1-1-2023 through 12-31-2025
8. Is union contract?  Negotiated  Mediated  Arbitrated
9. Number of union members: \_\_\_\_\_
10. Are there grievance procedures in your union contract?  Yes  No
11. Are there mediation procedures in your union contract?  Yes  No
12. Are there arbitration procedures in your union contract?  Yes  No
13. Amount budgeted for labor negotiations (current year): \$ 0

**Shift Trades**

14. Are shift trades used in your fire district/RFA?  Yes  No  
(If no, go to question 22)
15. Is a shift trade a provision in your contract?  Yes  No
16. Is approval required for each shift trade?  Yes  No
17. Who is responsible for record keeping of shift trades?  District/RFA  Employee



Fire District/RFA: WTRFA

18. Is equal rank a requirement for shift trades?  Yes  No
19. Is there a limit of shift trades?  Yes  No
20. Are shift trades required to be scheduled in advance?  Yes  No
21. Who is held accountable for no-show situation?  
 Originally scheduled employee  No-show employee

### Call-Back Pay

22. How many hours (minimum) guaranteed per call-back? 2
23. Rate at which call-back time is compensated % 150 (time and 1/2)
24. Are employees required to respond within a defined time frame once notified?  Yes  No

### Out of Class Pay

25. Does your district/RFA compensate for working out of class? (If no, go to question 28)  Yes  No
26. Minimum number of out of class hours required to qualify for out of class pay 12
27. How is out of class pay determined?  Paid at rank filled  Other

### Educational Incentive Pay

28. Does your district/RFA have an educational incentive program? (If no, go to question 39)  Yes  No
29. Is credit allowed for non-fire service related education?  Yes  No
30. Minimum COLLEGE level of FIRE SERVICE RELATED education which qualifies for incentive pay:  1 yr.  2 yrs.  3 yrs.  4 yrs.
31. Is there a prerequisite for eligibility?  Yes  No
32. Are there any certification requirements?  Yes  No
33. Are participants required to maintain certification?  Yes  No
34. Is there a minimum education requirement for promotion?  Yes  No
35. Is there a minimum education requirement to maintain position?  Yes  No
36. Are participants paid regular wages for class time?  Yes  No
37. Are participants reimbursed expenses for class time?  Yes  No
38. Is educational incentive pay a provision in your contract?  Yes  No

Fire District/RFA: WTRFA

**Holidays**

- 39. How many holiday **HOURS** are granted per **YEAR**?
- 40. How many holiday **HOURS** per **YEAR** may be given as annual lump sum payment?
- 41. Is the regular work schedule in effect on holiday?
- 42. Maximum number of holiday **HOURS** which may be carried forward into the next year
  - a. Is excess forfeited?
  - b. Are there exceptions to automatic forfeiture?

Shift personnel 240 Other 80

Shift personnel 0 Other 0

Yes  No

0  
 Yes  No  
 Yes  No

**Vacation**

- 43. How many vacation **HOURS** are accrued per **YEAR**?
  - a. Shift personnel:
  - b. Other:
- 44. Maximum number of vacation **HOURS** which may be carried forward into the next year
  - a. Is excess forfeited?
  - b. Are there exceptions to automatic forfeiture?
- 45. Vacation requests:
  - a. Is seniority used to determine first choice?
  - b. Are there limitations for probationary members?
  - c. How many **DAYS** in advance are requests required?
- 46. May a member return prior to vacation completion?
- 47. Minimum increment of vacation **HOURS** which may be used
- 48. Maximum number of vacation **HOURS** allowed to be used at one time
- 49. Minimum number of vacation **HOURS REQUIRED** to be taken each year
- 50. Can vacation hours be traded, transferred or loaned?
- 51. What is the eligibility period requirement in **MONTHS** before leave can be taken?
- 52. Is vacation compensation at termination of employment prorated based on rate of pay in effect when accumulated?

Beginning 192 Maximum 288  
Beginning 168 Maximum 240

No maximum  720 Hours  
 Yes  No  
 Yes  No

14  
 Yes  No  
 Yes  No

Yes  No

No minimum  \_\_\_\_\_ Hours

No maximum  \_\_\_\_\_ Hours

No minimum  \_\_\_\_\_ Hours

Yes  No

none

Yes  No

**Sick Leave**

53. Number of sick HOURS accrued per YEAR for:
- a. LEOFF-Plan 1 288
  - b. LEOFF-Plan 2 96
  - c. PERS-Plan 1 \_\_\_\_\_
  - d. PERS-Plan 2 \_\_\_\_\_
  - e. PERS-Plan 3 \_\_\_\_\_
  - f. Other \_\_\_\_\_
  - g. Is this in your contract?  Yes  No
54. Are there any benefits extended to LEOFF 2 employees to make them comparable to LEOFF 1 employees?  Yes  No
55. Are there any benefits extended to PERS 2 or 3 employees to make them comparable to PERS 1 employees?  Yes  No
56. Is doctor's approval needed for extended sick leave?  Yes  No
57. What is the accrual limit on sick leave?
- a. LEOFF-Plan 1  No limit  \_\_\_\_\_ Hours
  - b. LEOFF-Plan 2  No limit  1200 Hours
  - c. PERS-Plan 1  No limit  \_\_\_\_\_ Hours
  - d. PERS-Plan 2  No limit  1040 Hours
  - e. PERS-Plan 3  No limit  \_\_\_\_\_ Hours
58. Is there an incentive program for reducing the amount of sick leave used?  Yes  No
59. Are there requirements to utilize sick leave prior to applying for disability leave?  Yes  No
60. Can sick leave be used for anything other than illness, injury, etc.?  Yes  No
61. Are there restrictions for sick leave use with probationary members?  Yes  No
62. Number of sick **HOURS** advanced to new employees 12

**Bereavement**

63. Maximum bereavement **HOURS** allowed per incident:  No maximum  72 Hours
64. Maximum bereavement **HOURS** allowed per year:  No maximum  \_\_\_\_\_ Hours
65. Are there incidents which qualify for bereavement leave other than death?  Yes  No
66. Can bereavement leave be used for other than members of the immediate family?  Yes  No

**Uniforms**

67. Is there a uniform allotment?  Yes  No  
If yes, individual annual cash allotment \$ \_\_\_\_\_

Fire District/RFA: WTRFA

68. Are uniforms furnished by your district/RFA?  Yes  No
69. Is there a difference in shift vs. days?  Yes  No
70. Is furnishing of uniforms or cash allotment part of your contract?  Yes  No

### Uniform Maintenance

71. Who is responsible for uniform maintenance (laundry/cleaning/repair)?  
 District/RFA  Employee--at employee expense  Employee--part of uniform cash allotment
72. Is there a difference in shift vs. days?  Yes  No
73. Is uniform maintenance part of your contract?  Yes  No

### Uniform Replacement

74. Is replacement of uniforms a district/RFA function?  Yes  No
75. Is replacement of uniforms part of your contract?  Yes  No

### Shoes

76. Is there a safety work shoe allotment?  
If yes, individual annual cash allotment: \$ \_\_\_\_\_  Yes  No
77. Are safety work shoes furnished by your district/RFA?  Yes  No
78. Is there a difference in shift vs. days?  Yes  No
79. Is furnishing of safety work shoes or cash allotment part of your contract?  Yes  No

### Turnout/Bunker Gear

80. Is there a turnout/bunker gear allotment?  
If yes, individual annual cash allotment: \$ \_\_\_\_\_  Yes  No
81. Is turnout/bunker gear furnished by your district/RFA?  Yes  No
82. Is there a difference in shift vs. days?  Yes  No
83. Is furnishing of turnout/bunker gear or cash allotment part of your contract?  Yes  No

### Medical/Physical Examination

84. Does your district/RFA require a medical examination prior to hiring?  Yes  No
85. Does your district/RFA require periodic medical examinations?  Yes  No
86. Is release of the medical report to your district/RFA mandatory?  Yes  No
87. Does your district/RFA assign a physician?  Yes  No

Fire District/RFA: \_\_\_\_\_

88. Does your district/RFA pay examination cost?  Yes  No
89. Who schedules examination?  District/RFA  Employee
90. Is examination considered duty time?  Yes  No
91. Is there a counseling process on examination results?  Yes  No

**Insurance Benefits**

92. Medical carrier selected by:  District/RFA  Union  Other
93. Is your district/RFA currently enrolled in the Washington Fire Commissioners Association Benefits Program?  Yes  No  
If not, who is your current carrier? \_\_\_\_\_
94. Does the employee pay any portion of the medical premium?  Yes  No  
a. If yes, what percentage or dollar amount: \_\_\_\_\_  
b. For dependents?  Yes  No  
c. If yes, what percentage or dollar amount: \_\_\_\_\_
95. Is dental coverage provided?  
a. Employees  Yes  No  
b. Dependents  Yes  No  
c. Carrier selected by  District/RFA  Union  Other  
d. Per person annual maximum benefit \$ 2,200
96. Does the employee pay any portion of the dental premium?  Yes  No  
a. If yes, what percentage or dollar amount: \_\_\_\_\_  
b. For dependents?  Yes  No  
c. If yes, what percentage or dollar amount: \_\_\_\_\_
97. Does your district/RFA provide a flat dollar amount for employee and dependent health care and dental benefits?  Yes  No  
If yes, what dollar amount: \$ \_\_\_\_\_
98. Does your district/RFA have a vision plan?  
a. Employees  Yes  No  
b. Dependents  Yes  No  
c. Carrier selected by  District/RFA  Union  Other
99. Does your district/RFA have a disability insurance plan?  Yes  No  
If yes, carrier selected by  District/RFA  Union  Other
100. Does your district/RFA have a group life insurance plan?  Yes  No  
If yes, carrier selected by  District/RFA  Union  Other
101. Does your district/RFA have an annuity plan?  Yes  No  
If yes, carrier selected by  District/RFA  Union  Other
102. Does your district/RFA pay dependent benefits for permanently disabled/retired employees?  Yes  No
103. Does your district/RFA participate in a deferred compensation program?  Yes  No





## WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | April 2023

*Chief R. Smith, CFO*

### CHIEF'S RECAP

Crews responded to 271 calls (an average of nine calls a day), and 31% of the time they were managing more than one call. They responded to seven fire calls; two of which were a mix of mutual aid residential and commercial structure fires, three house fires in-district with a tire fire and a mobile home used as a fixed residence. Crews also attended 216 EMS calls and 48 others (details can be found on page three).

In April, we turned our focus on preparation for the Wildfire season ahead of us. As the weather pattern is expected to change to El Nino conditions (hotter and drier pattern) over the summer months, we have launched the Wildland Read Neighbors Program with a media day at the Sable residence on Mima Rd SW on April 22, 2023. Public Lands Commissioner, Hilary Franz, kicked off the Assessment of Structural Ignition Potential (ASIP) program that the Department of Natural Resources, Thurston County Conservation District and West Thurston RFA have been in the planning stages for roll-out since summer of 2022. Through this limited funding project, Battalion Chief Fitzgerald and myself plan to conduct the ASIP assessments with our community in early May through the end of June. On the deployment side, we began Annual Wildland Refresher Training this month which will carry us through the State Mobilization season.

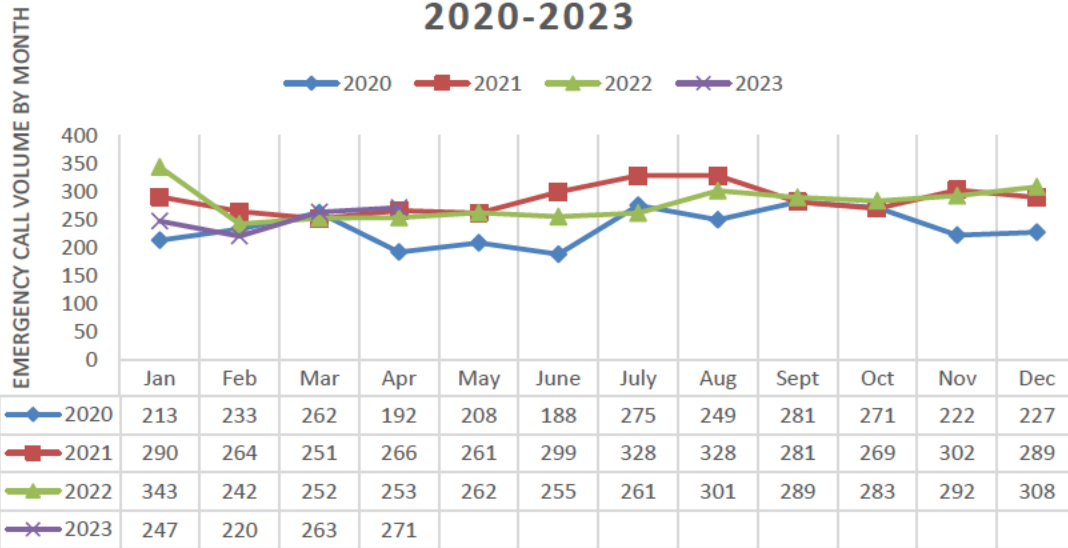
Due to temporary staffing agreements in place with the union to continue current service levels and have the ability to operate three fire stations 24/7, until additional funding is secured through a Levy Lid Lift measure August 1, 2023. Depending on the results from that measure, we will revisit the agreement in early August to consider what options are viable going forward. We continue the challenging task of recruitment and retention of volunteers to update our efforts which is captured in Appendix 1.



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

	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
MONTH	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	247	204	6	37	247	7	64	91
FEB	220	167	13	40	467	11	47	64
MAR	263	190	15	58	730	15	62	79
APR	271	216	7	48	1001	7	71	96
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	1001	777	41	183	1001	40	173	330

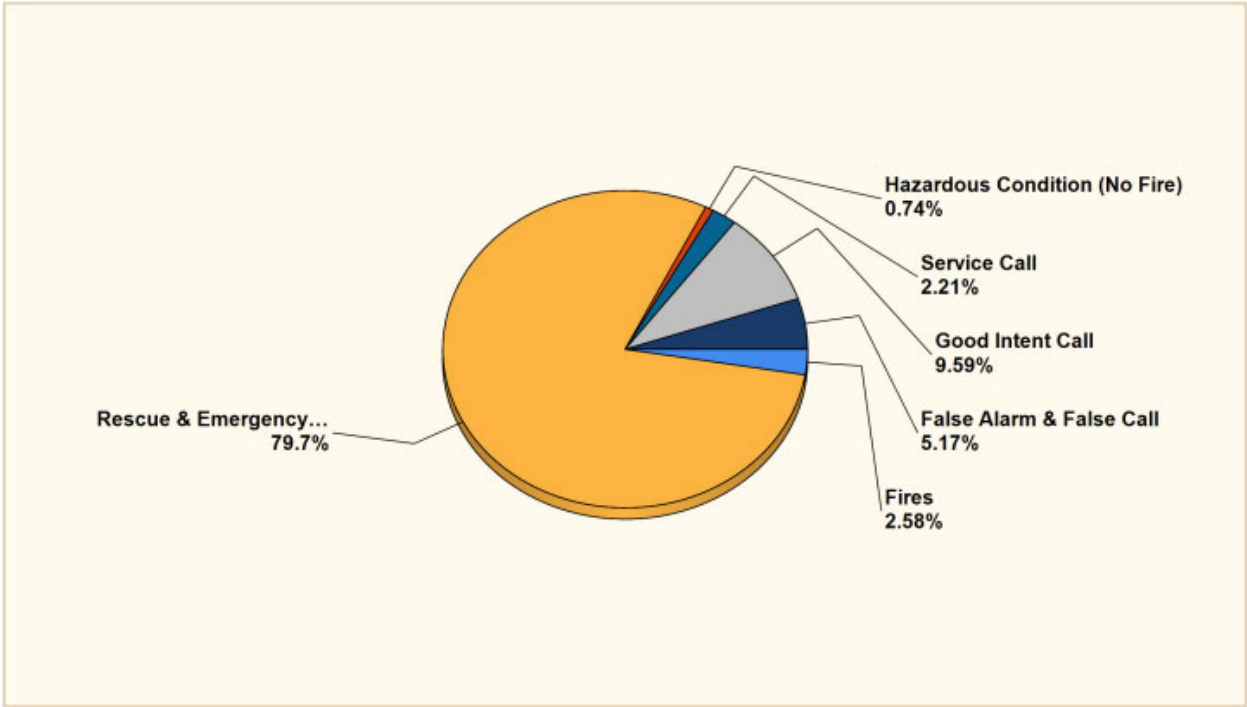
**4-YEAR INCIDENT VOLUME COMPARISON BY MONTH  
2020-2023**







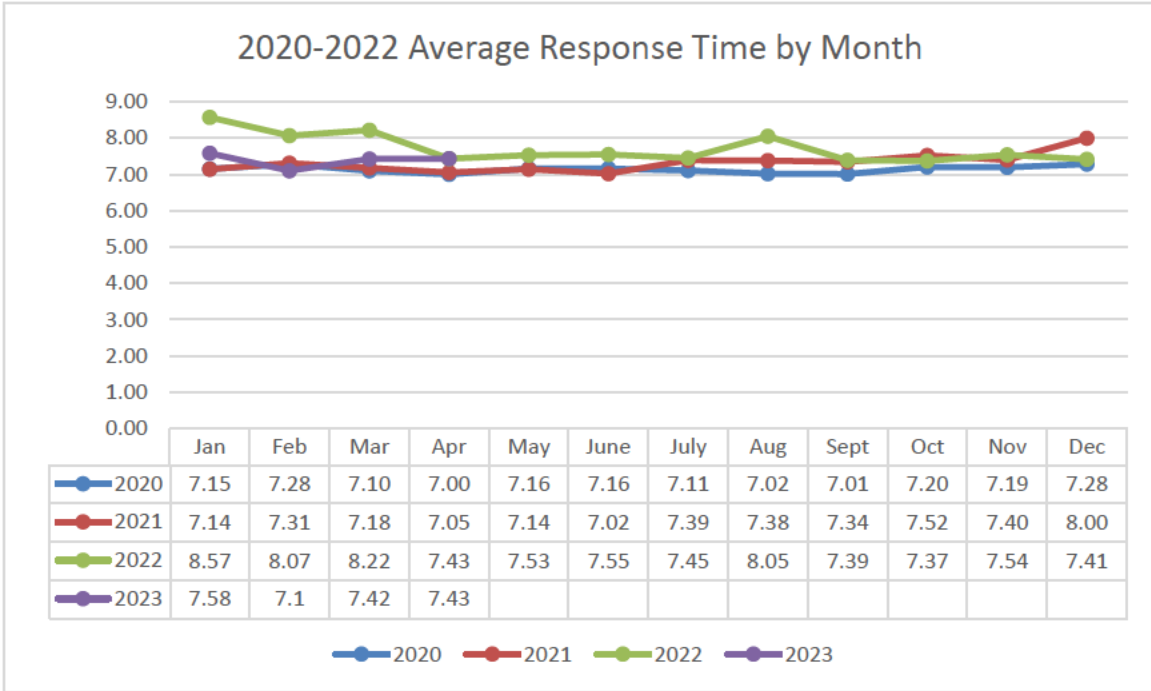
**ALL INCIDENTS BY TYPE – MONTH**



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	2.58%
Rescue & Emergency Medical Service	216	79.7%
Hazardous Condition (No Fire)	2	0.74%
Service Call	6	2.21%
Good Intent Call	26	9.59%
False Alarm & False Call	14	5.17%
<b>TOTAL</b>	<b>271</b>	<b>100%</b>



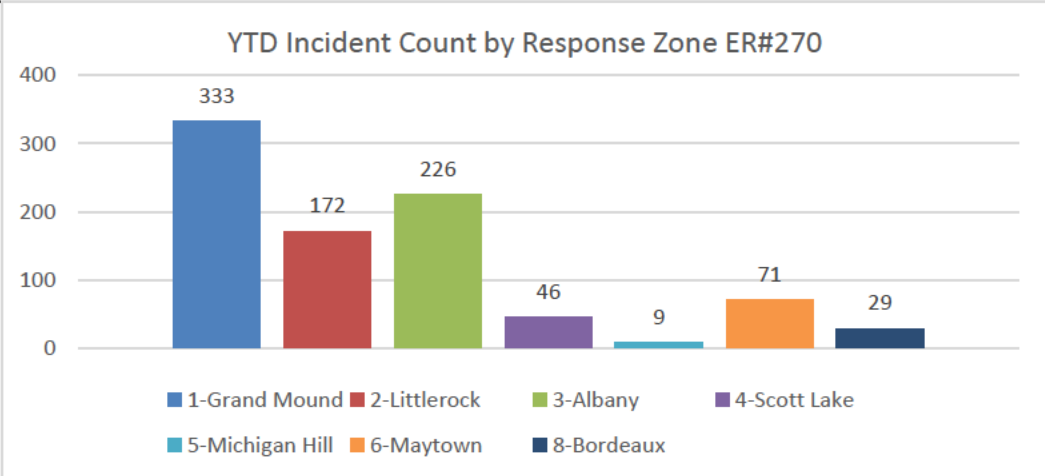
**WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH**



**Average Response Time (Month): 7:43 Minutes**  
*\*ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

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

- 1002 Incidents YTD
- 1110 Incidents Prior YTD (Through April 2023 compared to April 2022)
- 108 under PYTD
- - 10% over PYTD
- Overlapping calls occurred 31% of the time during April (84 calls) \*ER1120





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

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	216	777
FIRE/EXPLOSION	7	41
OTHER	48	183
<b>TOTAL</b>	<b>271</b>	<b>1001</b>
<b>WEST THURSTON PATIENT TRANSPORTS</b>	<b>71</b>	<b>244</b>

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	05	19
Eagles Landing (12840)	03	16
Great Wolf Lodge (20500)	06	14
Fairfield Inn (6223)	00	03
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	00	02
End of Trail (19615) Elderberry	01	08
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	01	02
Chevron Gas Station (20330)	00	00
<b>Total Tribal Property Call Volume</b>	<b>16</b>	<b>64</b>
<b>% of Total WTRFA</b>	<b>5.9%</b>	<b>6.4%</b>
<b>% of Total GM/Rochester</b>	<b>10%</b>	<b>11.45%</b>

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	31	113
Aid 1-2 – App 06	20	80
Aid 1-3 – App 03	20	48
Aid 1-6 – App 55	0	3
Aid 1-4	00	00
<b>TOTAL WTRFA</b>	<b>71</b>	<b>244</b>
Transported ALS	22	82
Airlift	00	00
Private Ambulance	2	4
Other FD	1	5
<b>TOTAL PT'S TRANSPORTED</b>	<b>96</b>	<b>335</b>

TRANSPORT DESTINATION	MONTH	YTD
SPH	41	133
PHC	37	143
CMC	18	55
MAMC	0	0
Harborview	0	0
Mary Bridge	0	0
Other	0	1
<b>TOTAL</b>	<b>96</b>	<b>332</b>

*Average response time for first arriving unit-priority-all zones-all response modes; (ER #1605/1645/270\*)*

ZONE-STATION	MONTH	RESPONSE TIME-MONTH	*YTD	% YTD
1 – Grand Mound	96	6:10	333	33.27%
2 – Littlerock	42	8:34	172	17.18%
3 – Albany	64	6:27	226	22.58%
4 – Scott Lake- Sta. 1-2	16	10:14	46	4.60%
5 – Michigan Hill- Sta.1-3	4	12:57	9	0.90%
6 – Maytown – Sta. 1-2	19	12:44	71	7.09%
8 – Bordeaux–Sta.1-2	8	11:32	29	2.90%
I-5 1-1	9	9:02	26	2.60%
I-5 1-2	2	11:43	13	1.30%
I-5 1-6	4	12:16	25	2.50%
Capitol Forest	2	9:28	16	1.60%
Mutual Aid	5	12:19*	35	3.50%



<b>TOTAL</b>	<b>271</b>	<b>7:55</b>	<b>1001</b>	<b>100%</b>
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**WEST THURSTON STATION UPTIME – MONTH DETAIL**

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

Certified Responders- Personnel Count	Personnel-Hours Worked APRIL 2023
(30) Career-Union	Regular Hours 4251; Overtime Hours: 534; Sick Leave Hours; 592 (includes paternity and FMLA); Kelly Day Hours: 912; Vacation Hours 506; Personal Leave: 120; Training OT: 51; Other OT: 0 Bereavement 0; Mob:0, Mob Backfill; 0
(18) Volunteer Responders	311 Regular Hours
(7) PACT	0
(2) Residents/Temp/ PT	622 Regular Hours
(1) Maintenance/Logistics FT	132 Regular Hours

**WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES**

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

- Thurston County Peer Support Consortium – Peer Connect App.- cost share agreement.

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

- EMW-2022-FG-00067 (AFG) Grant submitted 2/2/23 for \$43,860.80 (Training/CTC).
- Fiscal Year (FY) 2022 Fire Prevention and Safety (FP&S) EMW-2022-FP-00048 submitted 3/30/2023 \$43,300.00 – (Fire Education, Prevention, CRR and Investigation)
- Fiscal Year (FY) 2022 Staffing for Adequate Fire and Emergency Response (SAFER) Grant  
EMW-2022-FF-00556 for \$558,176.00 Grant submitted 03/10/2023 (Recruitment/Retention Coord).
- WTRFA Public Input Survey posted March 24, 2023, on FB and to Department website (94 responses as of 4/28)
- FAQ published April 21, 2023, on our website.

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

- No update



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

- 4/6/23 – Commercial (motel) fire – Alder ST S, Centralia – mutual aid (no report)
- 4/16 – House fire – Shelly St SW, Maytown – total loss; fire cause determined accidental (report pending)
- 4/20 – House fire – garage fire minimally extended Creekwood DR SW, Littlerock – garage total loss, house saved; occupant was using a space heater and draining gas from a car (no report)
- 4/20 – Chimney fire – extended to inside walls Van Dyke RD SW, Rochester – extensive damage (no report)

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

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

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

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

- Temporary MOU revisions – three temporary positions have been secured to temporarily replace career positions (Nelson for Howe resignation and Hoskison for Weinstein resignation; Fox for Vavrinec resignation)
- Josh Howe – resignation effective 4/3 - RIF
- Net -3 loss of FF/EMT personnel due to RIF conditions; one loss due to attrition; 31 down to 27

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

- 4/12 – Promotion Ceremony – John Spiegelberg promoted to Lieutenant with family present at Station 1-1
- Recruitment for Volunteer Rehab Unit Coordinator – 9/21/22. Anticipate filling role by 3/1/23 - *overdue*.

#### **Legal Issues:**

- No update

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

- Policy #3024 – Exposure Control – broadens provider selection for testing – pending.
- Policy #2010 – Equipment Use and Replacement – narrows use of equipment under certain circumstances – pending.
- Policy #1.2003 Personnel – Volunteer Membership Version: 6 – under review/pending.

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

- Levy Lid Lift – 2<sup>nd</sup> reading and Resolution 2023-005 Adoption



### **Risk Management:**

- WSRB PC rate meeting rescheduled to May 25, 2023 – more time for information gathering.

### **Social Media Enhancements:**

- Enhanced our online presence with the community. Evident around themes and safety tips.
- See Appendix for details.

### **Public Education/Public Relations Activities:**

- 4/1 - Sherman Valley Ranch fundraiser – Poker Run event – Lt Lyon and Admin Dir Hemminger attended
- 4/8 - Easter Egg Dash Event @RHS and Station 1-2
- 4/21 FAQ published with factual Levy information on our website
- 4/22 - Thurston Wildfire Ready Neighbors Meeting – Media Day to kick-off program @Sable residence on Mima Rd SW- (Chief Smith, Chief Fitzgerald in attendance)
- WTRFA Public Opinion Poll – 94 responses through 4/28 – ongoing
- ASIP assessments- starting May 3<sup>rd</sup> - scheduling into May

### **Training: (See TO Report)**

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

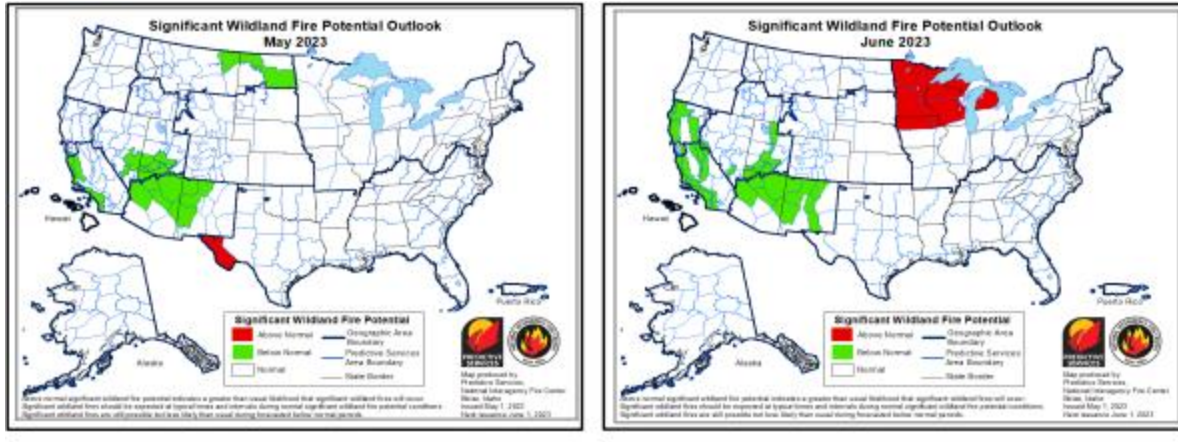
- No updates

### **Recruitment and Retention:**

- May interviews – planned (TBD)
- On-boarded new administrative volunteer Robert Hangartner – history/photo project
- FF recruits Harding and Davis began 2023-1 Academy; EMT recruit Skrei began EMT school 2023-1
- New Market Skills Advisory Board – meeting 5/10 @6:00pm
- See Appendix for details (Volunteer plan)

### **Wildland Program: (Mobilizations)**

- [https://www.predictiveservices.nifc.gov/outlooks/monthly\\_seasonal\\_outlook.pdf](https://www.predictiveservices.nifc.gov/outlooks/monthly_seasonal_outlook.pdf)
- All reporting areas are at a normal (i.e., low) risk for significant fires, and normal significant fire potential will continue through June.
- Fuels remain too moist to support elevated risk of significant fires and are historically likely to remain so until June. Many fire danger reporting stations remain under snow cover so specific information on fire danger is still limited. Timing and speed of snow melt will determine the flammability of fuels as fire season approaches. Curing of fuels in areas of higher grass production will increase potential for fire growth. Outlooks through May and beyond continue to suggest a transition to warmer-than-usual conditions during fire season 2023.



**County Projects & Legislative Impacts:**

- 4/10 – WRN planning meeting 10:00am
- 4/10 – FIIRE Collab meeting (L&I) 10:00am – unable to attend.
- 4/17 – WRN planning meeting.
- 4/20 – TCFCA Operations Chief meeting
- 4/24 – WRN planning meeting 10:00am
- 4/24 - Hazard Mitigation Workgroup 1:00pm– (Chief R. Smith and Comm. Pethia in attendance)
- 4/24 – WTFLS meeting 5:00pm
- 4/25 – Hazard Mitigation Cost-Benefit Review with Comm. Pethia 4:00pm
- 4/25 – BOFC Special Meeting 5:00pm – Levy Lid Lift selection process – 1<sup>st</sup> reading.
- 4/26 – County Fire Chiefs Association meeting – unable to attend.
- 4/27 – Thurston County Local Emergency Planning Committee meeting 1:00pm – unable to attend.
- SB 5770 2023-24 – State and local property tax reform – *Dead*. This proposal revises the definition of “limit factor” for the state and all local taxing districts’ regular property tax levies to mean 100% plus population change and inflation, but not to exceed 103% - bill did not get out of Senate Ways and Means Committee.
- Recruit Academy Oversight Committee Meeting – May 10 @SPSCC Lacey



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

**New Tender Spec Build – Fouts Brothers – 4/17-** moving towards placing in service – schedule still pending – **In Process**

**E1-3 Ladder Rack Repairs** – ladder rack actuators failed on an emergency scene requiring repairs. Failure suspected due to use over time. Original estimate \$8268.65, *revised* to \$4293.90 with 12-week delay – ordered 2/28/23. Parts arrived April 26-27. Engine targeted to be placed back in service *May 4-* **In Process**

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

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

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

**Propane Gas Vendor** - An RFQ for propane vendors was released on 3/28/2023 with a response date of 04/14/2023. Three responses were received – potential cost savings may not justify a change. Recommendation at this time is to stay with Propane Northwest due to the additional cost it would be to us to remove their tanks and all the vendors are within .10 - .20 cents of each other per gallon.

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

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



## APPENDIX – JANUARY 2023

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



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

# Recruitment and Retention Volunteer Program

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

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





Social Media Updates:

# Social Media Communications



## Formal Communications and Memos

On point: Fire Chief, Assistant Chief



## Monthly Updates (by Theme)

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



## Volunteer and Resident Program Comms

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



## WTRFA calls/incidents

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



# Monthly Updates by Theme

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

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



# WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

## April 2023

### Monthly Training Report

	April 2023	2023 Total
Total Training Hours	<b>234 hours</b>	<b>1120 hours</b>

#### Training Events in March 2023

- April Safety Meeting – Bunker Gear and Cancer.
- 2 Recruit currently attending Thurston Co Fire Academy:
  - o Both Passed FF testing, Starting Hazmat Class
- 1 Recruit attending EMT class.
  - o Passed all tests so far, over halfway complete.
- Wildland refresher training RT-130
- Wildland Tactics and hose deployment
- Preparing for roll out of SGA: Waiting on final certification from State for some EMT's.
- Hose Drill: Extended Attack

#### Upcoming training Events

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

#### Planned and Ongoing Training Projects

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