



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, November 10, 2025, at 1730 hr.

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

Zoom virtual meeting link:

<https://us02web.zoom.us/j/81557573777?pwd=3aGrolaqQYzwwaXCB79Xb030AR3Ua.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: BADGE PINNING**
- VI. LABOR MANAGEMENT**
- VII. NEW BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Expenditures: Accts. Payable \$136,477.65 Payroll \$521,139.79 TOTAL: \$657,617.44 Warrants \$214,387.37 EFTs \$443,230.07	1-9	Shannon	Accept/Reject
2) Meeting Minutes a) October 13, 2025, General Meeting	10-12	Shannon	Accept/Reject
3) Resolutions: 2025-006 2026 Budget Approval 2025-007 2026 WTRFA Levy Certification	13-15	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) September 2025 TAP Report	16-19	Shannon	Informational
2) 2025 Mobe Review	20-21	Chief Drake	Informational
3) Pre-Fire Plans Update		BC Smith	Informational
4) Maytown Station Update		Chief Drake	Informational
5) Beaver Creek Property Update		Shannon	Informational

XI. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports/Shift	22-35	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	36-37	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

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

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:00:32 Date: 11/12/2025

11/10/2025 To: 11/10/2025

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
251101001 1st Security Bank	1960	11/10/2025	Claims	6700	602.35	
Invoice # Rcvd Date Due Date Description Amount						
CIRCLE K 10/28/2025 11/10/2025 A74 - Lower Sugarloaf Mobe					122.40	
CIRCLE K 10/28/2025 11/10/2025 A74 - Lower Sugarloaf Mobe					5.63	
SHELL 10/28/2025 11/10/2025 A74 - Lower Sugarloaf Mobe					102.43	
CHEVRON 10/28/2025 11/10/2025 A74 - Lower Sugarloaf Mobe					89.59	
FLUSHMATE.COM 10/28/2025 11/10/2025 1-1 Grand Mound - mens dorm toilet repair					177.08	
HARBOR FREIGHT 10/28/2025 11/10/2025 Apparatus Rubbing Compound					43.91	
MCDONALDS 10/28/2025 11/10/2025 Incident Meal (Palmerston & Drake)					18.36	
COLN CREEK LUMBER 10/28/2025 11/10/2025 Keys Made					32.47	
USPS 10/28/2025 11/10/2025 Certified Letter Mailing					10.48	
251101002 Brookfield Group, The NEXTmsp	1961	11/10/2025	Claims	6700	697.72	77108
Invoice # Rcvd Date Due Date Description Amount						
77108 11/04/2025 11/10/2025 Voice Over Hosted Svcs (11/1/2025-11/30/2025)					697.72	
251101003 C W Nielsen Mfg Corp	1962	11/10/2025	Claims	6700	1,013.69	55828
Invoice # Rcvd Date Due Date Description Amount						
55828 10/22/2025 11/10/2025 FF Pins (x10)					1,013.69	
251101004 Capital Business Machines Inc	1963	11/10/2025	Claims	6700	233.33	290365, 290366, 290364
Invoice # Rcvd Date Due Date Description Amount						
290365 10/09/2025 11/10/2025 1-1 Grand Mound Copies (Sep 2025)					78.06	
290366 10/09/2025 11/10/2025 1-2 Littlerock Copies (Sep 2025)					131.44	
290364 10/09/2025 11/10/2025 1-6 Maytown Copies (Sep 2025)					23.83	
251101005 Carefirst Bluecross Blueshield Payment Administrator	1964	11/10/2025	Claims	6700	312.00	252781006163
Invoice # Rcvd Date Due Date Description Amount						
252781006163 10/17/2025 11/10/2025 Harris Medical Premium - Nov 2025					312.00	
251101006 Chehalis Sheet Metal Inc	1965	11/10/2025	Claims	6700	4,061.25	91927, 91928
Invoice # Rcvd Date Due Date Description Amount						
91927 11/04/2025 11/10/2025 1-1 Grand Mound Roof Leak Seal - Medic Dorm Area					2,436.75	
91928 11/04/2025 11/10/2025 1-2 Littlerock Roof Leak Seal - Bay Area					1,624.50	
251101007 Citi Cards	1966	11/10/2025	Claims	6700	2,527.36	
Invoice # Rcvd Date Due Date Description Amount						
AMAZON 10/28/2025 11/10/2025 1-1 Grand Mound - new toaster, pans					205.71	
AMAZON 10/28/2025 11/10/2025 Office Supplies - laminating pouches					31.40	
AMAZON 10/28/2025 11/10/2025 1-6 Maytown Facility Cache Supplies - swiffer wipes					64.62	
BREWERY CITY PIZZA 10/28/2025 11/10/2025 Volunteer Interview Panel Meals					207.34	
COSTCO 10/28/2025 11/10/2025 1-6 Maytown Facility Cache Supplies -dishwasher,					556.71	
DOL 10/28/2025 11/10/2025 A21 Pierce Engine - Report of Sale					13.65	
GRAINGER 10/28/2025 11/10/2025 DEF Barrels (x2)					664.28	
IARTWOOD CREATIVE 10/28/2025 11/10/2025 Refund Social Media Training (S. Hemminger)					-494.10	
HOLIDAY INN 10/28/2025 11/10/2025 IAFF Peer Support Training (Vavrinec)					200.00	
MECONIS 10/28/2025 11/10/2025 Volunteer Interview Panel Meals					77.87	
NW LEADERSHIP 10/28/2025 11/10/2025 NW Leadership Seminar (Drake)					395.00	
NW LEADERSHIP 10/28/2025 11/10/2025 NW Leadership Seminar (Morales)					395.00	
SAFEWAY 10/28/2025 11/10/2025 Pub Ed -Fire Prevention					13.55	
UPS 10/28/2025 11/10/2025 Shipping of radio for repair					18.49	
ZOOM 10/28/2025 11/10/2025 Mnthly communications Service					17.32	
CITICARD 10/28/2025 11/10/2025 Interest					160.52	
251101008 City Of Olympia	1967	11/10/2025	Claims	6700	29,209.40	002340
Invoice # Rcvd Date Due Date Description Amount						
002340 10/17/2025 11/10/2025 A09 Parts Only - Reservoir Cap					35.54	
002340 10/17/2025 11/10/2025 A11 Pump Drain Leak, Opticom, Misc Repairs					784.36	
002340 10/17/2025 11/10/2025 A11 Pump Test					976.33	
002340 10/17/2025 11/10/2025 A20 Annual Srvc					3,206.59	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	002340	10/17/2025	11/10/2025	A20 New Tires (x2), Oil Drain Plug, Coolant Res. Cap,	4,220.37	
	002340	10/17/2025	11/10/2025	A22 Pump Test	880.34	
	002340	10/17/2025	11/10/2025	A22 Annual Svc	3,902.13	
	002340	10/17/2025	11/10/2025	A22 Inspect Ladder Rack Damage	1,807.92	
	002340	10/17/2025	11/10/2025	A61 Pump Test	1,066.68	
	002340	10/17/2025	11/10/2025	A62 Pump Test	976.33	
	002340	10/17/2025	11/10/2025	A63 Annual Svc	3,756.20	
	002340	10/17/2025	11/10/2025	A63 Repair Scene Lights, Horn, Tank to Pump Lease,	5,167.78	
	002340	10/17/2025	11/10/2025	A74 Post Mobe Inspection	1,836.45	
	002340	10/17/2025	11/10/2025	A74 Pump Test	592.38	
251101009 City Sanitary Inc	1968	11/10/2025	Claims	6700	230.14	20353538S188, 20353360S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	20353538S188	11/04/2025	11/10/2025	1-1 Grand Mound Recycle	198.15	
	20353360S188	11/04/2025	11/10/2025	1-3 Rochester Recycle	31.99	
251101010 Clearfly	1969	11/10/2025	Claims	6700	233.86	761289
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	761289	11/04/2025	11/10/2025	Nov SIP Trunk Svcs	233.86	
251101011 Comcast	1970	11/10/2025	Claims	6700	1,328.68	1030
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1030	10/22/2025	11/10/2025	1-2 Littlerock Phone/Cable	235.85	
	1030	10/22/2025	11/10/2025	1-6 Maytown Phone/Cable	256.54	
	1030	10/22/2025	11/10/2025	1-1 Grand Mound Phone/Cable	297.67	
	1030	10/22/2025	11/10/2025	1-4 Scott Lake Phone	261.54	
	1030	10/22/2025	11/10/2025	1-3 Rochester Phone/Cable	277.08	
251101012 Crystal Springs	1971	11/10/2025	Claims	6700	519.61	24708222100825, 24732674100825, 24729765100825
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	24729765100825	10/15/2025	11/10/2025	1-1 Grand Mound Water	171.62	
	24732674100825	10/15/2025	11/10/2025	1-3 Rochester Water	94.20	
	24708222100825	10/15/2025	11/10/2025	1-2 Littlerock Water	145.67	
	24708222100825	10/15/2025	11/10/2025	1-6 Maytown Water	62.04	
	24708222100825	10/15/2025	11/10/2025	1-4 Scott Lake Water	46.08	
251101013 DE Lage Landen	1972	11/10/2025	Claims	6700	280.50	592885736
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	592885736	11/04/2025	11/10/2025	1-2 Littlerock Copier Lease (11/15-12/14)	280.50	
251101014 Eric T. Quinn, P.S.	1973	11/10/2025	Claims	6700	600.00	2221
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2221	11/04/2025	11/10/2025	Oct 2025 Legal Svcs	600.00	
251101015 Fidelity Solutions	1974	11/10/2025	Claims	6700	7,751.97	2175, 2177
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2175	11/04/2025	11/10/2025	1-4 Scott Lake Base Station Radio Control Install	3,591.44	
	2177	11/04/2025	11/10/2025	1-6 Maytown Base Station Radio Control Install	4,160.53	
251101016 First Choice Health Network	1975	11/10/2025	Claims	6700	141.12	0129522
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	0129522	11/04/2025	11/10/2025	Nov 2025 EAP Svcs	141.12	
251101017 Fitness Machine Technicians	1976	11/10/2025	Claims	6700	512.24	I136813402, I36813394, I36813400, I36813397
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	I36813402	10/10/2025	11/10/2025	1-1 Grand Mound Semi Annual Gym Equipment	128.06	
	I36813394	10/10/2025	11/10/2025	1-2 Littlerock Semi Annual Gym Equipment	128.06	
	I36813400	10/10/2025	11/10/2025	1-3 Rochester Semi Annual Gym Equipment	128.06	
	I36813397	10/10/2025	11/10/2025	1-6 Maytown Semi Annual Gym Equipment	128.06	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
251101018 Harris, Mike	1977	11/10/2025	Claims	6700	6,190.89	Reimbursement
Invoice # Rcvd Date Due Date Description Amount						
REIMBURSEMENT	10/15/2025	11/10/2025	Fred Meyer RX (x5)		99.27	
LOST WARRANT	10/15/2025	11/10/2025	Lost Warrant # 1617141 (9-10-2025)		6,091.62	
251101019 Health Care Authority Office of Accounting Srv	1978	11/10/2025	Claims	6700	1,611.29	SFY 2022 GEMT Final Settlement
Invoice # Rcvd Date Due Date Description Amount						
SFY 2022 GEMT FINAL	11/04/2025	11/10/2025	SFY 2022 GEMT Final Settlement		1,611.29	
251101020 Home Depot Credit Services	1979	11/10/2025	Claims	6700	65.70	2161665, 161763
Invoice # Rcvd Date Due Date Description Amount						
2161665	10/28/2025	11/10/2025	1-1 Grand Mound - Pest Block Foam		17.51	
161763	10/28/2025	11/10/2025	Facility Maintenance - Polish Cleaner, Cloths		48.19	
251101021 INSI Intracommunication Networ	1980	11/10/2025	Claims	6700	927.00	M16883
Invoice # Rcvd Date Due Date Description Amount						
16683	10/31/2025	11/10/2025	1-1 Grand Mound - Wireless Connection to Out		927.00	
251101022 Intelligent Technical Solutions, LLC	1981	11/10/2025	Claims	6700	25,452.91	190864, 192636DP
Invoice # Rcvd Date Due Date Description Amount						
190864	10/09/2025	11/10/2025	Oct 2025 IT Srvcs		4,295.87	
192636DP	10/09/2025	11/10/2025	New Desktop (x21) & Laptop (x2) Computers		21,157.04	
251101023 Joes Refuse Inc	1982	11/10/2025	Claims	6700	180.77	20349692S188, 203496563S188
Invoice # Rcvd Date Due Date Description Amount						
20349692S188	11/04/2025	11/10/2025	1-1 Sargaent Refuse		140.73	
20349563S188	11/04/2025	11/10/2025	1-3 Rochester Refuse		40.04	
251101024 John's Plumbing and Pumps Inc	1983	11/10/2025	Claims	6700	829.44	60704520
Invoice # Rcvd Date Due Date Description Amount						
60704520	10/22/2025	11/10/2025	1-7 Old Hwy 99 Water Leak Repair, New Gauge &		829.44	
251101025 Knight Fire Protection Inc	1984	11/10/2025	Claims	6700	847.45	82786
Invoice # Rcvd Date Due Date Description Amount						
82786	10/27/2025	11/10/2025	1-2 Littlerock Pump House Tank Overflow Inspection		847.45	
251101026 LN Curtis & Sons Inc	1985	11/10/2025	Claims	6700	774.30	1004080, 1004524
Invoice # Rcvd Date Due Date Description Amount						
1004080	10/29/2025	11/10/2025	Pull Over Sweatshirts (Ruiz, Crabb, Calica, Kautz,		684.03	
1004524	10/29/2025	11/10/2025	Name Patches (x7)		90.27	
251101027 Lacey Fire District #3	1986	11/10/2025	Claims	6700	900.00	00676
Invoice # Rcvd Date Due Date Description Amount						
00676	11/05/2025	11/10/2025	Pump Academy (Ruiz)		900.00	
251101028 Lincoln Creek Lumber	1987	11/10/2025	Claims	6700	46.66	456708, 456738
Invoice # Rcvd Date Due Date Description Amount						
456708	10/28/2025	11/10/2025	Deisel Trailer Keys (x6)		39.43	
456738	10/28/2025	11/10/2025	Facility Maintenance - Strap Pip Hanger		7.23	
251101029 MRSC Rosters Inc	1988	11/10/2025	Claims	6700	475.00	76249
Invoice # Rcvd Date Due Date Description Amount						
76249	11/04/2025	11/10/2025	2026 Annual Membership Fee		475.00	
251101030 McLane Black Lake Fire Dept	1989	11/10/2025	Claims	6700	18,000.00	1369
Invoice # Rcvd Date Due Date Description Amount						
1369	10/15/2025	11/10/2025	2025 Recruit Fire Academy (Ainsworth, Broumley,		18,000.00	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
251101031 Northwest Water Systems	1990	11/10/2025	Claims	6700	678.73	18268, 18407, 18541
Invoice # Rcvd Date Due Date Description Amount						
18268 10/22/2025 11/10/2025 1-1 Grand Mound Water Srvc					212.35	
18407 10/22/2025 11/10/2025 1-2 Littlerock Water Srvc					212.35	
18541 10/22/2025 11/10/2025 1-6 Maytown Water Srvc & Salt					254.03	
251101032 On-Hold Concepts Inc	1991	11/10/2025	Claims	6700	19.95	684332
Invoice # Rcvd Date Due Date Description Amount						
684332 10/31/2025 11/10/2025 Monthly On Hold Srvc					19.95	
251101033 Pacific Northwest Hydro LLC	1992	11/10/2025	Claims	6700	7,423.52	429
Invoice # Rcvd Date Due Date Description Amount						
429 10/17/2025 11/10/2025 2025 Annual Fire Hose Testing (x16600 ft) & Ladder					7,423.52	
251101034 Parr Lumber Company	1993	11/10/2025	Claims	6700	52.72	739660, 756709, 756711, 756715
Invoice # Rcvd Date Due Date Description Amount						
739660 10/09/2025 11/10/2025 1-1 Grand Mound Gym Area - fly ribbons					8.98	
756709 10/09/2025 11/10/2025 1-1 Grand Mound - Bird Removal Project (pipe					5.98	
756711 10/09/2025 11/10/2025 1-1 Grand Mound - Bird Removal Project (pipe					17.94	
756715 10/09/2025 11/10/2025 1-1 Grand Mound - Bird Removal Project (pipe					19.82	
251101035 Patraca Linda Ellen	1994	11/10/2025	Claims	6700	41.03	Reimbursement
Invoice # Rcvd Date Due Date Description Amount						
AMAZON 10/22/2025 11/10/2025 Printer Ink Reimbursement					41.03	
251101036 Pioneer Fire And Security Inc	1995	11/10/2025	Claims	6700	1,195.00	127737, 127735, 128111, 127736, 127734
Invoice # Rcvd Date Due Date Description Amount						
127737 10/22/2025 11/10/2025 1-1 Grand Mound Annual Fire Alarm Inspection					230.00	
127735 10/22/2025 11/10/2025 1-2 Littlerock Annual Fire Alarm Inspection					390.00	
128111 10/22/2025 11/10/2025 1-3 Rochester Annual Fire Alarm Inspection					130.00	
127736 10/22/2025 11/10/2025 1-4 Scott Lake Annual Fire Alarm Inspection					270.00	
127734 10/22/2025 11/10/2025 1-6 Maytown Annual Fire Alarm Inspection					175.00	
251101037 Propane Northwest	1996	11/10/2025	Claims	6700	4,378.93	1519185064, 1519190736, 1519296865
Invoice # Rcvd Date Due Date Description Amount						
1519185064 10/23/2025 11/10/2025 1-1 Grand Mound Propane (744.80 gal)					1,512.03	
1519190736 10/23/2025 11/10/2025 1-2 Littlerock Propane (735.70 gal)					1,492.48	
1519296865 10/23/2025 11/10/2025 1-3 Rochester Propane (691 gal)					1,374.42	
251101038 Puget Sound Energy	1997	11/10/2025	Claims	6700	4,967.00	
Invoice # Rcvd Date Due Date Description Amount						
200017639499 10/17/2025 11/10/2025 1-1 Grand Mound Bdqt Pymt Plan (Sep 2025)					2,115.00	
220025935044 10/17/2025 11/10/2025 1-2 Littlerock Bdqt Pymt Plan (Oct 2025)					949.00	
220025935051 10/17/2025 11/10/2025 1-4 Scott Lake Bdqt Pymt Plan (Oct 2025)					234.00	
220025935069 10/17/2025 11/10/2025 1-6 Maytown Bdqt Pymt Plan (Sep 2025)					859.00	
220006625754 10/17/2025 11/10/2025 1-7 Old Hwy 99 Bdqt Pymt Plan (Sep 2025)					243.00	
220033813829 10/17/2025 11/10/2025 1-3 Rochester Bdqt Pymnt Plan (Oct 2025)					567.00	
251101039 Rochester Water Association	1998	11/10/2025	Claims	6700	55.15	100100
Invoice # Rcvd Date Due Date Description Amount						
100100 10/28/2025 11/10/2025 1-3 Rochester Water Srvc					55.12	
251101040 Schouviller Richard & Beverly	1999	11/10/2025	Claims	6700	10.00	Refund
Invoice # Rcvd Date Due Date Description Amount						
REFUND 10/27/2025 11/10/2025 Pt. Refund 115-250920008					10.00	
251101041 Scott Lake Maintenance Co	2000	11/10/2025	Claims	6700	123.56	4457
C/O OrgSupport						
Invoice # Rcvd Date Due Date Description Amount						

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
4457	11/05/2025	11/10/2025	1-4 Scott Lake Water Srv		123.56	
251101042 Stericycle Inc	2001	11/10/2025	Claims	6700	65.75	8012414483
Invoice #	Rcvd Date	Due Date	Description		Amount	
8012414483	10/27/2025	11/10/2025	1-3 Rochester Hazo Waste		65.75	
251101043 Systems Design West LLC	2002	11/10/2025	Claims	6700	2,445.22	20253243
Invoice #	Rcvd Date	Due Date	Description		Amount	
20253243	10/28/2025	11/10/2025	Sep 2025 Transports (x87), MVA Billing (x2)		2,445.22	
251101044 Travers Electric Inc	2003	11/10/2025	Claims	6700	1,247.57	152767
Invoice #	Rcvd Date	Due Date	Description		Amount	
152767	11/05/2025	11/10/2025	1-3 Rochester Outside Pole Light Repairs		1,247.57	
251101045 Verizon Wireless	2004	11/10/2025	Claims	6700	368.25	6125768849, 6126799554
Invoice #	Rcvd Date	Due Date	Description		Amount	
6125768849	10/22/2025	11/10/2025	App Cells (x5)		50.35	
6126799554	10/22/2025	11/10/2025	Modems		80.02	
6126799554	10/22/2025	11/10/2025	Chief / R&R Cell		78.99	
6126799554	10/22/2025	11/10/2025	BCs, Cpt Cell		158.89	
251101046 Wells Fargo Financial Leasing	2005	11/10/2025	Claims	6700	160.28	5036179807
Invoice #	Rcvd Date	Due Date	Description		Amount	
5036179807	10/15/2025	11/10/2025	1-1 Grand Mound Copier Lease (10/7/25-11/6/25)		160.28	
251101047 West Thurston Reg Fire PETTY CASH	2006	11/10/2025	Claims	6700	12.00	
Invoice #	Rcvd Date	Due Date	Description		Amount	
PETTY CASH	11/04/2025	11/10/2025	Repayment ACH Transaction Fees (Oct2025)		12.00	
251101048 Wilcox & Flegel	2007	11/10/2025	Claims	6700	6,652.58	0982113-IN, 0982115-IN, 0985213-IN, 0984494-IN, 084496-IN, CL96266
Invoice #	Rcvd Date	Due Date	Description		Amount	
0982113-IN	10/22/2025	11/10/2025	1-1 Grand Mound Diesel (270 gal)		1,260.33	
0982115-IN	10/22/2025	11/10/2025	1-2 Littlerock Diesel (195 gal)		910.25	
0985213-IN	10/22/2025	11/10/2025	1-4 Scott Lake Diesel for Generator (387 gal)		1,636.11	
0984494-IN	10/22/2025	11/10/2025	1-1 Grand Mound Diesel (145 gal)		692.38	
0984496-IN	10/22/2025	11/10/2025	1-2 Littlerock Diesel (115 gal)		589.13	
CL96266	10/22/2025	11/10/2025	A25 CH1-2		263.10	
CL96266	10/22/2025	11/10/2025	A14 SU1-8		49.98	
CL96266	10/22/2025	11/10/2025	A77 BN1-6		724.11	
CL96266	10/22/2025	11/10/2025	A24 BN1		91.71	
CL96266	10/22/2025	11/10/2025	A73 U1-2		344.29	
CL96266	10/22/2025	11/10/2025	A07 E1-7		131.19	
251101049 Wilson Parts Corp	2008	11/10/2025	Claims	6700	23.78	038838
Invoice #	Rcvd Date	Due Date	Description		Amount	
038838	10/17/2025	11/10/2025	Headlight		23.78	

49 Vouchers:

136,477.65

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

13:16:40 Date: 11/12/2025

11/10/2025 To: 11/10/2025

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
251101050	Aflac	2009	11/10/2025	Payroll	6700	611.18	
	EFT Employee Paycheck	1887	11/12/2025	Payroll	6700	62.79	
	EFT Employee Paycheck	1879	11/14/2025	Payroll	6700	1,528.41	
	EFT Employee Paycheck	1920	11/28/2025	Payroll	6700	5,938.85	
	EFT Employee Paycheck	1888	11/12/2025	Payroll	6700	336.15	
	EFT Employee Paycheck	1921	11/28/2025	Payroll	6700	10,117.76	
	EFT Employee Paycheck	1889	11/12/2025	Payroll	6700	127.44	
	EFT Employee Paycheck	1890	11/12/2025	Payroll	6700	1,364.37	
	EFT Employee Paycheck	1891	11/12/2025	Payroll	6700	2,674.10	
	EFT Employee Paycheck	1922	11/28/2025	Payroll	6700	9,640.75	
	EFT Employee Paycheck	1923	11/28/2025	Payroll	6700	8,033.45	
	EFT Employee Paycheck	1924	11/28/2025	Payroll	6700	4,935.17	
	EFT Employee Paycheck	1925	11/28/2025	Payroll	6700	4,907.30	
	EFT Employee Paycheck	1892	11/12/2025	Payroll	6700	575.10	
	EFT Employee Paycheck	1926	11/28/2025	Payroll	6700	5,016.19	
	EFT Employee Paycheck	1927	11/28/2025	Payroll	6700	5,026.71	
	EFT Department Of Retirement Services Deferred Comp	1956	11/10/2025	Payroll	6700	41,126.07	
	EFT Department Of Retirement Systems Retirement	1957	11/10/2025	Payroll	6700	53,974.08	
	EFT Department Of The Treasury	1958	11/10/2025	Payroll	6700	68,510.91	
251101051	Dimartino Associates Brown & Brown of WA, Inc	2010	11/10/2025	Payroll	6700	2,830.09	
	EFT Employee Paycheck	1928	11/28/2025	Payroll	6700	12,728.71	
	EFT Employee Paycheck	1893	11/12/2025	Payroll	6700	221.64	
	EFT Employee Paycheck	1894	11/12/2025	Payroll	6700	147.76	
	EFT Employee Paycheck	1895	11/12/2025	Payroll	6700	22.16	
	EFT Employee Paycheck	1880	11/14/2025	Payroll	6700	1,772.69	
	EFT Employee Paycheck	1929	11/28/2025	Payroll	6700	7,039.57	
251101052	GET Program	2011	11/10/2025	Payroll	6700	287.00	
	EFT Employee Paycheck	1896	11/12/2025	Payroll	6700	175.46	
	EFT Employee Paycheck	1881	11/14/2025	Payroll	6700	1,752.54	
	EFT Employee Paycheck	1930	11/28/2025	Payroll	6700	8,505.01	
251101053	HRA VEBA Trust	2012	11/10/2025	Payroll	6700	8,075.00	
	EFT Employee Paycheck	1882	11/14/2025	Payroll	6700	1,243.62	
	EFT Employee Paycheck	1931	11/28/2025	Payroll	6700	4,544.05	
	EFT Employee Paycheck	1897	11/12/2025	Payroll	6700	2,290.05	
	EFT Employee Paycheck	1898	11/12/2025	Payroll	6700	92.35	
	EFT Employee Paycheck	1932	11/28/2025	Payroll	6700	3,645.82	
	EFT Employee Paycheck	1933	11/28/2025	Payroll	6700	5,683.10	
	EFT Employee Paycheck	1934	11/28/2025	Payroll	6700	6,201.79	
	EFT Employee Paycheck	1935	11/28/2025	Payroll	6700	5,289.64	
251101054	IAFF Local 3825 Treasurer	2013	11/10/2025	Payroll	6700	6,715.22	
251101055	IAFF MERP Trust Office	2014	11/10/2025	Payroll	6700	2,325.00	
	Benefits Programs Adm BPA						
	EFT Employee Paycheck	1899	11/12/2025	Payroll	6700	1,714.36	
	EFT Employee Paycheck	1936	11/28/2025	Payroll	6700	7,935.97	
	EFT Employee Paycheck	1900	11/12/2025	Payroll	6700	1,752.22	
	EFT Employee Paycheck	1937	11/28/2025	Payroll	6700	6,812.68	
251101116	Employee Paycheck	1901	11/12/2025	Payroll	6700	67.41	
	EFT Employee Paycheck	1938	11/28/2025	Payroll	6700	8,838.10	
	EFT Employee Paycheck	1883	11/14/2025	Payroll	6700	1,065.66	
	EFT Employee Paycheck	1939	11/28/2025	Payroll	6700	7,004.62	
	EFT Employee Paycheck	1902	11/12/2025	Payroll	6700	18.47	
	EFT Employee Paycheck	1903	11/12/2025	Payroll	6700	110.82	
	EFT Employee Paycheck	1940	11/28/2025	Payroll	6700	5,630.95	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
	EFT Employee Paycheck	1941	11/28/2025	Payroll	6700	9,667.92	
	EFT Employee Paycheck	1904	11/12/2025	Payroll	6700	1,339.66	
	EFT Employee Paycheck	1884	11/14/2025	Payroll	6700	985.50	
	EFT Employee Paycheck	1942	11/28/2025	Payroll	6700	8,317.49	
	EFT Employee Paycheck	1885	11/14/2025	Payroll	6700	689.85	
	EFT Employee Paycheck	1943	11/28/2025	Payroll	6700	8,823.31	
	EFT Employee Paycheck	1944	11/28/2025	Payroll	6700	4,417.04	
	EFT Employee Paycheck	1905	11/12/2025	Payroll	6700	55.41	
	EFT Employee Paycheck	1906	11/12/2025	Payroll	6700	293.01	
	EFT Employee Paycheck	1945	11/28/2025	Payroll	6700	4,381.24	
251101122	Employee Paycheck	1907	11/12/2025	Payroll	6700	585.31	
	EFT Employee Paycheck	1946	11/28/2025	Payroll	6700	5,369.64	
	EFT Employee Paycheck	1947	11/28/2025	Payroll	6700	5,766.79	
	EFT Employee Paycheck	1908	11/12/2025	Payroll	6700	390.64	
	EFT Employee Paycheck	1909	11/12/2025	Payroll	6700	293.01	
	EFT Employee Paycheck	1948	11/28/2025	Payroll	6700	9,481.94	
	EFT Employee Paycheck	1949	11/28/2025	Payroll	6700	5,771.28	
	EFT Employee Paycheck	1950	11/28/2025	Payroll	6700	10,293.34	
	EFT Employee Paycheck	1910	11/12/2025	Payroll	6700	339.04	
	EFT Employee Paycheck	1951	11/28/2025	Payroll	6700	12,294.89	
	EFT Employee Paycheck	1886	11/14/2025	Payroll	6700	934.70	
	EFT Employee Paycheck	1952	11/28/2025	Payroll	6700	7,597.73	
251101126	Employee Paycheck	1911	11/12/2025	Payroll	6700	432.51	
	EFT Employee Paycheck	1953	11/28/2025	Payroll	6700	5,784.20	
	EFT Employee Paycheck	1954	11/28/2025	Payroll	6700	6,723.49	
251101056	Trusted Plans	2015	11/10/2025	Payroll	6700	55,726.00	
	EFT Employee Paycheck	1912	11/12/2025	Payroll	6700	36.94	
	EFT Employee Paycheck	1955	11/28/2025	Payroll	6700	5,984.93	
	EFT Washington State Support Registry	1959	11/10/2025	Payroll	6700	768.66	
251101057	West Thurston Fire - House Funds	2016	11/10/2025	Payroll	6700	255.00	
	EFT Employee Paycheck	1913	11/12/2025	Payroll	6700	293.01	
83 Vouchers:						521,139.79	



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



October 13, 2025 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

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

Commissioners: Ricks, White, Scott, Reed, Merryman

Chief: N. Drake

Battalion Chief: R. Stone (Zoom)

Captain:

Lieutenants:

Firefighters:

Volunteer: Austin Kautz, Reece Calica

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

Union Representative: A. Trautman

Guests: Linda Shea, Chris Thomas, Jennifer Hovda (zoom)

Additions/Deletions to the Agenda: Commissioner Merryman requested discussion of the Battery Energy Storage System (BESS.)

Public Comments/Presentations: None

Labor Management: A. Trautman reported on quite a busy month and now that fall is arriving, they will continue to be busy. There is one FF/EMT still out on leave and one has returned to full duty. A. Trautman stated he recently spoke with the City of Olympia Maintenance Shop manager and due to the districts' aging fleet, he is recommending to put the proceeds from the sale of Old Hwy 99 property into building a new fleet.

New Business:

1. Expenditure Approval – Discussion took place on the invoice for apparatus A61 (T1-1.) Commissioner Scott moved to approve the total expenditure amount of \$654,066.21. Commissioner White seconded the motion. Roll taken, motion carried 6-0.
2. Meeting Minutes – Commissioner Scott moved to approve the September 08, 2025 meeting minutes. Commissioner Reed seconded the motion. Roll taken, motion carried 6-0.
3. Policy Revision Second Review – Secretary Patraca stated Legal has reviewed all policies and did not have any changes, approval can be made at this time if there are no further changes.
 - 1004 Service Fees: Commissioner Scott moved to approve the 1004 Service Fees Policy. Commissioner Merryman seconded the motion. Roll taken, motion carried 6-0.
 - 1014 Records Management: Commissioner Ricks moved to approve the 1014 Records Management Policy. Commissioner Scott seconded the motion. Roll taken, motion carried 6-0.
 - 1024 Records Retention: Commissioner Merryman moved to approve the 1024 Records Retention Policy. Commissioner White seconded the motion. Roll taken, motion carried 6-0.
4. Chief Contract – Secretary Patraca presented the revised chief contract stating it is a 3-year agreement which includes a new section for tuition reimbursement. Commissioner Scott moved to approve the 3-year Chief Contract. Roll taken, motion carried 6-0.

Unfinished Business (action items):

1. Crown Castle Cash Out – Funds Designation – Commissioner Merryman proposed to accept the cell tower offer with a caveat that within 90 days of sale, BC Stone is to spec out a new apparatus. Further discussion took place on the long process of specking out a new apparatus and where the proceeds would go.
2. Crown Castle Cash Out – Offer – Further discussion on the Crown Castle offer to cash out the lease agreement. The concern is where the proceeds would go and what they would be spent on. Commissioner Ricks made a motion to accept the Crown Castle cash out offer for \$600,000 with the intent the proceeds are to be designated only to the apparatus fund. Commissioner Reed seconded the motion. Roll taken, motion carried 4-2, Commissioner Merryman and Scott were not in favor of the cash out offer.

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

Budget Workshop – Secretary Patraca requested to plan a budget workshop as the final budget will need to be approved by end of November. A workshop has been scheduled for October 27, 2025 at 5:30 pm at the Littlerock Rd St 1-2.

FEMA Grant – Blue Card – Chief Drake stated the department has been awarded a \$50,000 grant from FEMA for Blue Card training. The grant will cover the instructor's OT costs and allow training to all staff to be blue card certified.

BESS Project – Discussion took place on the Battery Energy Storage System (BESS) that is being requested to be built at 183rd Ave and Sargent Rd property. Chief Drake had previously submitted a letter to the county requesting rejection of the special use permit as there are many concerns with the project. A virtual meeting is planned for October 14, 2025 for the community, Chief Drake plans to attend and continue to voice his concerns and recommend denying the permit.

Department Priority List – Commissioner Ricks requested to have the “wish” list or priority list (as previously seen) which will provide the Board with an idea of what is needed for the district, the cost for those items and to be able to prioritize the needs.

Pre-Fire Plans – Commissioner Scott would like to have a written report on the status of the pre-fire plans at the next meeting.

Station Tours – Commissioner Merryman has requested to have station tours as it has been a few years since the last ones.

Maytown Occupancy Update – Commissioner Merryman inquired if the occupancy permit for the Maytown station has now been signed off. Chief Drake stated it is still with Dept. of Health, Commissioner Merryman requested follow-up be done.

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 continuing to hold free CPR classes to the public however enrollment is down. There will be no Medic One meeting in November. Commissioner Ricks also reported the council has sent their recommendation to the county for the ALS agreement.

Good of the Order: Chief Drake provided an update on the Utility Truck lift gate project. Discussion took place and it has been determined to forgo the purchase of a lift gate and obtain bids for replacement of the truck bed at this time.

Adjournment: The board adjourned the meeting at 1901 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Tom Culleton, Board Member

Robert Scott, Board Member

John Ricks, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

Chris White, Board Member

WEST THURSTON REGIONAL FIRE AUTHORITY

RESOLUTION NO. 2025-006

A RESOLUTION of the Governing Board of West Thurston Regional Fire Authority (aka Thurston County Fire Protection Districts 1 & 11), Thurston County, Washington, Adopting a Budget for the Year 2026

WHEREAS, the Thurston County Assessor has notified the Commissioners of West Thurston Regional Fire Authority (aka Thurston County Fire Protection Districts 1 & 11) that the combined assessed valuation of real properties lying within the boundaries of said Districts for the tax year of 2026 is approximately \$6,458,971 RFA.

NOW, THEREFORE, BE IT RESOLVED THAT:

- The 2026 Operating Expenditure Budget (for the General Fund) of West Thurston Regional Fire Authority will be approximately \$9,894,018.

The Honorable County Assessor of Thurston County, Washington has been hereby requested to make property tax levies for 2025, collected in 2026, for the RFA, to be used for the benefit of West Thurston Regional Fire Authority as follows:

- a) WTRFA: Regular Property Tax Levy, including new construction and state assessed property, in an amount of \$6,458,971 which is the highest lawful regular property tax levy.

The County Auditor of Thurston County, Washington has been hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in the preceding paragraphs (above) in the approximated amounts and funds specified below:

- a) \$6,458,971 (a above) Regular Levy under the WTRFA to the current General Expense Fund 67A0 of WTRFA.

Additionally, the West Thurston Regional Fire Authority expects to receive the following estimated amounts from the specified revenue source(s) for deposit to the current General Expense Fund 67A0 of WTRFA:

- a) \$112,633.00 local/federal grants;
- b) \$556,216.00 fire protection service contracts;
- c) \$500,000.00 basic life support (BLS) transport program; and
- d) \$157,300.00 miscellaneous revenue.

Levy certification forms shall be delivered to the Clerk of the Board of County Commissioners of Thurston County, Washington no later than November 30, 2025.

ADOPTED by the Governing Board of West Thurston Regional Fire Authority,
Thurston County, Washington, at a regular meeting this 10th day of November 2025.

Tom Culleton, Board Chairman

Robert Scott, Board Member

John Ricks, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

Chris White, Board Member



Ordinance / Resolution No. 2025-007
RCW 84.55.120

WHEREAS, the WTRFA of West Thurston Regional Fire Authority has met and considered its budget for the calendar year 2026; and,

WHEREAS, the district's actual levy amount from the previous year was \$6,077,629; and,

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,

BE IT RESOLVED by the governing board of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$908,738 which is a percentage increase of 16.628718225920% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Commented [SH1]: \$\$ amt from Levy Limit Worksheet on line A minus last years levy amt.

Commented [SH2]: From Levy Limit Worksheet page 2 top of page

Adopted this 10th day of November 2025.

Tom Culleton, Board Member

Robert Scott, Board Member

John Ricks, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

Chris White, Board Member



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

Cash Activity

Date	Description	Amount	Notes
09/01/2025	Beginning Cash Balance	\$8,182,414.51	
	Revenues:		
09/02/2025	District Deposit	123.64	\$123.64 / 6701
09/02/2025	District Deposit	479.20	\$479.20 / 6701
09/02/2025	District Deposit	7,852.41	\$7,852.41 / 6701
09/03/2025	District Deposit	27,699.68	\$27,699.68 / 6701
09/04/2025	District Deposit	123.26	\$123.26 / 6701
09/04/2025	District Deposit	356.68	\$356.68 / 6701
09/04/2025	District Deposit	1,118.00	\$1,118.00 / 6701
09/05/2025	District Deposit	504.00	\$504.00 / 6701
09/05/2025	District Deposit	1,347.81	\$1,347.81 / 6701
09/05/2025	District Deposit	1,418.73	\$1,418.73 / 6701
09/05/2025	District Deposit	4,263.51	\$4,263.51 / 6701
09/05/2025	DNR Other Trust 1	0.93	
09/05/2025	DNR Other Trust 2	0.92	
09/08/2025	District Deposit	865.00	\$865.00 / 6701
09/08/2025	District Deposit	23,569.51	\$23,569.51 / 6701
09/08/2025	Interest on Prop Tax Refunds	(1.71)	
09/09/2025	District Deposit	3,584.73	\$3,584.73 / 6701
09/10/2025	District Deposit	247.30	\$247.30 / 6701
09/10/2025	District Deposit	1,560.05	\$1,560.05 / 6701
09/11/2025	District Deposit	466.17	\$466.17 / 6701
09/11/2025	District Deposit	503.27	\$503.27 / 6701
09/11/2025	District Deposit	1,208.60	\$1,208.60 / 6701
09/12/2025	District Deposit	75.00	\$75.00 / 6701
09/12/2025	District Deposit	297.16	\$297.16 / 6701
09/12/2025	District Deposit	1,190.60	\$1,190.60 / 6701
09/12/2025	District Deposit	2,063.51	\$2,063.51 / 6701
09/15/2025	District Deposit	1,030.40	\$1,030.40 / 6701
09/15/2025	Interest on Prop Tax Refunds	(97.47)	
09/17/2025	District Deposit	151.82	\$151.82 / 6701
09/17/2025	District Deposit	318.59	\$318.59 / 6701
09/18/2025	District Deposit	544.28	\$544.28 / 6701
09/18/2025	District Deposit	792.51	\$792.51 / 6701
09/19/2025	District Deposit	102.00	\$102.00 / 6701
09/19/2025	District Deposit	558.43	\$558.43 / 6701
09/19/2025	District Deposit	5,523.00	\$5,523.00 / 6701
09/19/2025	DNR Other Trust 2	47.55	
09/24/2025	District Deposit	238.67	\$238.67 / 6701
09/25/2025	District Deposit	335.71	\$335.71 / 6701
09/25/2025	District Deposit	363.71	\$363.71 / 6701
09/25/2025	District Deposit	787.82	\$787.82 / 6701
09/25/2025	District Deposit	967.74	\$967.74 / 6701
09/25/2025	DNR Other Trust 1	0.93	
09/25/2025	DNR Other Trust 2	0.92	
09/26/2025	District Deposit	119.60	\$119.60 / 6701
09/26/2025	District Deposit	156.00	\$156.00 / 6701
09/26/2025	District Deposit	452.00	\$452.00 / 6701
09/26/2025	District Deposit	1,200.00	\$1,200.00 / 6701
09/26/2025	District Deposit	1,951.89	\$1,951.89 / 6701
09/29/2025	District Deposit	7,247.08	\$7,247.08 / 6701



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

09/30/2025	District Deposit	150.00	\$150.00 / 6701
09/30/2025	DNR Interest	4.31	
09/30/2025	Leasehold Excise Tax	12.32	
09/30/2025	Real & Personal Property Taxes	(202.57)	
09/30/2025	Real & Personal Property Taxes	4.48	
09/30/2025	Real & Personal Property Taxes	68.51	
09/30/2025	Real & Personal Property Taxes	65,533.34	
09/30/2025	Investment Interest Paid	20,861.34	
	Total Revenues	\$190,142.87	
	Expenditures:		
09/09/2025	Electronic Disbursements	(13,661.09)	
09/10/2025	Electronic Disbursements	(3,422.73)	
09/10/2025	Issued Warrants	(170,580.07)	
09/12/2025	Voided Warrants	118.52	
09/15/2025	Electronic Disbursements	(9,972.97)	
09/15/2025	Electronic Disbursements	(931.64)	
09/30/2025	Electronic Disbursements	(204,833.06)	
09/30/2025	Electronic Disbursements	(84,626.65)	
09/30/2025	Electronic Disbursements	(46,113.43)	
09/30/2025	Electronic Disbursements	(768.66)	
	Total Expenditures	(\$534,791.78)	
09/30/2025	Ending Cash Balance	\$7,837,765.60	

Warrant Activity

09/01/2025	Beginning Warrants Outstanding	\$13,024.69
	Total Warrants Issued	170,580.07
	Total Warrants Redeemed	(165,330.58)
	Total Warrants Voided	(118.52)
09/30/2025	Ending Warrants Outstanding	\$18,155.66

Investment Activity

09/01/2025	Beginning Interest Receivable	\$37,088.51
	Interest Earned	23,195.13
	Cash Paid	(20,861.34)
09/30/2025	Ending Interest Receivable	\$39,422.30

TCIP Yield (used to calculate interest earnings) 3.48%
 LGIP Yield (budget benchmark) 4.08%



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

Cash Activity

Date	Description	Amount	Notes
09/01/2025	Beginning Cash Balance	\$368,990.39	
	Revenues:		
09/05/2025	DNR Other Trust 1	0.11	
09/05/2025	DNR Other Trust 2	0.11	
09/15/2025	Interest on Prop Tax Refunds	(11.76)	
09/19/2025	DNR Other Trust 2	5.74	
09/25/2025	DNR Other Trust 1	0.11	
09/25/2025	DNR Other Trust 2	0.11	
09/30/2025	DNR Interest	0.52	
09/30/2025	Real & Personal Property Taxes	4,227.72	
09/30/2025	Investment Interest Paid	854.33	
	Total Revenues	\$5,076.99	
	Expenditures:		
	No Activity		
	Total Expenditures	\$0.00	
09/30/2025	Ending Cash Balance	\$374,067.38	

Warrant Activity

09/01/2025	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
09/30/2025	Ending Warrants Outstanding	\$0.00

Investment Activity

09/01/2025	Beginning Interest Receivable	\$1,413.02
	Interest Earned	1,055.77
	Cash Paid	(854.33)
09/30/2025	Ending Interest Receivable	\$1,614.46

TCIP Yield (used to calculate interest earnings)	3.48%
LGIP Yield (budget benchmark)	4.08%



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

Cash Activity

Date	Description	Amount	Notes
09/01/2025	Beginning Cash Balance	\$813,857.31	
	Revenues:		
09/30/2025	Investment Interest Paid	2,016.59	
	Total Revenues	\$2,016.59	
	Expenditures:		
	No Activity		
	Total Expenditures	\$0.00	
09/30/2025	Ending Cash Balance	\$815,873.90	

Warrant Activity

09/01/2025	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
09/30/2025	Ending Warrants Outstanding	\$0.00

Investment Activity

09/01/2025	Beginning Interest Receivable	\$3,499.63
	Interest Earned	2,327.78
	Cash Paid	(2,016.59)
09/30/2025	Ending Interest Receivable	\$3,810.82

TCIP Yield (used to calculate interest earnings)	3.48%
LGIP Yield (budget benchmark)	4.08%



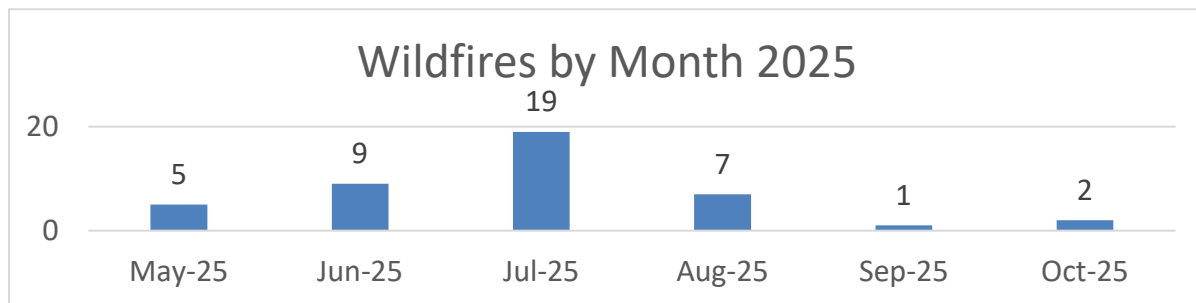
WEST THURSTON REGIONAL FIRE AUTHORITY

2025 Wildfire Season Summary

Fire Chief N. Drake

In District Wildfire Season

- May to October 44 total Wildfires
 - Total of 53.27 Acres burned
- Responded to 11 with Mutual Aid departments
- Most fires were small, but we had 10 fires 1 acre or more.
 - 8/11 180th Fire 30 Acres
 - 7/29 Hobson Rd 5.5 Acres (joint with Riverside and DNR)
 - 7/01 Elderberry St 3.5 Acres
 - 7/16 Waddell Creek Rd 2.65 Acres
 - 7/07 133rd Ave 2 Acres
 - 8/13 Canaday Ln 2 Acres



Wildland Mobilization

- 10 Wildfire Deployments in 2025
- 81 total days deployed
- Average deployment time 6 days (2 to 14 days)
- 12 Total Person participated in Mobilization
 - Including 3 volunteers

Mobilization Reimbursement

- Reimbursement request: \$276,735
 - Personal: \$147,342 *
 - *Covers OT Cost for mobed personal and shift coverage
 - Equipment: \$155,725
- Total Mobilization Costs:
 - Fuel / Other Misc Cost: \$7,114
 - Parts / Repair Cost: \$35,646
- Total Equipment profit: \$112,965

2025 Mobilization List

Mobilization Dates	Incident Name	Vehicle	Agency
01/9/25-01/25/25	EMAC CAL Wildfire	A22 E1-3	Military
06/10/25-6/12/25	Red Bridge Road	A74 B1-1	WSP
6/12/25-6/14/25	Vansycle Canyon	A74 B1-1	WSP
7/09/25-7/11/25	Toonerville	A74 B1-1	WSP
7/15/25-7/16/25	Belgiun	A74 B1-1	WSP
7/08/25-7/13/225	Hope	A61 T1-1	WSP
7/14/25-7/22/25	Hope	A61 T1-1	DNR
7/08/25-7/13/225	Hope	A14 STL	WSP
7/14/25-7/22/25	Hope	A14 STL	DNR
7/18/25-7/26/25	Burdoin	A74 B1-1	WSP
7/31/25-8/6/25	Bear Gulch	A14 STL	WSP
9/04/25-9/13/25	Lower Sugarloaf	A14 STL	WSP
9/4/25-9/13/25	Crown Creek	A74 B1-1	WSP
9/25/25-10/5/25	Lower Sugarloaf	A74 B1-1	WSP



WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | October 2025

Fire Chief N. Drake

CHIEF'S RECAP

Staffing

We had one firefighter out due to illness and one firefighter out for paternity leave this month. Sick leave usage slightly decreased to 600 hours (down from 638), we also saw a slight decrease in shift overtime to 155 hours (down from 182). No mandatory overtime for this month. Two temporary firefighter positions —approved by the union—continue to support coverage during short shifts for those two positions on leave. This has continued to help us maintain lower overtime hours.

Volunteer Designated Aid Unit

In October, our volunteer designated aid unit was operational for four (13) 24-hour shifts, totaling 312 staffed hours, this was up significantly from September (96) and the most so far this year.

The unit was fully staffed only 41% of the month and completed 26 patient transports to the hospital. This was the most up time we have seen of this unit since the start of the program and exceeded my goal of 30% up time of the month.

Strategic Plan Development

We received 51 complete online community surveys from the public. The information from these surveys will be compiled and used to guide strategic plan development. We also received 14 complete internal surveys from our staff and volunteers. In October we also gathered information for long-term budgeting including vehicle replacement, equipment needs/replacement and facility needs. Having this information in our plan will help with planning future needs/wants and ensuring they are in line with the community goals.

Have two community meetings in November to discuss upcoming plans and acquire community input. November 18th 6:00 pm at Station 1-1 / November 19th 6:00 pm at Station 1-2

Citizen Advisory Committee meeting has been scheduled for December 10th to review our draft strategic plan. This meeting goal is to receive input to ensure that we have community support and buy in with our strategic plan.

Major Incidents

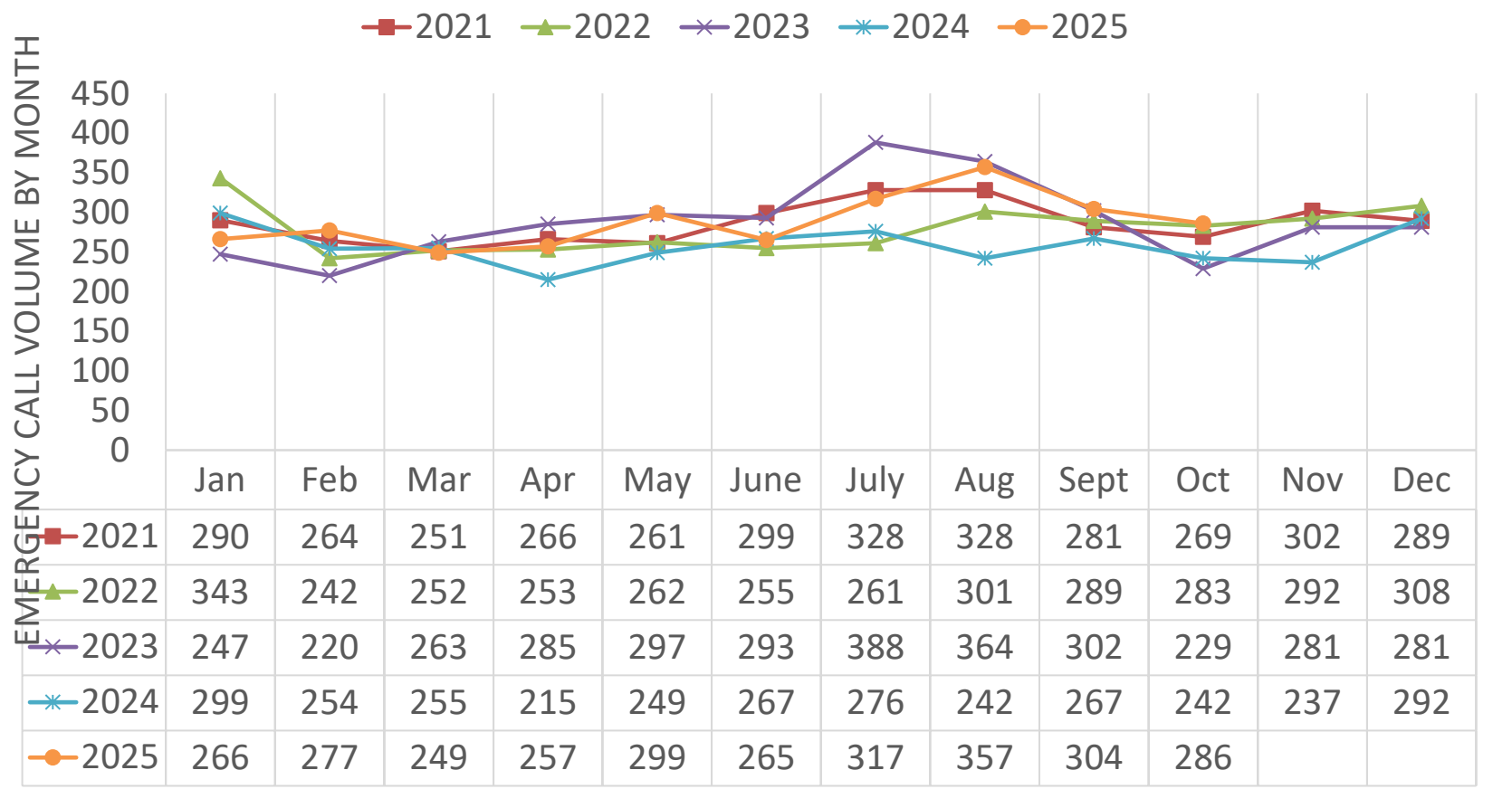
- October 2nd - Fatality Structure Fire on James Rd. Great work by responding crews for quick knockdown and search. Thank you to Mike Heikes and Lacey FD for helping with the fire cause investigation.
- October 25th HIRL (High Incident Response Load) due to windstorm. Dispatch received many 911 calls in short time and active HIRL 2 (Voluntary Activation). We activated our EOC and handled 5 minor calls that were pending during activation.

WEST THURSTON REGIONAL FIRE AUTHORITY

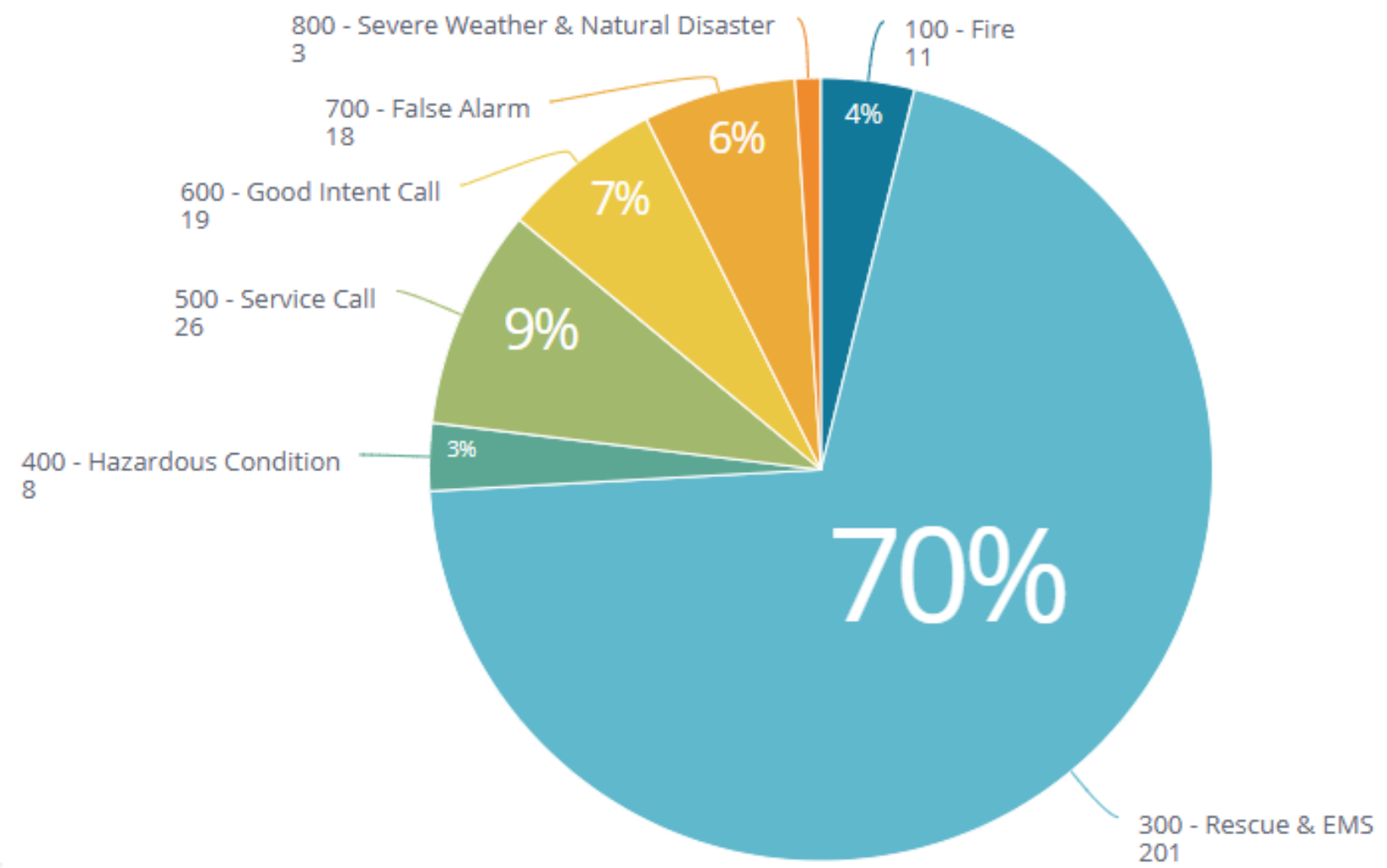
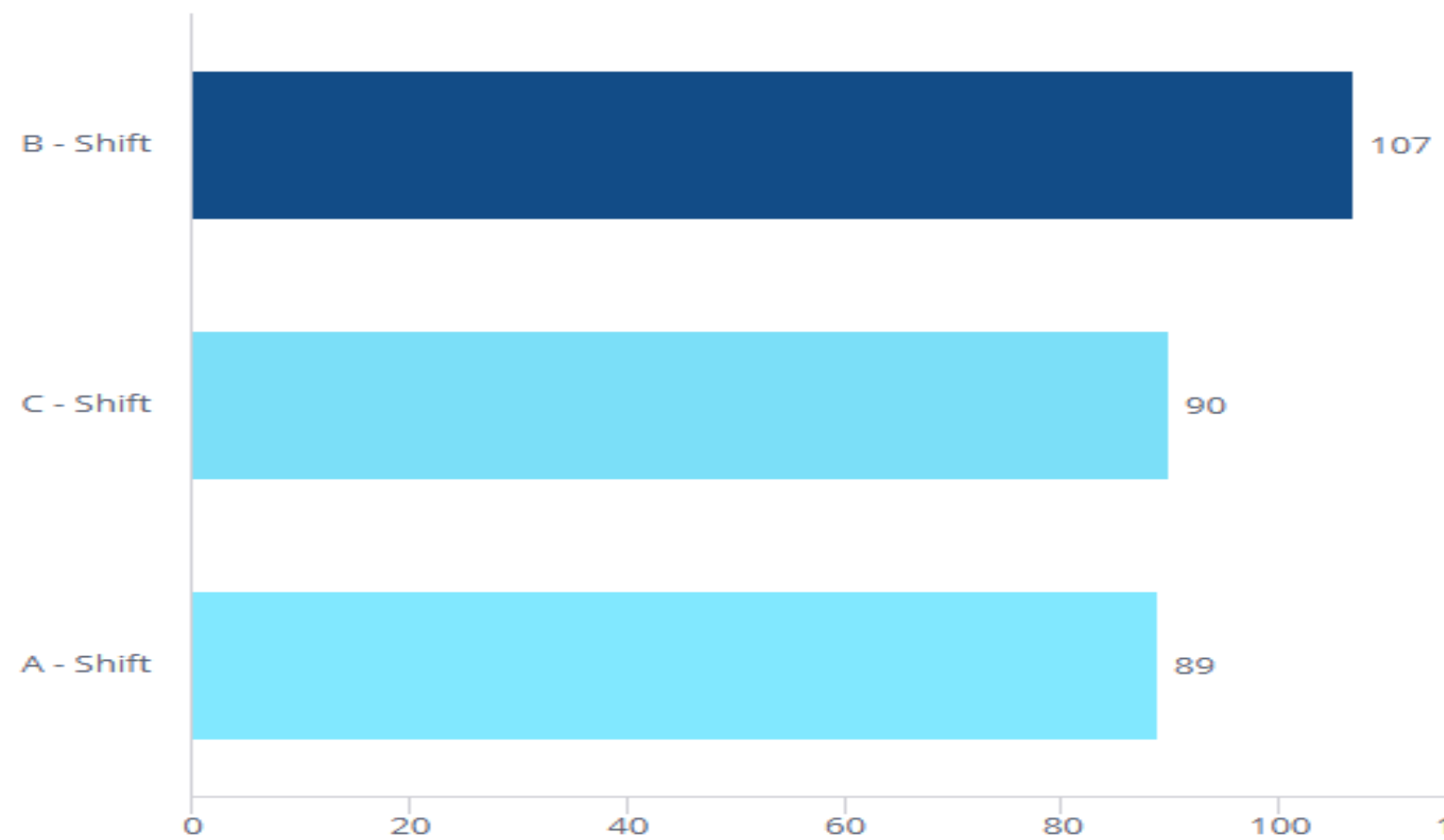


2025 BY THE NUMBERS – Monthly Report October 2025
Chief Nathan Drake

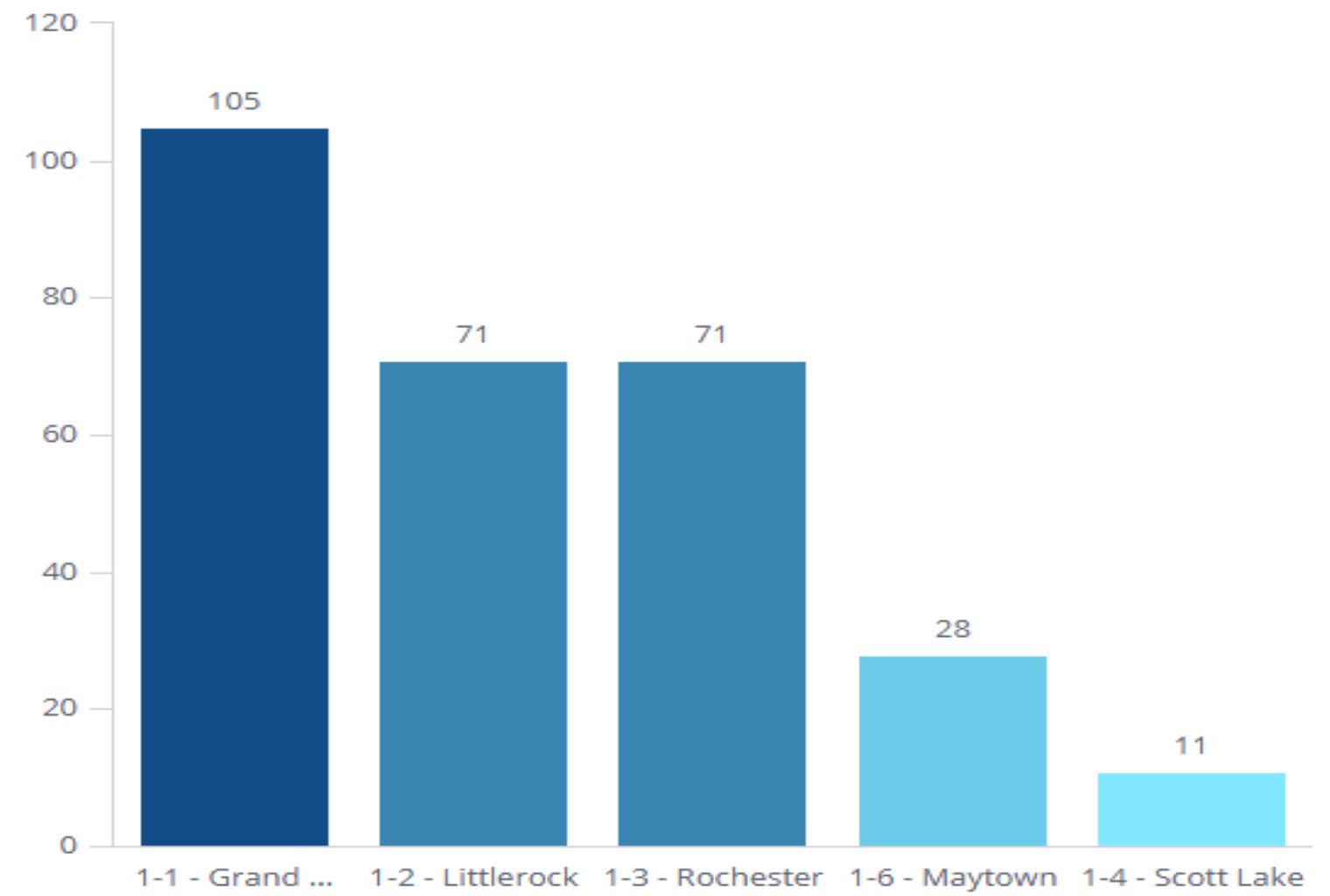
4-YEAR INCIDENT VOLUME COMPARISON BY MONTH
2021-2025



Incident Count by Shift



Incident Count by Station



2,877

2025 Total

2,566

2024 To
Date Total

+311

CHANGE PYTD

+11%

% PYTD



OCTOBER AVERAGE PRIMARY
RESPONSE TIME 8:49



OCTOBER CALLS = 286

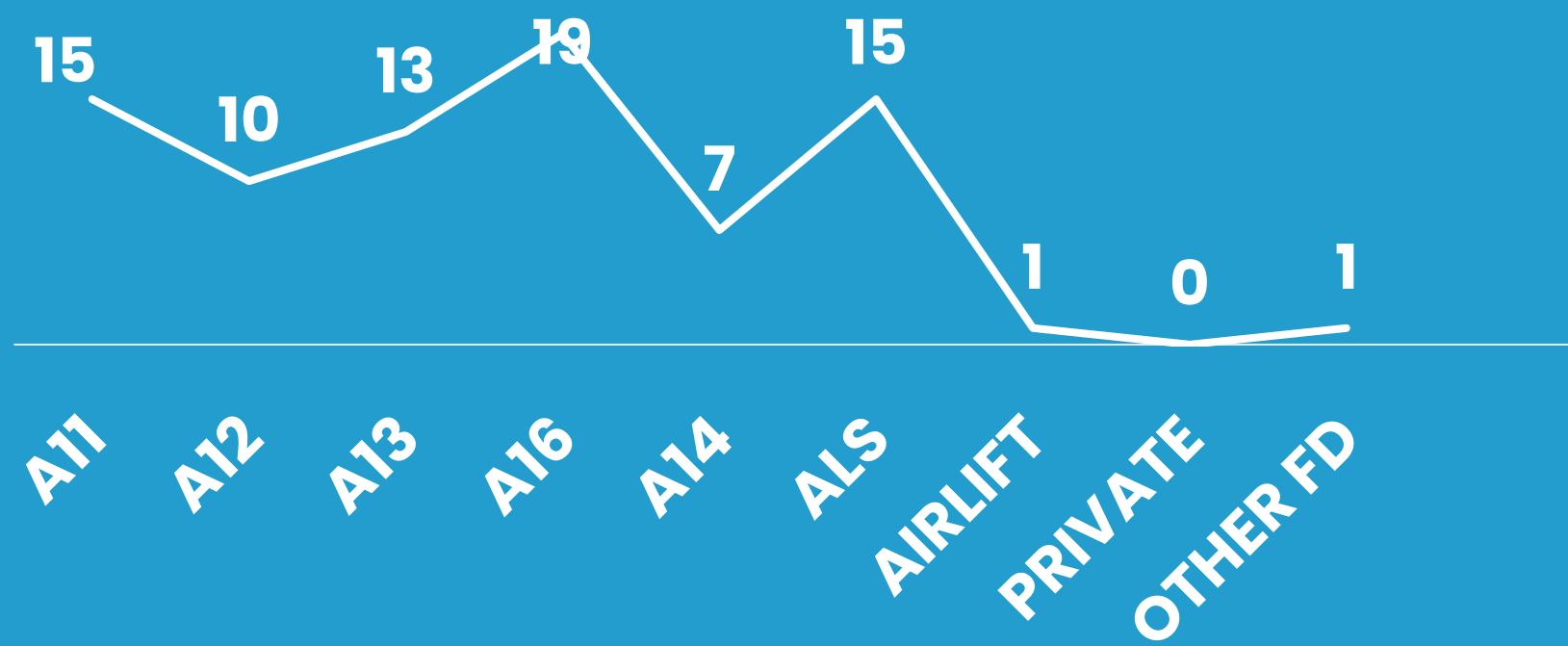


25% OVERLAPPING
CALLS (73) IN OCTOBER

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – OCTOBER



YTD WTRFA TRANSPORTS



741

October WTRFA TRANSPORTS



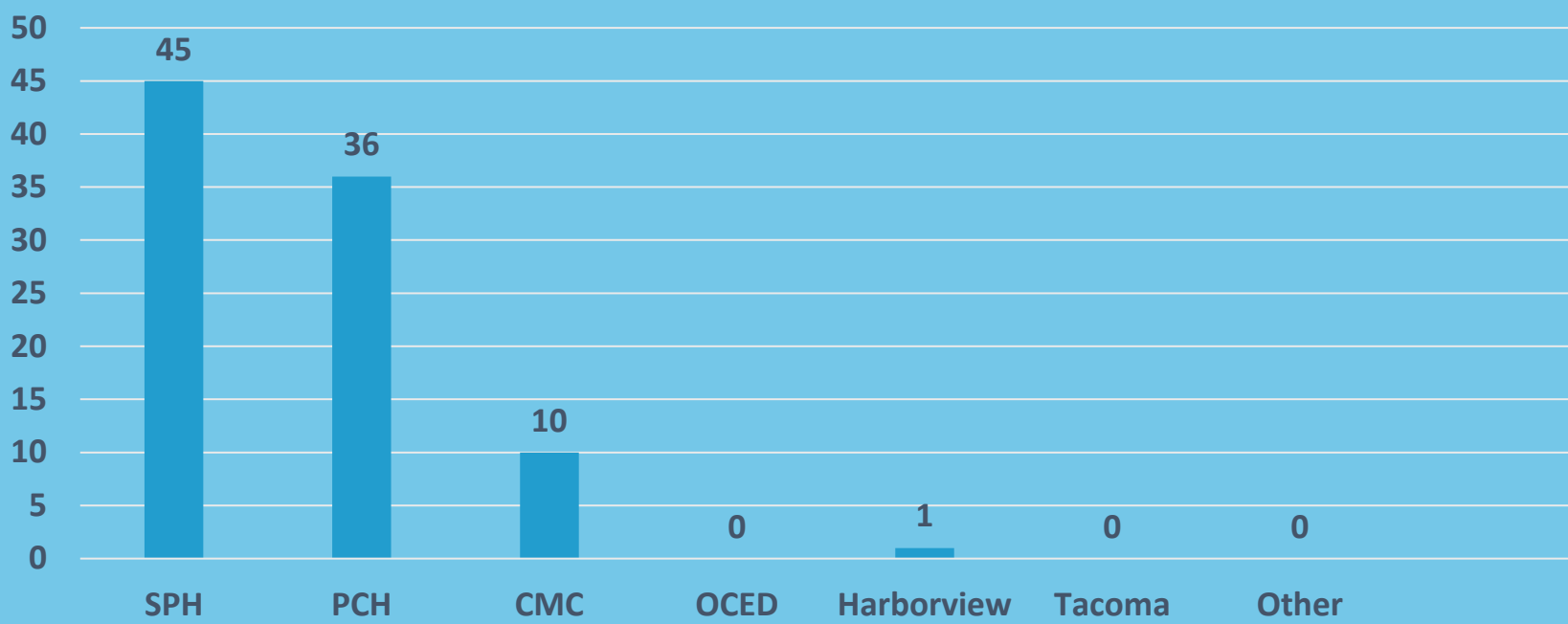
64

Total Transports YTD

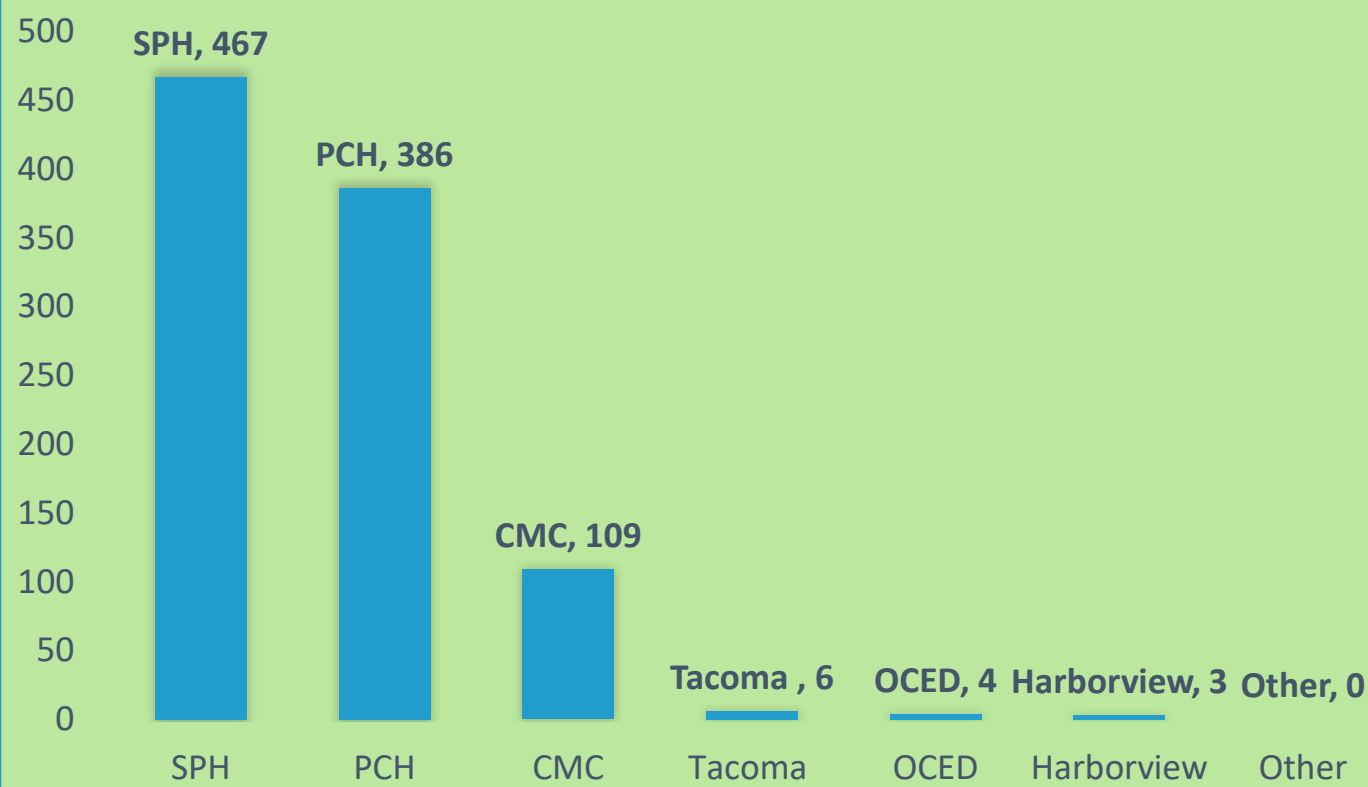


ALS = 176
BLS = 754

TRANSPORT DESTINATION – October



DESTINATION – YTD



MUTUAL AID/AUTO AID FOR OCTOBER



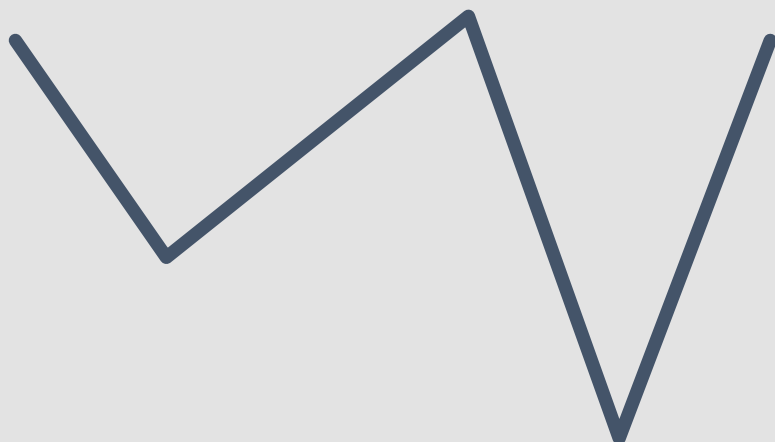
AID GIVEN: 26
AID RECEIVED: 25

Average Response Time
COMPLIANCE YTD

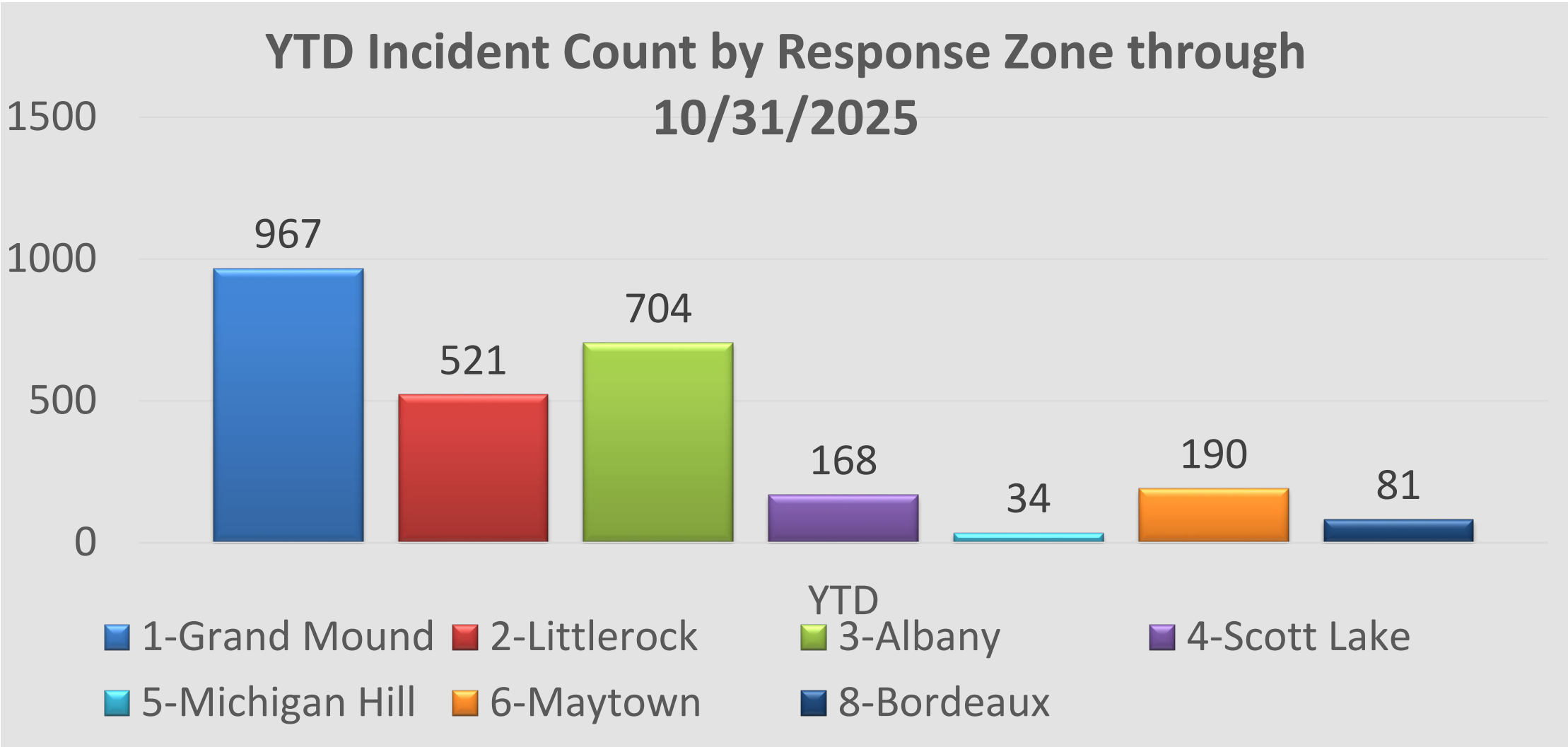


8:52 Initial Unit
Arrival in Primary
Zones 1,2,3,4,6

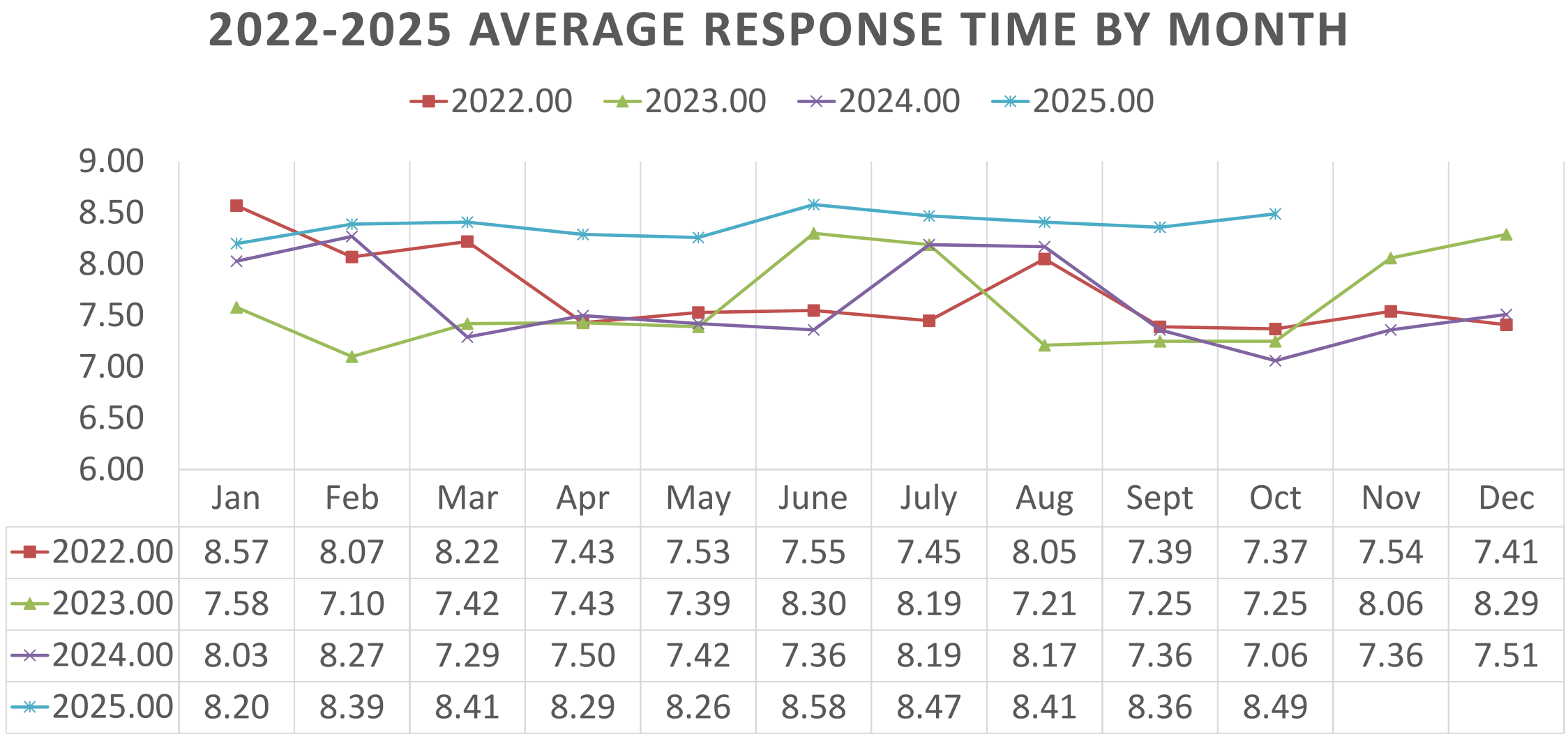
30% Overlapping
Calls (856) YTD



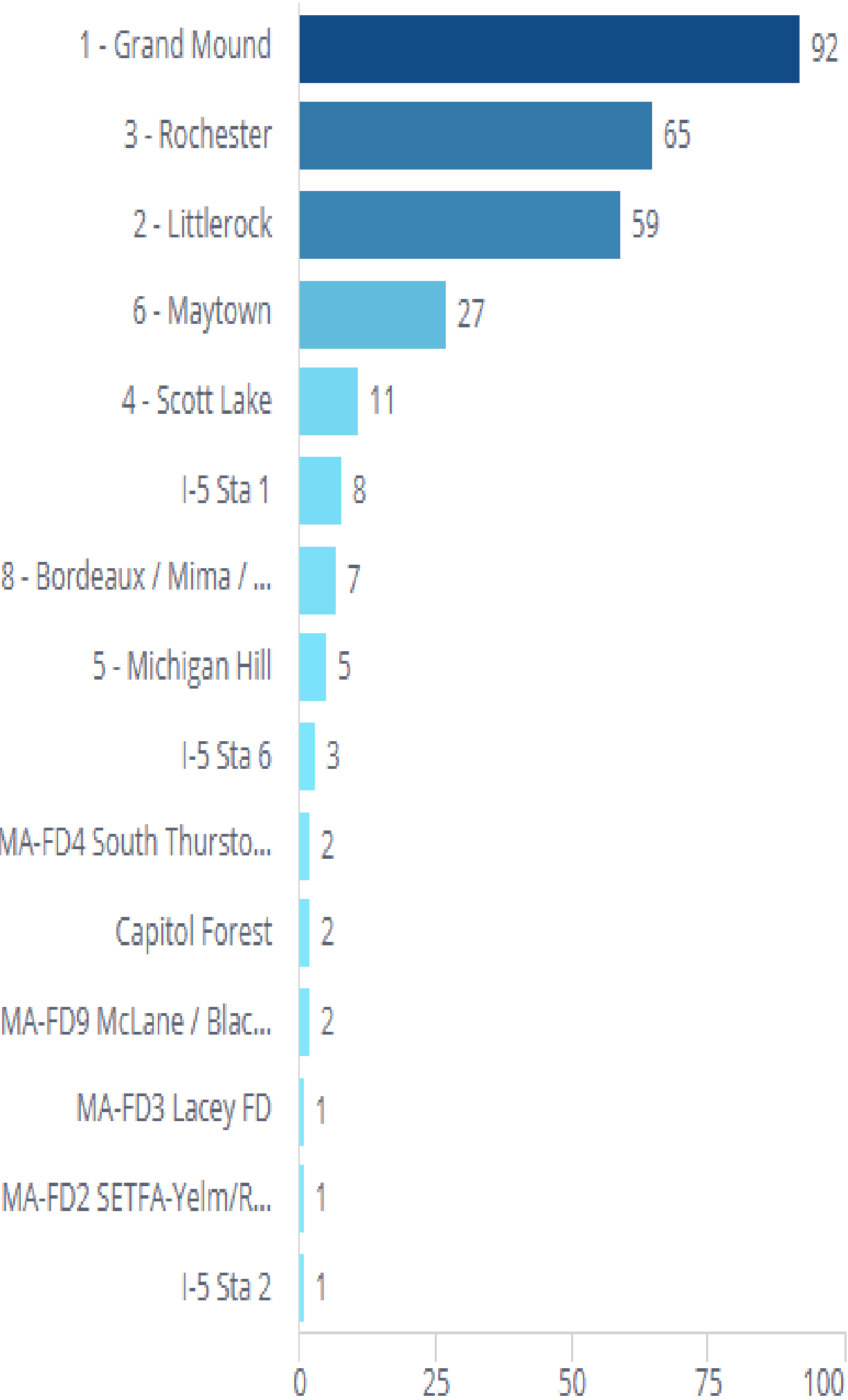
YTD Incident Count
By Response Zone



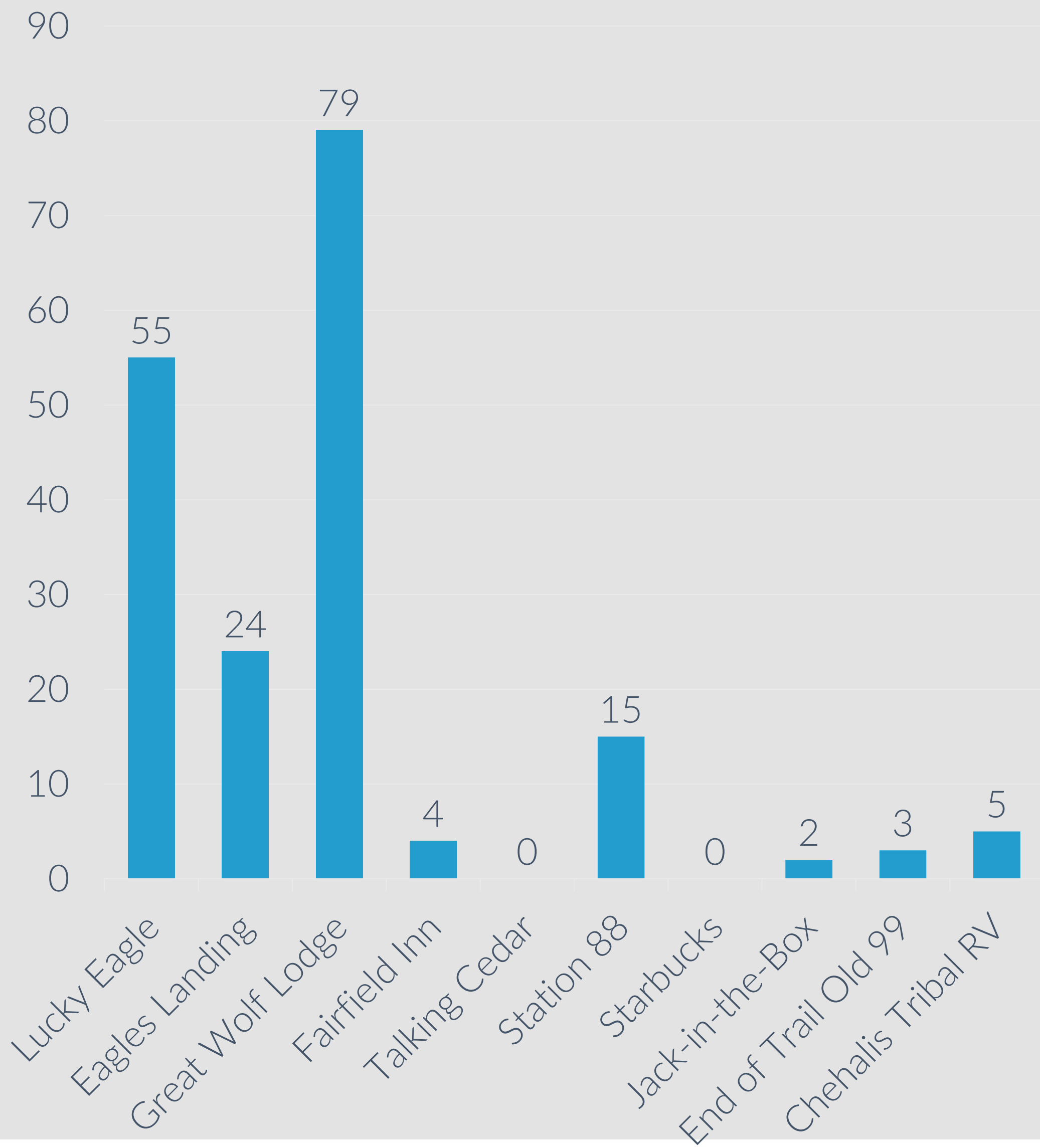
Average Response Time
By Month



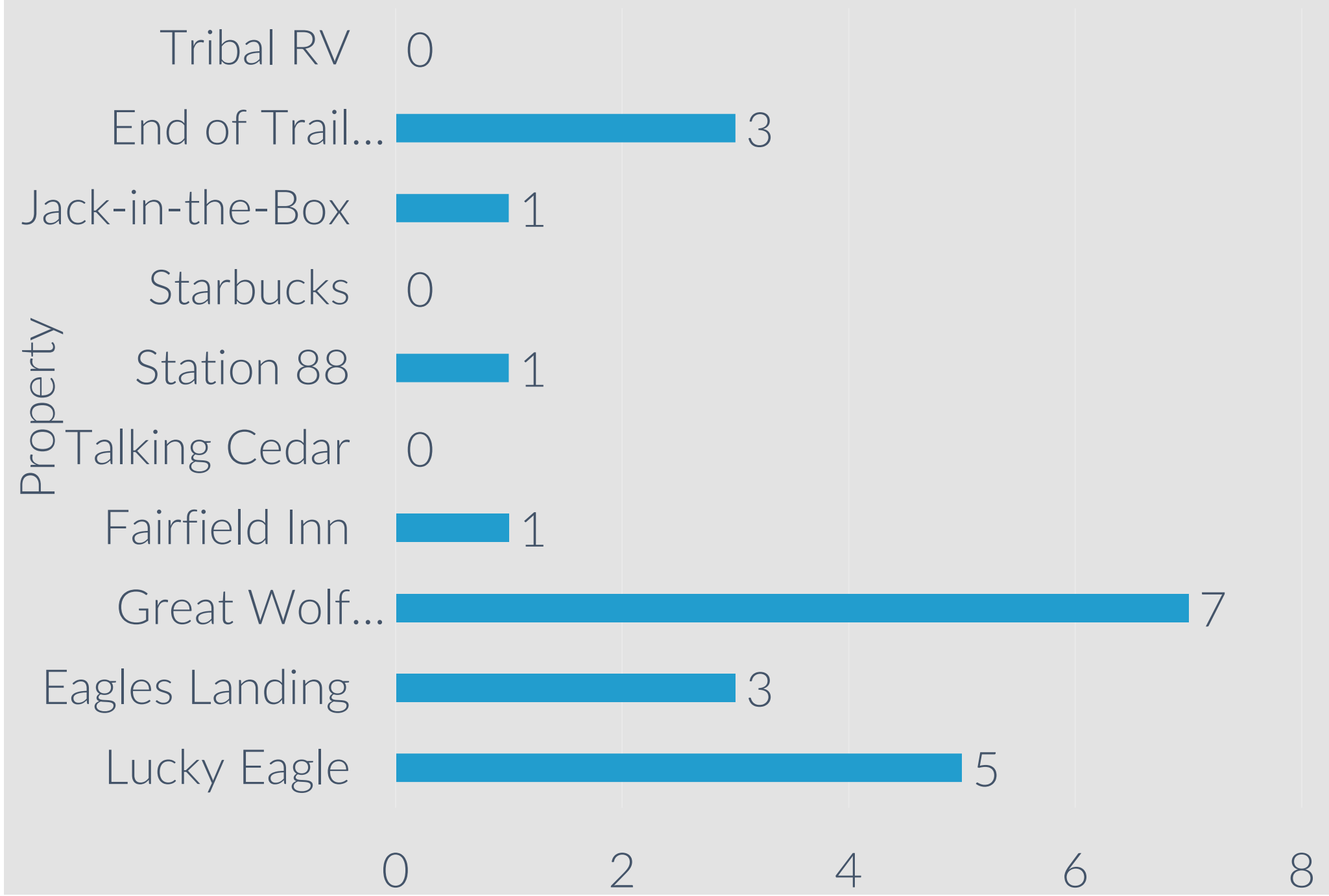
Breakdown per Zone October



TRIBAL PROPERTY RESPONSES – YTD



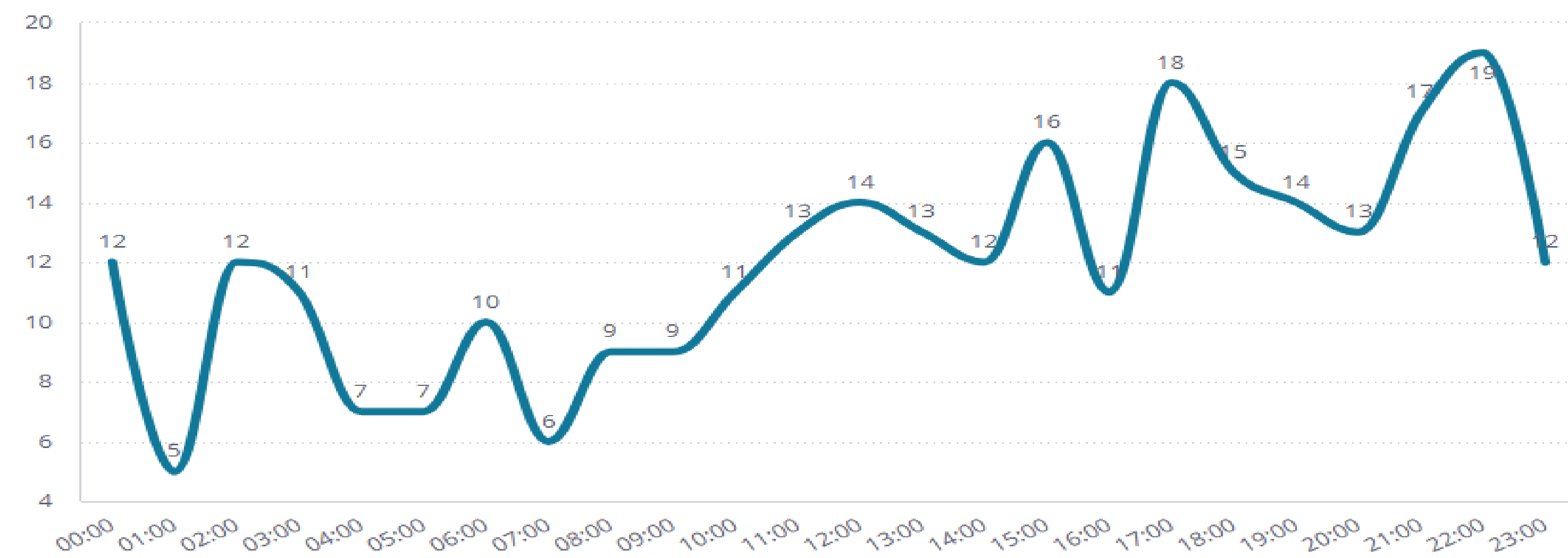
TRIBAL PROPERTY RESPONSES –October



Total Time for October
5,532 Career Hours
1,585 Volunteer Hours

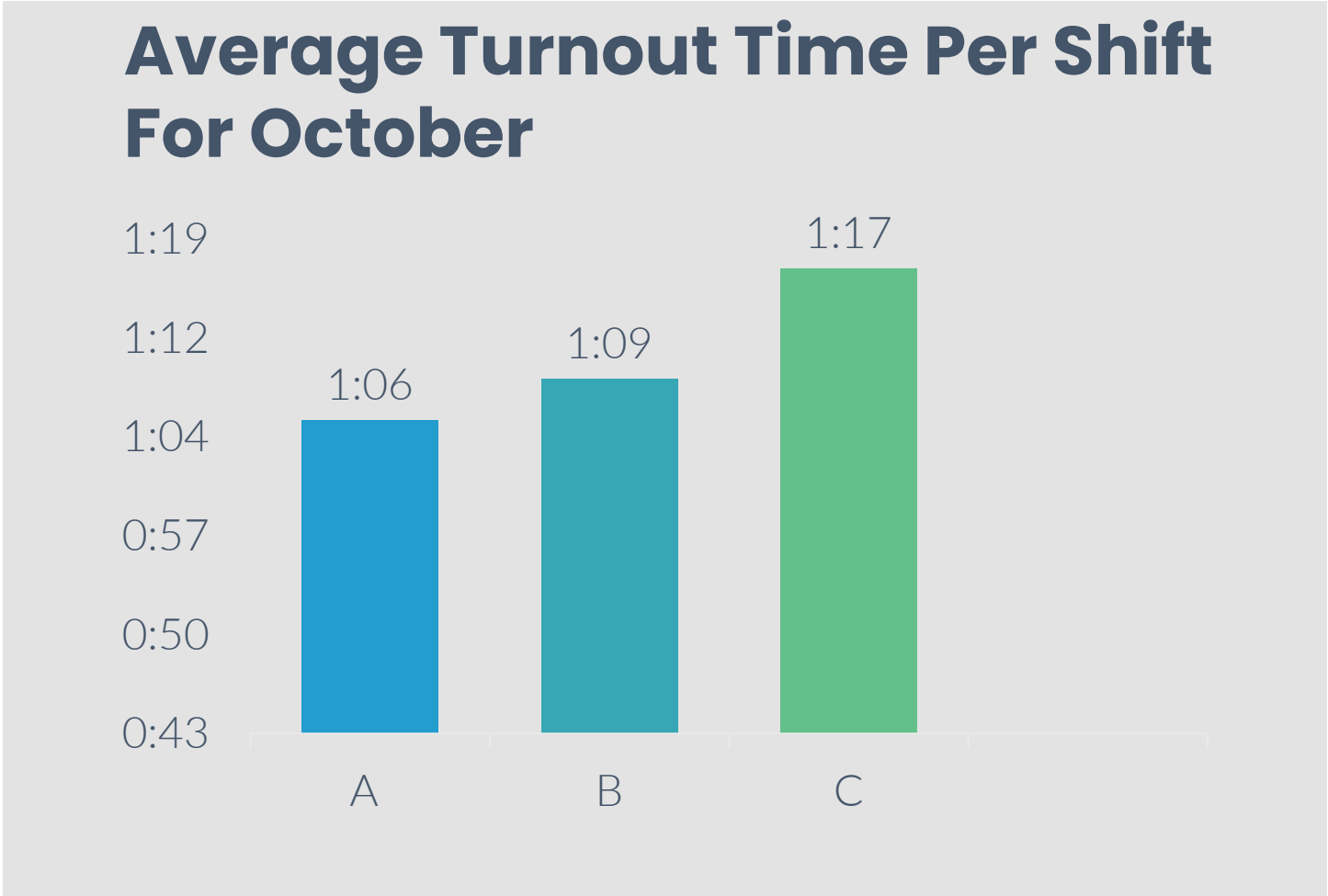
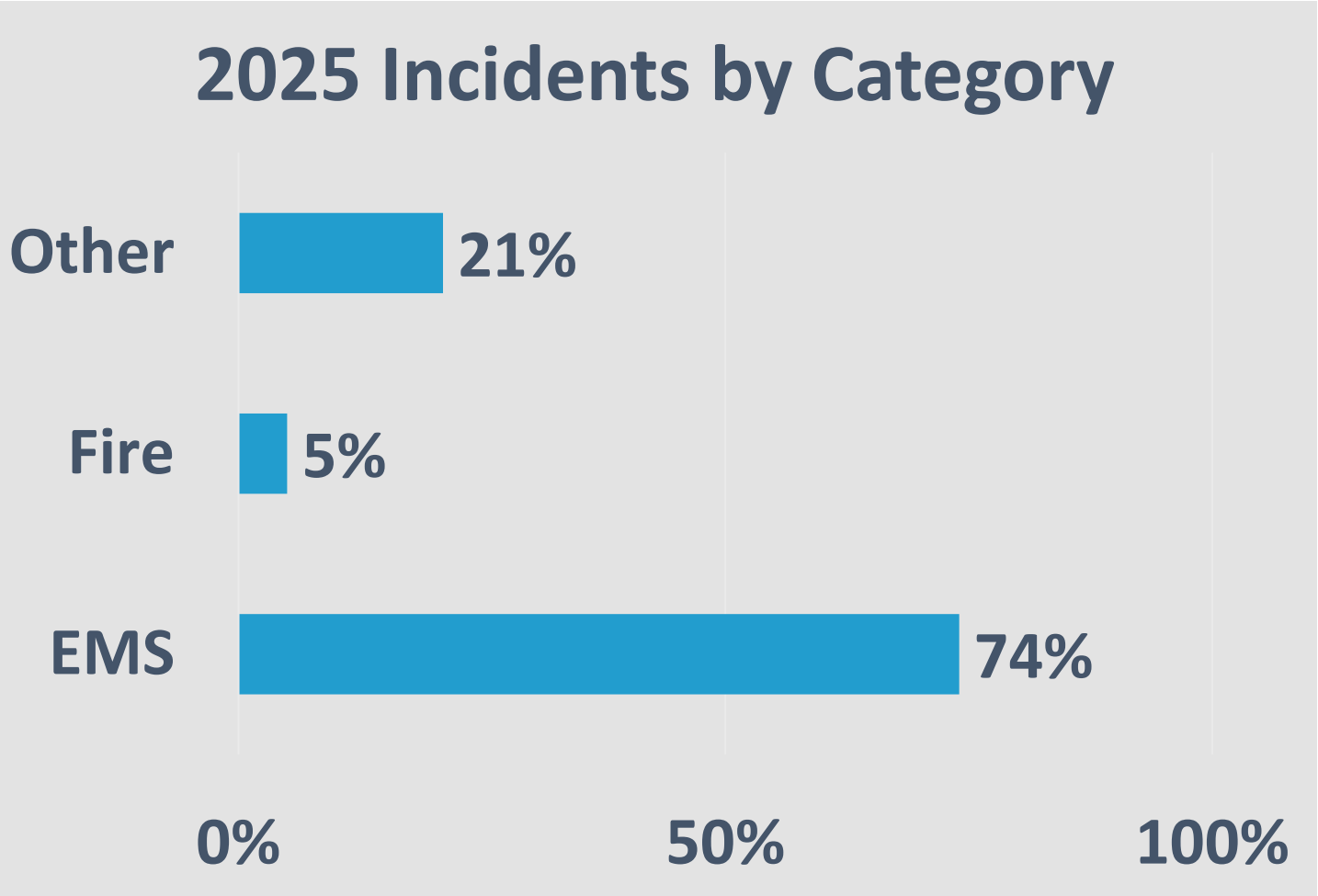
155 Shift Overtime Hours
October

600 Sick Leave Hours
October



Busiest Days in September

- 10/01 – 12 Calls**
- 10/03 – 13 Calls**
- 10/19 – 13 Calls**
- 10/24 – 14 Calls**
- 10/25 – 17 Calls**
- 10/26 – 21 Calls**
- 10/28 – 12 Calls**



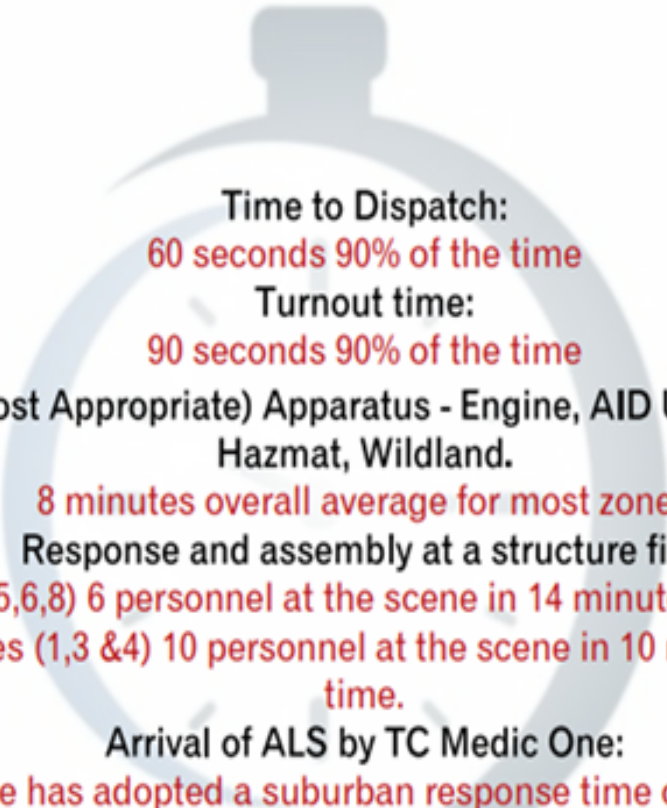
OUR MISSION AND VISION/
RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

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.

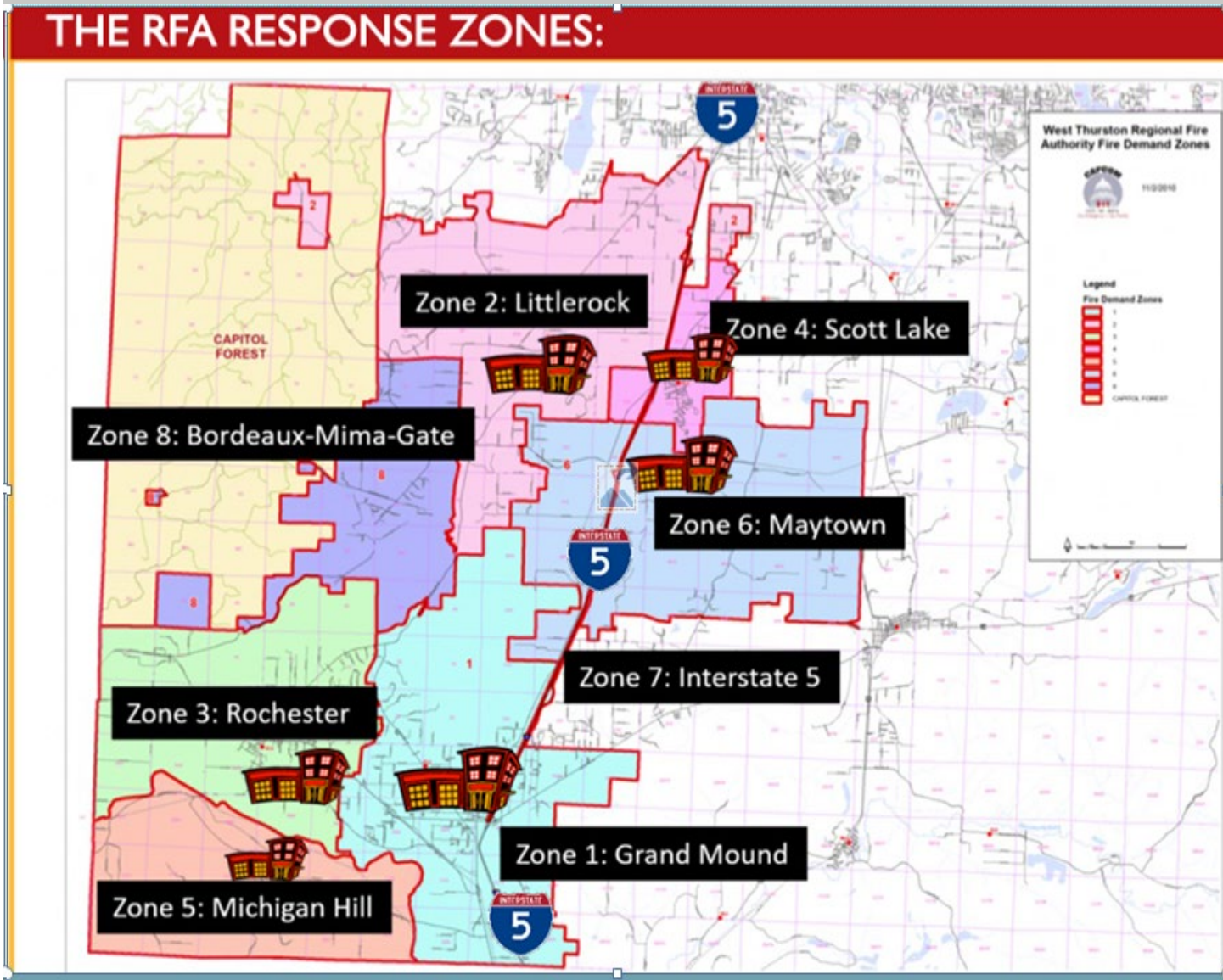


Time to Dispatch:
60 seconds 90% of the time
Turnout time:
90 seconds 90% of the time
Arrival of 1st (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.
8 minutes overall average for most zones
Response and assembly at a structure fire:
Rural Zones (2,5,6,8) 6 personnel at the scene in 14 minutes, 90% of the time;
Suburban Zones (1,3 & 4) 10 personnel at the scene in 10 minutes 90% of the time.
Arrival of ALS by TC Medic One:
Medic One has adopted a suburban response time of 20 minutes.



- 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



P.O. Box 879
Rochester WA 98579
360.273.5582

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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

To: Chief N. Drake & Board of Commissioners
From: Lt. Joel Swecker- Safety Officer
Subject: October 2025 Safety Report
Date: 11/5/2025
CC: 2025 Safety File

Chief Drake & Board of Commissioners,

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

Accident/Injury Reports-

1. None Reported

Monthly Safety Topic-

- IDLH Safety Zones and Considerations (Targe Solutions).

Safety Committee.

- Next Mtg. 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

******All Fire Extinguishers up for annual replacement/recharge, November.**

FIIRE Safety (L&I) Program

1. 3rd Quarter Q&A zoom meeting with L&I-Cancelled

2. **Upcoming-**

1. Ongoing focus for injury free workplace.
2. Completion of 2025 department SIP.
3. 3rd Quarter Safety Offices Report- to be posted at all stations.

Completed-

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

Respectfully Submitted,

Lt. J. Swecker – HSO
11/5/2025
West Thurston Regional Fire Authority

October 2025

Monthly Training Report

	October 2025	2025 Total
Total Training Hours	102.75	2541.5 hours

Training Events in October 2025

- October 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 November

- 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

A-Shift Oct. 2025 Month End Report

By BC Stone

Greater Alarms

- 1.) ALS Motor Vehicle Accident with one Pt. airlifted to Harborview.

PEER Support

The Critical Stress Debriefing Team has been meeting on their regular scheduled meetings. County group will be meeting including chaplains next month.

Training

- 1.) Hands on 4th quarter training for this month throughout the end of the year will be Technical Rescue Awareness.
- 2.) 4th quarter OTEPs & D-Fibs has already completed.
- 3.) New continued Computer Based Training has been going on as well. Co. officer are looking forward to Blue Card recertification.

Apparatus/Projects

Worked with Chief Drake on upcoming strategic plan. First out aid units were on a three to six year replacement program. Presently aid 1-1 & A1-2 are coming up on ten years old. As for our fire engine placements our goal had always been for an engine replacement every six years. The reason for six year is because we need five first out engines and one reserve. Presently we're two engines behind. By the time of our next purchase of a new engine we'll be entering the phase of needing a third engine.

What we have to keep in mind is two engines will time out at the same time. Call them the Green Machine E1-3 and an ALF and/or both ALFs. Either way the number is three. If between now and then an ALF goes down we will need to keep one for parts to keep the other one functioning. Already down is E1-7 (Telesquirt) which has been surplused.

We need six engines. Five first out and a reserve. Therefor this makes for an every six year replacement plan. As for purchases, stock units are available which comes with inside ladders, 750 gal tanks, and 24 month turnaround time.

- 1.) All hose and ladder testing has been completed.
- 2.) T1-1 returned from servicing and resetting check engine light.

- 3.) E1-1 had discharge ball valves replaced and other work order items such as door mechanisms.
- 4.) B1-1 was returned from post Mobe.
- 5.) E1-3 True North has advised ladder rack modifications have been completed. Presently waiting on hydraulic fittings, and then will be going in for paint. Again pump testing had already been completed before sending unit down South. Once we get the unit back we'll be in service 100 percent. Believe we're down to about two weeks left.
- 6.) A1-1 went down for no heat in the cab. The heater box relay switch had went bad. Has been returned and back in service.
- 7.) A1-6 through Codes secondary to transmission not wanting to go into reverse. New relay has resolved the problem.

Shift concerns

- 1.) Resident off of Jordan St. has returned back home. We are only a couple of calls from reaching number 100 for the '25 year.

B Shift October 2025

BC Brian Christenson

Greater Alarms:

- On 10/25/25 we had our first big wind event of the season. Crews were kept busy all day running wires down calls and clearing trees from roadways. Later in the evening the county experienced a large influx of 911 calls for service causing T-Comm to go into a voluntary ECC activation. Chief Drake came in to open ours up and start to dispatch units to pending calls which came as a relief due to most mobile MDTs not connecting. The ECC was open for a few hours until the call volume dropped. One of the tree/wire calls tied up units for 6 hours keeping Maytown road closed as no State DOT or County roads were available.

Training:

- On 10/7/25 the final required OTEP training was completed for the shift covering trauma and cardiac arrest review.

Personnel and Projects:

- With the first heavy rain this year a few new roof leaks were discovered at 3 stations.
 1. Station 1-1 had a leak in the old workout room just outside the Medic dorm rooms. Chehalis Sheet Metal came out and gave us a quote to fix this leak and after getting back to us we gave the go ahead to have them to complete the repair.
 2. Station 1-2 bay roof leak was also quoted by Chehalis Sheet Metal and this was also given the go ahead for them to repair.
 3. Station 1-3 had a leak above one of the bathrooms. Chris went up and found some suspicious spots and patched them up.

October 11, 2025

Chief Nathan Drake,

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

Major events-

On October 11th we responded to an ALS MVA at Huntington St and State Route 12. Three patients were treated at the scene and one patient was transported to St Peters hospital after being ejected during the accident. That patient was later air lifted to a trauma center.

On October 17th we responded to a ALS MVA at Gifford and Little Rock RD. Two patients were entrapped as a result of the accident. The first patient was airlifted to a trauma center from station 1-2. The second patient was transported to St. Peters in Olympia later to be airlifted to Harborview.

Pre-fire plan/preparation-

I attended a quarterly planning and public safety update with Chief Drake at the Maple Lane Department of health facility. We were updated about some of their future plans and challenges with the facility. I have started the process to update the pre-fire plans and contact list as the buildings are remodeled and the fire alarm systems are upgraded.

Training-

Crews have completed Ongoing Medical training for the year and are in the process of finishing their fire training for fourth quarter.

We still have one shift member out on non-work related injury.

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

November 2025

Recruit and Retention Coordinator Report

October:

- **EMT Class:** EMT class is going great for our four members enrolled.
Fire Academy: Fire academy is going strong, and we will start offering additional hands on nights at the station for our 6 recruits.
- **Transport Shifts:** 13 24-hour shifts were completed on the designated transport unit. And twice we had it operating 4 complete days in a row!
- **Building a Volunteer Portfolio:** Outlining our program, procedures, and guidelines that make it successful. This working portfolio will be a great resource for anyone with questions.
- **Fire Prevention and Safety Education:** We have 16 presentation engaging with Transitional Kindergarten, 2nd Grade, and 5th Grade students. This was a successful year and amazing to see and interact with all the students in our community.
 - Transitional Kinder – Being helpers, “Don’t hide, go outside” (showing them our gear and how we look).
 - 2nd Grade – “Sounds of the Alarms,” discussing smoke detectors and CO monitors, plus showing a few tools from the truck.
 - 5th Grade – “The Great Escape,” drawing escape plans, talking them through with parents, and identifying a meeting spot.
- **October 15th Interviews:** We completed 19 interviews. And have sent 9 conditional offers. Interviews including the oral board, agility test and written test ran very smooth and we came out with some strong candidates to move forward with.
- **October Trunk or Treat and Halloween-** Through all the rain and wind we managed to hand out over 30 bags of candy and over 1000 glow sticks.
- **RHS Football Games:** We have been staffing our home football games with 1 volunteer and 1 career member. And have completed this with another successful year.
- **Return Patient:** We got to bring back a critical patient and talk with family and patient about their experience and meet the crews that responded on the call. We are scheduling a time with patient and crews also to meet with the Airlift Northwest team that responded.
- **Social Media:** Engagement continues to grow with positive feedback and interaction on posts. We are seeing a strong increase in positive public interaction as well. I attended a Social Media Academy that focused on building positive engagement in our social media, and how to be seen more by people in your community.
- **Personal Goals:** I am looking at obtaining my evaluator for IFSAC so I can better our PACT program to better support our volunteers during testing by understanding what evaluators are looking for and where to focus our training efforts throughout Academy and PACT. And currently waiting for registration to open for the IFSAC Fire and Life Safety Course that will be held in April 2026.

November and December (Upcoming Events/Projects):

- **November:** Food Drive, North Bend Fire Academy, Volunteer Orientation, Community Engagement Q&A Sessions
- **December:** EMT graduation, Santa Breakfast, Santa Sleigh

Some 2026 Goals

- **Completing a full Scenario public Education with the Rochester High School about distracted and under the influence driving prior to prom and graduation.**
- **Career Development Focus for our Volunteers**
- **Scheduled Monthly Volunteer Drills.**

