



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, March 13, 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=di9qSHlzVk50SjByM1lPY3UyM2RlQQT09>

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 \$ 73,306.75 Payroll \$ 384,851.20 TOTAL: \$ 458,157.95 <i>Warrants \$143,436.89</i> <i>EFTs \$314,721.06</i>	3-9	Shannon	Approve/Reject
2) Meeting Minutes a) February 13, 2023, general meeting b) February 21, 2023, workshop	10-12 13-14	Shannon	Approve/Reject
3) Resolution #2023-004, Surplus Equipment	15-16	Shannon	Approve/Reject
4) 2022 Budget – Carry Over Request		Shannon	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) Q1 Open Facility Work Orders	<i>17-20</i>	Shannon	
2) Follow up on Propane & Electrical St 1-1		Chief	

IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Treasurers Report for February 2023	<i>21-24</i>	Shannon	
2) March 2023 Budget Report	<i>25-28</i>	Shannon	
3) Letter to Jon Tunheim	<i>29-30</i>	Chief	
4) Department of Natural Resources Agreement	<i>31-39</i>	Chief	
5) Easter Egg Dash		Chief	

X. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	<i>40-55</i>	Chief Smith	Informational
2) Commissioner Meetings		BOFC	Informational

XI. GOOD OF THE ORDER : BVFF FOLLOWING GENERAL MEETING

XII. ADJOURNMENT

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:17:24 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
230301001 Ainsworth Inc.	442	03/13/2023	Claims	6700	1,052.89	SRVCE11242	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	SRVCE11242	03/06/2023	03/13/2023	1-1 Grand Mound Bay Floor Heat Issues Repair			1,052.89
230301002 Anderson Appraisal, Inc	443	03/13/2023	Claims	6700	3,500.00	3688-23DJR	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	3688-23DJR	02/23/2023	03/13/2023	1-7 Old Hwy 99 Appraisal			3,500.00
230301003 Bigfoot Pest Management LLC	444	03/13/2023	Claims	6700	513.50	12307, 12309, 12310, 12306, 12308	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	12307	03/06/2023	03/13/2023	1-2 Littlerock Pest Control			102.70
	12309	03/06/2023	03/13/2023	1-3 Rochester Pest Control			102.70
	12310	03/06/2023	03/13/2023	1-1 Grand Mound Pest Control			102.70
	12306	03/06/2023	03/13/2023	1-4 Scott Lake Pest Control			102.70
	12308	03/06/2023	03/13/2023	1-6 Maytown Pest Control			102.70
230301004 Brightwire Networks LLC Int' Technical Solutions	445	03/13/2023	Claims	6700	4,022.90	119487 DP, 120630	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	119487 DP	02/23/2023	03/13/2023	Charging Cable for Laptop (Hemmingier)			29.61
	120630	02/23/2023	03/13/2023	March Mnthly Srvc			3,993.29
230301005 Brookfield Group, The	446	03/13/2023	Claims	6700	616.17	65693	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	65693	03/03/2023	03/13/2023	Voice Hosted User Mar 2023			616.17
230301006 Capital Business Machines Inc	447	03/13/2023	Claims	6700	244.74	142928, 142929	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	142928	03/07/2023	03/13/2023	1-1 Grand Mound Copies			67.67
	142929	03/07/2023	03/13/2023	1-2 Littlerock Copies			177.07
230301007 Carefirst Bluecross Blueshield Payment Administrator	448	03/13/2023	Claims	6700	248.00	230370008700	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	230370008700C	02/23/2023	03/13/2023	Harris Medical			248.00
230301008 Cascade Fire Equipment Company	449	03/13/2023	Claims	6700	396.18	INV1695	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	INV1695	02/23/2023	03/13/2023	Extrication Gloves (x7)			396.18
230301009 Cedar Creek Correction Center	450	03/13/2023	Claims	6700	281.99	2302.1521	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	2302.1521	03/03/2023	03/13/2023	Feb 2023 Work Crews			281.99
230301010 Centralia OK Tire Inc Point S Tires	451	03/13/2023	Claims	6700	922.62	1111776	
	Invoice #	Rcvd Date	Due Date	Description			Amount
	1111776	02/27/2023	03/13/2023	A76 A1-2 New Tires (x4)			922.62
230301011 Citi Cards	452	03/13/2023	Claims	6700	3,150.33		
	Invoice #	Rcvd Date	Due Date	Description			Amount
	AMAZON	03/06/2023	03/13/2023	Rehab Protien Bars			86.57
	AMAZON	03/06/2023	03/13/2023	Office supplies (label maker tape)			73.72
	AMAZON	03/06/2023	03/13/2023	Office supplies (received stamps)			35.14
	AMAZON	03/06/2023	03/13/2023	Battalion/Aid Unit Kneeling Pads			48.13
	AMAZON	03/06/2023	03/13/2023	Return Office supplies (received stamps)			-38.00
	AMAZON	03/06/2023	03/13/2023	1-6 Maytown Facility Supplies (jet dry, urinal screens)			151.89
	AMERICAN CARNIVAL	03/06/2023	03/13/2023	Pub Ed Pre-Filled Easter Eqqs (x3000)			642.00
	COSTCO	03/06/2023	03/13/2023	1-6 Maytown Facility Supplies (detergent, coffee,			1,219.02
	COSTCO	03/06/2023	03/13/2023	Station Supplies (napkins, plates, utensils, cups)			87.52

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:17:24 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
OFFICE DEPOT	03/06/2023	03/13/2023	Office Supplies (laminating pouches, steno books)		35.66	
EDGEWICK INN	03/06/2023	03/13/2023	Fire Officer Class (J. Spiegelbera)		711.90	
QUILL	03/06/2023	03/13/2023	1-2 Littlerock Watch Office Printer		162.14	
UPS	03/06/2023	03/13/2023	Return Audio Device		14.65	
USPS	03/06/2023	03/13/2023	Certified Letter Mailing		8.37	
WIX.COM	03/06/2023	03/13/2023	Annual WestThurston Site Search		64.73	
ZOOM	03/06/2023	03/13/2023	Mnthly communications Service		16.20	
CITICARD	03/06/2023	03/13/2023	Credit Interest Charges		-1.26	
CITICARD	03/06/2023	03/13/2023	Payment Adjustment		-168.05	
230301012 City Of Olympia	453	03/13/2023	Claims	6700	9,626.60	10403/14426
Invoice #	Rcvd Date	Due Date	Description		Amount	
10403/14426	03/06/2023	03/13/2023	A06 Check Horn Operation		463.19	
10403/14426	03/06/2023	03/13/2023	A22 E1-3 Quarterly Service		1,207.18	
10403/14426	03/06/2023	03/13/2023	A30 E1-2 A/C Pressure Switch Repair		361.25	
10403/14426	03/06/2023	03/13/2023	A30 E1-2 Door Alarm Going Off		1,630.64	
10403/14426	03/06/2023	03/13/2023	A62 E1-1 Transmission Pump Repair		5,406.15	
10403/14426	03/06/2023	03/13/2023	A63 E1-6 Compartment Door Open Light On Repair		558.19	
230301013 City Sanitary Inc	454	03/13/2023	Claims	6700	177.20	16534086S188
Invoice #	Rcvd Date	Due Date	Description		Amount	
16534086S188	03/03/2023	03/13/2023	1-1 Grand Mound Recycle		177.20	
230301014 Clearfly	455	03/13/2023	Claims	6700	225.49	497887
Invoice #	Rcvd Date	Due Date	Description		Amount	
497887	03/03/2023	03/13/2023	Mar 2023 Srvc		225.49	
230301015 Comcast	456	03/13/2023	Claims	6700	1,290.91	1030
Invoice #	Rcvd Date	Due Date	Description		Amount	
1030	02/23/2023	03/13/2023	1-2 Littlerock Phone/Cable		186.94	
1030	02/23/2023	03/13/2023	1-6 Maytown Phone		203.82	
1030	02/23/2023	03/13/2023	1-1 Grand Mound Phone/Cable		221.75	
1030	02/23/2023	03/13/2023	1-4 Scott Lake Phone		262.57	
1030	02/23/2023	03/13/2023	1-3 Rochester Phone/Cable		415.83	
230301016 DE Lage Landen	457	03/13/2023	Claims	6700	279.98	79182311
Invoice #	Rcvd Date	Due Date	Description		Amount	
79182311	03/03/2023	03/13/2023	1-2 Littlerock Copier Lease		279.98	
230301017 DH Pace Company Inc.	458	03/13/2023	Claims	6700	4,684.20	119293, 119292, 119291, 119289, 119290, 119288
Invoice #	Rcvd Date	Due Date	Description		Amount	
119293	03/03/2023	03/13/2023	1-1 Grand Mound Semi-Annual Bay Door Maintenance		1,511.67	
119292	03/03/2023	03/13/2023	1-2 Littlerock Semi-Annual Bay Door Maintenance		661.36	
119291	03/03/2023	03/13/2023	1-3 Rochester Semi-Annual Bay Door Maintenance		377.92	
119289	03/03/2023	03/13/2023	1-4 Scott Lake Semi-Annual Bay Door Maintenance		188.96	
119290	03/03/2023	03/13/2023	1-6 Maytown Semi-Annual Bay Door Maintenance		377.92	
119288	03/03/2023	03/13/2023	1-2 Littlerock Bay Door 9 clutch repair		1,566.37	
230301018 ESO Solutions, Inc.	459	03/13/2023	Claims	6700	629.04	104573
Invoice #	Rcvd Date	Due Date	Description		Amount	
104573	03/03/2023	03/13/2023	Apr 2023 Srvc		629.04	
230301019 Eric T. Quinn, P.S.	460	03/13/2023	Claims	6700	650.00	1260
Invoice #	Rcvd Date	Due Date	Description		Amount	
1260	03/03/2023	03/13/2023	Feb 2023 Leagl Srvc		650.00	
230301020 First Choice Health Network	461	03/13/2023	Claims	6700	141.12	0111123
Invoice #	Rcvd Date	Due Date	Description		Amount	
0111123	03/08/2023	03/13/2023	Feb 2023 EAP Srvc		141.12	
230301021 Flaming Pig BBQ	462	03/13/2023	Claims	6700	1,435.00	000101

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:17:24 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	000101	03/06/2023	03/13/2023	2023 Awards Banquet	1,435.00	
230301022 Home Depot Credit Services	463	03/13/2023	Claims	6700	669.65	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	85810488	02/28/2023	03/13/2023	1-2 Littlerock Portable Light, Drop Cord	146.03	
	8523437	02/28/2023	03/13/2023	1-3 Rochester Base Boards	27.61	
	3020244	02/28/2023	03/13/2023	1-4 Grand Mound Lock Box for Diesel Trailer, Light in	76.01	
	7124741	02/28/2023	03/13/2023	Facility Maintenance Supplies (Ice Melt, extension cord,	200.34	
	1027737	02/28/2023	03/13/2023	1-2 Littlerock Restroom Light Timer	45.71	
	3512842	02/28/2023	03/13/2023	Facility Maintenance - Pressure Washer Attachment	173.95	
230301023 Joes Refuse Inc	464	03/13/2023	Claims	6700	168.04	16530775S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	16530775S188	03/03/2023	03/13/2023	1-1 Grand Mound Refuse	168.04	
230301024 LN Curtis & Sons Inc	465	03/13/2023	Claims	6700	5,106.25	675047, 681977, 681983, 681652
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	675047	02/23/2023	03/13/2023	Fire Fighting Essentials Books (Davis, Harding)	252.96	
	681977	02/23/2023	03/13/2023	Name Tags (Varqas, Davis, Hoskison, Harding)	51.49	
	681983	02/23/2023	03/13/2023	Name Tags (Nelson)	8.65	
	681652	02/23/2023	03/13/2023	Annual SCBA Flow Testing, O-Ring, O-Ring Nitrile	4,793.15	
230301025 Leco Supply, Inc.	466	03/13/2023	Claims	6700	1,133.93	208419
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	208419	02/27/2023	03/13/2023	1-6 Maytown Cache Facility Supplies	1,133.93	
230301026 Lincoln Creek Lumber	467	03/13/2023	Claims	6700	41.77	426844
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	426844	02/23/2023	03/13/2023	Facility Maintenance Supplies (flex seal, PVC)	41.77	
230301027 Mountain Mist Water	468	03/13/2023	Claims	6700	248.10	029585
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	029585	03/03/2023	03/13/2023	1-2 Littlerock Water Srvc	86.75	
	029585	03/03/2023	03/13/2023	1-1 Grand Mound Water Srvc	161.35	
230301028 Northwest Signworks Inc	469	03/13/2023	Claims	6700	167.56	2011384
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2011384	03/09/2023	03/13/2023	1-3 Rochester Re-Open Sign	167.56	
230301029 Northwest Water Systems	470	03/13/2023	Claims	6700	515.55	23-02734, 23-02748
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	23-02734	02/23/2023	03/13/2023	1-1 Grand Mound Water Srvc	192.25	
	23-02748	02/23/2023	03/13/2023	1-2 Littlerock Water Srvc & Check System	323.30	
230301030 Olympia Sheet Metal Inc	471	03/13/2023	Claims	6700	4,572.64	65387, 65311, 65310, 65536
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	65387	02/23/2023	03/13/2023	1-1 Grand Mound Semi-Annual HVAC Maintenance	643.20	
	65387	02/23/2023	03/13/2023	1-2 Littlerock Semi-Annual HVAC Maintenance	551.31	
	65387	02/23/2023	03/13/2023	1-3 Rochester Semi-Annual HVAC Maintenance	578.34	
	65387	02/23/2023	03/13/2023	1-4 Scott Lake Semi-Annual HVAC Maintenance	318.90	
	65387	02/23/2023	03/13/2023	1-6 Maytown Semi-Annual HVAC Maintenance	594.54	
	65311	02/23/2023	03/13/2023	1-1 Grand Mound Annual Boiler Maintenance	270.25	
	65310	02/23/2023	03/13/2023	1-1 Grand Mound Heat Pump 7 Repairs	1,221.53	
	65536	02/23/2023	03/13/2023	1-4 Scott Lake Repair Condensation Issues on	394.57	
230301031 On-Hold Concepts Inc	472	03/13/2023	Claims	6700	19.95	598205
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	598205	03/03/2023	03/13/2023	On Hold Srvc	19.95	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:17:24 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 4

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230301032 Paladin Background Screening LLC	473	03/13/2023	Claims	6700	192.00	3802
	Invoice #	Rcvd Date	Due Date	Description		Amount
	3802	03/03/2023	03/13/2023	Background Checks (Davis, Aquon, Vauqhn, Means)		192.00
230301033 Pilot Travel Centers LLC	474	03/13/2023	Claims	6700	259.56	592982723
	Invoice #	Rcvd Date	Due Date	Description		Amount
	592982723	03/03/2023	03/13/2023	A77 BN1-6		39.76
	592982723	03/03/2023	03/13/2023	A70 STAF-1		82.20
	592982723	03/03/2023	03/13/2023	A71 STAF-2		10.00
	592982723	03/03/2023	03/13/2023	A25 CH1-2		94.87
	592982723	03/03/2023	03/13/2023	A24 BN-1		32.73
230301034 Propane Northwest	475	03/13/2023	Claims	6700	3,426.57	1509493640, 1509618358, 1509571892
	Invoice #	Rcvd Date	Due Date	Description		Amount
	1509493640	02/23/2023	03/13/2023	1-1 Grand Mound Propane (620.80 gal)		1,505.82
	1509618358	02/23/2023	03/13/2023	1-7 Old Hwy 99 Tank Rental		1.08
	1509571892	02/23/2023	03/13/2023	1-2 Littlerock Propane (826 gal)		1,919.67
230301035 Puget Sound Energy	476	03/13/2023	Claims	6700	4,113.49	
	Invoice #	Rcvd Date	Due Date	Description		Amount
	200017639499	02/23/2023	03/13/2023	1-1 Grand Mound Jan23		1,679.00
	220025935044	02/23/2023	03/13/2023	1-2 Littlerock Feb23		711.00
	220025936018	02/23/2023	03/13/2023	1-3 Rochester Jan23		418.49
	220025935051	02/23/2023	03/13/2023	1-4 Scott Lake Feb23		413.81
	220025935069	02/23/2023	03/13/2023	1-6 Maytown Jan23		691.65
	220006625754	02/23/2023	03/13/2023	1-7 Old Hwy 99 Jan23		199.54
230301036 Rochester Lumber	477	03/13/2023	Claims	6700	48.82	1198441, 1199971, 1200090
	Invoice #	Rcvd Date	Due Date	Description		Amount
	1198441	02/23/2023	03/13/2023	1-1 Ground Mound Facility Maintenance (dowell)		3.45
	1199971	02/23/2023	03/13/2023	1-1 Grand Mound Storage Bldg (garage door seal)		18.37
	1200090	02/23/2023	03/13/2023	1-1 Grand Mound Storage Bldg (glue spray, caulk)		27.00
230301037 Rochester Water Association	478	03/13/2023	Claims	6700	48.02	100100
	Invoice #	Rcvd Date	Due Date	Description		Amount
	100100	02/27/2023	03/13/2023	1-3 Rochester Water Svcs		48.02
230301038 Scott Lake Maintenance Co C/O Northwest Water Syst	479	03/13/2023	Claims	6700	115.00	2165
	Invoice #	Rcvd Date	Due Date	Description		Amount
	2165	03/03/2023	03/13/2023	1-4 Scott Lake Water Svcs		115.00
230301039 Snure Seminars	480	03/13/2023	Claims	6700	375.00	104
	Invoice #	Rcvd Date	Due Date	Description		Amount
	104	03/03/2023	03/13/2023	Snure Seminars (Patraca, Smith, Hemmingar,		375.00
230301040 Stericycle Inc	481	03/13/2023	Claims	6700	70.46	3006366420
	Invoice #	Rcvd Date	Due Date	Description		Amount
	3006366420	02/23/2023	03/13/2023	1-2 Littlerock Hazo Waste		70.46
230301041 Systems Design West LLC	482	03/13/2023	Claims	6700	1,941.31	20230396, 20230452
	Invoice #	Rcvd Date	Due Date	Description		Amount
	20230396	03/03/2023	03/13/2023	Jan 2023 Transports (x69)		1,811.31
	20230452	03/03/2023	03/13/2023	Jan MVA Billing (x2)		130.00
230301042 Targetsolutions LLC	483	03/13/2023	Claims	6700	7,592.39	68564
	Invoice #	Rcvd Date	Due Date	Description		Amount
	68564	03/07/2023	03/13/2023	2023 Annual Membership training platform		7,592.39
230301043 Thurston Co Solid Waste	484	03/13/2023	Claims	6700	18.00	2198677

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 08:17:24 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 5

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>2198677</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>Solid Waste (02-21-2023)</td> <td style="text-align: right;">18.00</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	2198677	02/23/2023	03/13/2023	Solid Waste (02-21-2023)	18.00																																													
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
2198677	02/23/2023	03/13/2023	Solid Waste (02-21-2023)	18.00																																																									
230301044 Thurston Co Treasurer	485	03/13/2023	Claims	6700	4,288.01	2023 Property Taxes																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>13502230400</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-1 Grand Mound 2023 Property Taxes</td> <td style="text-align: right;">585.44</td> </tr> <tr> <td>12730320000</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-2 Littlerock 2023 Property Taxes</td> <td style="text-align: right;">1,999.59</td> </tr> <tr> <td>71107700100</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-3 Rochester 2023 Property Taxes</td> <td style="text-align: right;">501.52</td> </tr> <tr> <td>72760501201</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-4 Scott Lake 2023 Property Taxes</td> <td style="text-align: right;">197.27</td> </tr> <tr> <td>13518440200</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-5 Michiqan Hill 2023 Property Taxes</td> <td style="text-align: right;">99.46</td> </tr> <tr> <td>12604330200</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-6 Maytown 2023 Property Taxes</td> <td style="text-align: right;">368.89</td> </tr> <tr> <td>13513220900</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-7 Old Hwy 99 2023 Property Taxes</td> <td style="text-align: right;">500.96</td> </tr> <tr> <td>71108900200</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1.61 acre 2023 Property Taxes</td> <td style="text-align: right;">10.19</td> </tr> <tr> <td>71107700300</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>.42 acre 2023 Property Taxes</td> <td style="text-align: right;">9.60</td> </tr> <tr> <td>13601320200</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>3.80 acre 2023 Property Taxes</td> <td style="text-align: right;">15.09</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	13502230400	02/23/2023	03/13/2023	1-1 Grand Mound 2023 Property Taxes	585.44	12730320000	02/23/2023	03/13/2023	1-2 Littlerock 2023 Property Taxes	1,999.59	71107700100	02/23/2023	03/13/2023	1-3 Rochester 2023 Property Taxes	501.52	72760501201	02/23/2023	03/13/2023	1-4 Scott Lake 2023 Property Taxes	197.27	13518440200	02/23/2023	03/13/2023	1-5 Michiqan Hill 2023 Property Taxes	99.46	12604330200	02/23/2023	03/13/2023	1-6 Maytown 2023 Property Taxes	368.89	13513220900	02/23/2023	03/13/2023	1-7 Old Hwy 99 2023 Property Taxes	500.96	71108900200	02/23/2023	03/13/2023	1.61 acre 2023 Property Taxes	10.19	71107700300	02/23/2023	03/13/2023	.42 acre 2023 Property Taxes	9.60	13601320200	02/23/2023	03/13/2023	3.80 acre 2023 Property Taxes	15.09
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
13502230400	02/23/2023	03/13/2023	1-1 Grand Mound 2023 Property Taxes	585.44																																																									
12730320000	02/23/2023	03/13/2023	1-2 Littlerock 2023 Property Taxes	1,999.59																																																									
71107700100	02/23/2023	03/13/2023	1-3 Rochester 2023 Property Taxes	501.52																																																									
72760501201	02/23/2023	03/13/2023	1-4 Scott Lake 2023 Property Taxes	197.27																																																									
13518440200	02/23/2023	03/13/2023	1-5 Michiqan Hill 2023 Property Taxes	99.46																																																									
12604330200	02/23/2023	03/13/2023	1-6 Maytown 2023 Property Taxes	368.89																																																									
13513220900	02/23/2023	03/13/2023	1-7 Old Hwy 99 2023 Property Taxes	500.96																																																									
71108900200	02/23/2023	03/13/2023	1.61 acre 2023 Property Taxes	10.19																																																									
71107700300	02/23/2023	03/13/2023	.42 acre 2023 Property Taxes	9.60																																																									
13601320200	02/23/2023	03/13/2023	3.80 acre 2023 Property Taxes	15.09																																																									
230301045 Verizon Wireless	486	03/13/2023	Claims	6700	299.95	9927511401, 9928479849																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>9927511401</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>Aid Unit Cells</td> <td style="text-align: right;">48.81</td> </tr> <tr> <td>9928479849</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>Captain Cells</td> <td style="text-align: right;">171.12</td> </tr> <tr> <td>9928479849</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>Modems</td> <td style="text-align: right;">80.02</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	9927511401	02/23/2023	03/13/2023	Aid Unit Cells	48.81	9928479849	02/23/2023	03/13/2023	Captain Cells	171.12	9928479849	02/23/2023	03/13/2023	Modems	80.02																																			
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
9927511401	02/23/2023	03/13/2023	Aid Unit Cells	48.81																																																									
9928479849	02/23/2023	03/13/2023	Captain Cells	171.12																																																									
9928479849	02/23/2023	03/13/2023	Modems	80.02																																																									
230301046 Wells Fargo Financial Leasing	487	03/13/2023	Claims	6700	159.99	5023867674																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>5023867674</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-1 Grand Mound Copier Lease</td> <td style="text-align: right;">159.99</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	5023867674	02/23/2023	03/13/2023	1-1 Grand Mound Copier Lease	159.99																																													
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
5023867674	02/23/2023	03/13/2023	1-1 Grand Mound Copier Lease	159.99																																																									
230301047 Wilcox & Flegel	488	03/13/2023	Claims	6700	3,547.22	0769818-IN, 0769883-IN, 0772792-IN, 0772784-IN, CL70766																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>0769818-IN</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-2 Littlerock Diesel (69 gal)</td> <td style="text-align: right;">283.41</td> </tr> <tr> <td>0769883-IN</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-1 Grand Mound Diesel (179 gal)</td> <td style="text-align: right;">735.23</td> </tr> <tr> <td>0772792-IN</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-1 Grand Mound Diesel (204 gal)</td> <td style="text-align: right;">820.71</td> </tr> <tr> <td>0772784-IN</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>1-2 Littlerock Diesel (143 gal)</td> <td style="text-align: right;">575.31</td> </tr> <tr> <td>CL70766</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A19 A1-3</td> <td style="text-align: right;">95.64</td> </tr> <tr> <td>CL70766</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A73 U1-2</td> <td style="text-align: right;">418.24</td> </tr> <tr> <td>CL70766</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A77 BN1-6</td> <td style="text-align: right;">507.80</td> </tr> <tr> <td>CL70766</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A25 CH1-2</td> <td style="text-align: right;">55.81</td> </tr> <tr> <td>CL70766</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A07 E1-7</td> <td style="text-align: right;">55.07</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	0769818-IN	02/23/2023	03/13/2023	1-2 Littlerock Diesel (69 gal)	283.41	0769883-IN	02/23/2023	03/13/2023	1-1 Grand Mound Diesel (179 gal)	735.23	0772792-IN	02/23/2023	03/13/2023	1-1 Grand Mound Diesel (204 gal)	820.71	0772784-IN	02/23/2023	03/13/2023	1-2 Littlerock Diesel (143 gal)	575.31	CL70766	02/23/2023	03/13/2023	A19 A1-3	95.64	CL70766	02/23/2023	03/13/2023	A73 U1-2	418.24	CL70766	02/23/2023	03/13/2023	A77 BN1-6	507.80	CL70766	02/23/2023	03/13/2023	A25 CH1-2	55.81	CL70766	02/23/2023	03/13/2023	A07 E1-7	55.07					
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
0769818-IN	02/23/2023	03/13/2023	1-2 Littlerock Diesel (69 gal)	283.41																																																									
0769883-IN	02/23/2023	03/13/2023	1-1 Grand Mound Diesel (179 gal)	735.23																																																									
0772792-IN	02/23/2023	03/13/2023	1-1 Grand Mound Diesel (204 gal)	820.71																																																									
0772784-IN	02/23/2023	03/13/2023	1-2 Littlerock Diesel (143 gal)	575.31																																																									
CL70766	02/23/2023	03/13/2023	A19 A1-3	95.64																																																									
CL70766	02/23/2023	03/13/2023	A73 U1-2	418.24																																																									
CL70766	02/23/2023	03/13/2023	A77 BN1-6	507.80																																																									
CL70766	02/23/2023	03/13/2023	A25 CH1-2	55.81																																																									
CL70766	02/23/2023	03/13/2023	A07 E1-7	55.07																																																									
230301048 Wilson Parts Corp	489	03/13/2023	Claims	6700	17.77	9662687, 665979																																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>662687</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A73 U1-2 Wipers</td> <td style="text-align: right;">15.91</td> </tr> <tr> <td>665979</td> <td>02/23/2023</td> <td>03/13/2023</td> <td>A61 T1-2 Beacon Light Bulb</td> <td style="text-align: right;">1.86</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	662687	02/23/2023	03/13/2023	A73 U1-2 Wipers	15.91	665979	02/23/2023	03/13/2023	A61 T1-2 Beacon Light Bulb	1.86																																								
Invoice #	Rcvd Date	Due Date	Description	Amount																																																									
662687	02/23/2023	03/13/2023	A73 U1-2 Wipers	15.91																																																									
665979	02/23/2023	03/13/2023	A61 T1-2 Beacon Light Bulb	1.86																																																									

48 Vouchers:

73,245.86

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

08:59:30 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page:

1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
230301049	Aflac	490	03/13/2023	Payroll	6700	674.70	
230301050	Benefit Solutions Inc-WSCFF	491	03/13/2023	Payroll	6700	2,100.00	
	EFT Bennett Matthew Shaun	363	03/15/2023	Payroll	6700		
	EFT Bennett Matthew Shaun	392	03/31/2023	Payroll	6700		
230301057	Berryman Thomas A	375	03/15/2023	Payroll	6700		
	EFT Betts Brandon John	393	03/31/2023	Payroll	6700		
	EFT Christenson Brian David	394	03/31/2023	Payroll	6700		
	EFT Cooke Hans Robert	395	03/31/2023	Payroll	6700		
230301058	Cookston Jonathon Wayne	376	03/15/2023	Payroll	6700		
	EFT Dean Sarah Linnea	396	03/31/2023	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	438	03/13/2023	Payroll	6700	32,502.59	
	EFT Department Of Retirement Systems Retirement	439	03/13/2023	Payroll	6700	38,598.37	
	EFT Department Of The Treasury	440	03/13/2023	Payroll	6700	44,353.75	
	EFT Devert Brent Nathaniel	397	03/31/2023	Payroll	6700		
230301051	Dimartino Associates Brown & Brown of WA, Inc	492	03/13/2023	Payroll	6700	2,281.26	
	EFT Drake Nathan Tyler	398	03/31/2023	Payroll	6700		
	EFT Dyer Lanette R	399	03/31/2023	Payroll	6700		
	EFT Elkins Ben M	377	03/15/2023	Payroll	6700		
230301060	Fitzgerald Thomas J	378	03/15/2023	Payroll	6700		
	EFT Fox Timothy Andrew	379	03/15/2023	Payroll	6700		
	EFT Frasl Kenneth E	380	03/15/2023	Payroll	6700		
230301052	GET Program	493	03/13/2023	Payroll	6700	287.00	
	EFT Garza Isaac Wayne	364	03/15/2023	Payroll	6700		
	EFT Garza Isaac Wayne	400	03/31/2023	Payroll	6700		
230301053	HRA VEBA Trust	494	03/13/2023	Payroll	6700	6,475.00	
	EFT Hall Aaron David	365	03/15/2023	Payroll	6700		
	EFT Hall Aaron David	401	03/31/2023	Payroll	6700		
	EFT Heilman Chris Douglas	402	03/31/2023	Payroll	6700		
	EFT Hemminger Shannon Marie	403	03/31/2023	Payroll	6700		
	EFT Hoskison Jordan Tyler	381	03/15/2023	Payroll	6700		
	EFT Howe Joshua Jason	404	03/31/2023	Payroll	6700		
	EFT Hull Nathan Scott	405	03/31/2023	Payroll	6700		
230301054	IAFF Local 3825 Treasurer	495	03/13/2023	Payroll	6700	5,589.42	
230301064	Jernigan Jeff M	382	03/15/2023	Payroll	6700		
	EFT Kaleiwahea Blake William	406	03/31/2023	Payroll	6700		
	EFT Kondrack Andrew Joseph	407	03/31/2023	Payroll	6700		
230301065	Linn Catherine Louise	383	03/15/2023	Payroll	6700		
	EFT Lyon Colby Wayne	366	03/15/2023	Payroll	6700		
	EFT Lyon Colby Wayne	408	03/31/2023	Payroll	6700		
	EFT Matson Collin Reid	409	03/31/2023	Payroll	6700		
	EFT Miller Devann Munroe	410	03/31/2023	Payroll	6700		
	EFT Morales Michael Lawrence	411	03/31/2023	Payroll	6700		
	EFT Nelson Jacob Matthew	384	03/15/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	367	03/15/2023	Payroll	6700		
	EFT Palmerson Erik Morgan	412	03/31/2023	Payroll	6700		
	EFT Parker Gregory Jerel	368	03/15/2023	Payroll	6700		
	EFT Parker Gregory Jerel	413	03/31/2023	Payroll	6700		
	EFT Patraca Linda Ellen	385	03/15/2023	Payroll	6700		
	EFT Patraca Linda Ellen	414	03/31/2023	Payroll	6700		
	EFT Pethia David C	386	03/15/2023	Payroll	6700		
230301069	Ricks John Rual	387	03/15/2023	Payroll	6700		
	EFT Santee Ricardo Leon	415	03/31/2023	Payroll	6700		
	EFT Scott Robert William	388	03/15/2023	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

08:59:30 Date: 03/13/2023

03/13/2023 To: 03/13/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Sexton Thomas Edward	416	03/31/2023	Payroll	6700		
EFT Shea Linda Marie	417	03/31/2023	Payroll	6700		
EFT Shea Michael John	389	03/15/2023	Payroll	6700		
EFT Singleton Charles Ed	418	03/31/2023	Payroll	6700		
EFT Smith Eric David	369	03/15/2023	Payroll	6700		
EFT Smith Eric David	419	03/31/2023	Payroll	6700		
EFT Smith Rob Dean	420	03/31/2023	Payroll	6700		
EFT Spiegelberg John Steven	390	03/15/2023	Payroll	6700		
EFT Stone Roger Lee	421	03/31/2023	Payroll	6700		
EFT Swecker Joel Anthony	370	03/15/2023	Payroll	6700		
EFT Swecker Joel Anthony	422	03/31/2023	Payroll	6700		
230301073 Teitzel Steven David	391	03/15/2023	Payroll	6700		
EFT Trautman Alexander Paul	423	03/31/2023	Payroll	6700		
EFT Trott Thomas John	424	03/31/2023	Payroll	6700		
230301055 Trusteed Plans	496	03/13/2023	Payroll	6700	51,037.84	
EFT Washington State Support Registry	441	03/13/2023	Payroll	6700	768.66	
230301056 West Thurston Fire - House Funds	497	03/13/2023	Payroll	6700	180.00	
EFT White Christopher Charles	425	03/31/2023	Payroll	6700		
71 Vouchers:					384,851.20	

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a just, due and unpaid obligation against WTRFA and that I am authorized to authenticate and certify to said claim.

Secretary

Date

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Chief



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

February 13, 2023 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia (St. 1-2)

Call to Order/Attendance: Commissioner Elkins called the meeting to order at 17:00 hours, followed by the Pledge of Allegiance.

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

Chief: Smith, Stone.

Captains: Christianson (Zoom)

Union Representative Lt. Garza, Trautman.

Lieutenants: Palmerson, Lyon.

Firefighters: Hull, Dean (Zoom), Santee (Zoom), Kaleiwahea (Zoom), Matson (Zoom), Station 1-1 (Zoom)

Volunteer: Spiegelberg.

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

Guests: Billie Erickson, Donna Weaver, Kathy Hangardner, Jenifer Whisler, Wava Garza.

Additions/Deletions to the Agenda: Chief Smith requested Public Consulting Group's \$7500.00 Consulting Contract be added to new business.

Public Comments/Presentations:

1. Jennifer Whisler – Addressed her concerns for Public and First Responder safety with regard to McNeil Island Correctional Facility relocating Level 3 Sex Offenders to 140th Ave SW.
2. Jennifer Whisler – Expressed her concern with the closure of the Maytown Fire Station and extended response times.
3. Donna Weaver – Follow up from her concerns address at the Dec 2022 Board Meeting about social media and Chehalis Tribe. A suggestion was made to be part of a community newsletter.

Labor Management: Lt. Garza reported two RIF positions are vacant due to loss of personnel and will continue with temp positions for coverage.

New Business:

1. Expenditure Approval. Commissioner Dahl moved to approve the total expenditure amount of \$524,842.72, Commissioner Ricks seconded the motion. Motion carried 6-0. Commissioner Dahl requested further review of the PSE and Propane expenses, with a suggestion of putting a meter on the propane to rule out a leak.
2. Meeting Minutes.
 - A. Commissioner Jernigan moved to approve the board meeting minutes from January 9, 2023. Commissioner Culleton seconded the motion. Motion carried 6-0.
 - B. Commissioner Jernigan moved to approve the special meeting minutes from January 17, 2023. Commissioner Culleton seconded the motion. Motion carried 6-0.

C. Commissioner Jernigan moved to approve the special meeting minutes from January 26, 2023.

Commissioner Culleton seconded the motion. Motion carried 6-0.

3. Resolution #2023-002 Surplus Equipment – Shannon H. presented equipment for surplus, Commissioner Dahl moved to approve the surplus of a laptop and radios; Commissioner Jernigan seconded the motion. Motion carried 6-0
4. Board Workshop – Board Workshop set for February 21st, 2023, at 1500 hours at Commissioner Dahl’s residence, agenda to be established and posted.
5. Public Consulting Group – Chief Smith presented an estimate from PCG for \$7500.00 to evaluate current funding sources, alternative funding options, develop and administer a public survey in support of WTRFA, and form a communications plan and strategy for the upcoming ballot measure. Commissioner Pethia requested a copy of the contract and Commissioner Elkins requested this item be tabled until the workshop meeting on February 21, 2023.

Unfinished Business (action items):

1. Increase to non-resident transport rate – Commissioner Dahl suggested no increase to non-resident transport rates, so no action was taken.

Unfinished Business (non-action items):

1. Vehicle Maintenance options – Linda Shea reported that other maintenance shops (Thurston County, Centralia-Chehalis Co-Op) were contacted with no response. Neighboring fire districts use either in-house mechanic (approximately \$140k/yr) or the City of Olympia shop (2022 costs est. \$130k). Recommendation was made to remain with the City of Olympia shop for the best service and rates, to which the board agreed.

Communications:

1. January 2023 Thurston County Treasurers report was presented.
2. February 2023 Budget Report was presented.
3. Letters of Appreciation were sent by Chief Smith to other agency partners who responded to the Sherman Valley Ranch Fire. TComm presented a thank you letter to WTRFA regarding the Sherman Valley Ranch Fire.

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

1. Chief Smith reported the crews responded to 237 calls in January (average of 7 calls per day) and 27% of the time they were managing more than one call. The crews responded to 3 fire calls, of which 2 were residential structure fires, with one involving 5 fatalities and the other fire a fully involved outbuilding. Crews also responded to 201 EMS calls and 33 other response types. The department was forced to make operation changes due to numerous other factors including the impact of valuable FF/EMT’s leaving as Reduction in Force (RIF) notices were issued at the end of December to half the department’s force.

Commissioner Reports:

1. Commissioner Ricks reported Medic 1 appointed a new Director (Ben Miller-Todd), and a budget committee has been formed as Medic 1 may lose some funding in 2023.
2. Commissioner Ricks reported that Firefighter/EMT Tom Sexton is receiving a certificate as a Senior EMT Evaluator through Medic 1.
3. Hazard Mitigation Committee – Commissioner Pethia reported they will be meeting on Monday, February 27th, 2023.

4. Chief Smith reported the Thurston County Conservation Dist. in partnership with DNR will be working with select fire departments, who have the highest wildfire risk area (WTRFA), in securing a grant that will provide reimbursement to WTRFA for providing home firewise visits.

Good of the Order:

1. Snure Winter Webinar – To be sent out to the crew for interest in attending.
2. PDC filing reminder – F-1 reports due April 15th.
3. Annual Awards Banquet – Reminder all nominations need to be submitted by February 28th.

Adjournment: The board adjourned the meeting at 1837 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



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

February 21, 2023 – Governing Board Workshop at 10824 Lundeen Rd SW., Rochester

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 1520 hours. Commissioners Culleton, Pethia, Elkins, and Ricks, Chiefs R. Smith and R. Stone, Union Representative Lt. Garza, and Secretary Shannon Hemminger. Commissioner Jernigan absent (excused).

Additions/Deletions to the Agenda: None.

Public Comments/Presentations: None.

New Business:

1. Delegated Authority Policy – Commissioner Dahl asked the Secretary to review the policy after the meeting and incorporate any additional discussion points not already listed after they present their expectations to the Chief.
2. Resolution 2023-003 Authorize the Fire Chief to Sign Agreement for Services with Chehalis Tribe – Commissioner Dahl moved to approve Resolution 2023-003. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Board By-Laws or Rules of Procedure – A sample copy of board by-laws or rules of procedure were provided to the board for review and consideration in creating the same for WTRFA board.
4. Chairman of the Board Nomination for the Awards Banquet – A unanimous decision was made and provided to the Chief.
5. Establish Performance Expectations for Fire Chief – Performance expectations were discussed with Chief Smith.

Old Business:

1. PCG Contract – Shannon presented the final PCG Contract for review and approval. Commissioner Pethia moved to approve the PCG Contract. Commissioner Ricks seconded the motion. Motion carried 5-0
2. Public Comment Protocol Review – Shannon presented the public comment protocol, approved at the January 9, 2023, board meeting, and inquired if changes need to be made due to public comments going over the allowed five minutes. All agreed it would be to the discretion of the Board Chairman at each meeting.

Good of the Order: None.

Adjournment: The board adjourned the workshop at 1704 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Tom Culleton, Board Member

Dave Pethia, Board Member

John Ricks, Board Member

Ben Elkins, Board Member

Calvin Dahl, Board Member

Jeff Jernigan, Board Member



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

RESOLUTION NO. 2023-004

A RESOLUTION OF THE GOVERNING BOARD OF THE
 WEST THURSTON REGIONAL FIRE AUTHORITY (“RFA”)
 DECLARING CERTAIN ITEMS OF PROPERTY AS
 SURPLUS AND AUTHORIZING THEIR DISPOSAL

WHEREAS, the “RFA” has certain items which are no longer of use to the “RFA”; and
 WHEREAS, it would be appropriate to surplus the property and dispose of it through appropriate sale or
 donation, if the property is found to have little or no value.

NOW, THEREFORE, THE WEST THURSTON REGIONAL AUTHORITY GOVERNING BOARD
 HEREBY RESOLVES AS FOLLOWS:

Section 1. That the property identified in Exhibit 1, attached hereto and incorporated herein by
 reference, is declared to be surplus, and the Fire Chief of the Authority, or designee, is authorized to
 dispose of and convey such property through appropriate sale or donation, if the property is found to
 have little or no value.

Section 2. That the Fire Chief of the “RFA”, or designee, is authorized to implement such
 administrative procedures as may be necessary to carry out this directive.

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 13th
 day of March 2023, the following majority of commissioners being present and voting:

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

 Tom Culleton, Commissioner

 Calvin Dahl, Commissioner

 David Pethia, Commissioner

 Ben Elkins, Commissioner

 John Ricks, Commissioner

 Jeff Jernigan, Commissioner

 Shannon Hemminger, Secretary

**EXHIBIT 1 – Surplus Property
Resolution #2023-004**

Item	Value	Serial #	Tag #	Reason
Whelen 900 Series Halogen Lens Covers - White x1/Red x2/Yellow x1	Unknown	None	None	Outdated/Unusable, will put on auction site
Motorola HSN8145B External Speaker	Unknown	None	None	Outdated/Unusable, will put on auction site
Yellow LED Traffic Advisor Module x2	Unknown	None	None	Outdated/Unusable, will put on auction site
Lenova ThinkCentre M725s CPU Tower (WTRFAPC25)	\$100 est.	MJ08CC6V3	417	Outdated/Unusable, Brightwire to recycle
Canon AE-1 Camera (unclaimed property left at Station)	\$200 est.	None	None	Not claimed by owner, will sell on auction site
Vodavi Phone System - includes 42 Vodavi phones, 5 Vodavi phone system control boxes	\$500	None	None	New phone system and phones installed, will sell as bundle on auction site
Samsung Flip Phones (4)	None	None	None	Old/replaced, will donate to Safeplace
Kyocera Flip Phones (2)	None	None	None	Old/replaced will donate to Safeplace
ETalk Flip Phone (1)	None	None	None	Old/replaced, will donate to Safeplace
LG Phones (2)	None	None	None	Old/replaced, will donate to Safeplace
Verizon Flip Phone (1)	None	None	None	Old/replaced, will donate to Safeplace
Motorola Phone (1)	None	None	None	Old/replaced, will donate to Safeplace
Iphone (1)	None	None	None	Old/replaced, will donate to Safeplace
RCA VHS player (1-2 board room)	\$20 est.	606390742	0162	No longer used, will sell on auction site
Hitachi M21 VHS player	None	Unknown	None	Broken; disposed in trash
Dell Printer 2330DN	None		137	Broken, Brightwire to recycle

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

Location	Step	Issue	Created	Initial Comments	Comments	Priority Level	1 = safety/essential nonessential required	2 = 3 = funding
Station 1-1	In Progress	Epoxy Repair to prevent further damage - Bay Floor	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project	Chris began project Jan 2022. RFQ is needed, holding for funding	2		
Station 1-1		Repair seams and Linoleum	Feb 10, 2020	All Admin and Dorm Sides bathrooms and locker rooms need repairing Chief station tour project - CCCC Crew to complete this project	Holding for funding	3		
Station 1-1		Replace worn linoleum Floor Time in Watch Office	Feb 10, 2020	Consider replacing worn tile in watch office and other locations as needed ; Chief station tour project - CCCC Crew to complete this project ;	Holding for funding	3		
Station 1-2	In Progress	Replace or Repair Insulation in Apparatus Bay	Jul 17, 2020		RFQ Needed - holding for Funding	2		
Station 1-2		Add sensors on all bay doors, replace frayed cable on bay door #3	Feb 9, 2021	Per DH Pace technician, the sensors on the bay doors are too high (above 6" from ground) ; which is noncompliant with UL325 - recommends adding new sensors which are lower. ; Also, cable on bay door #3 has damage and should be replaced.	Holding for funding - Cable on door 3 was fixed	3		
Station 1-2	Reported	Remove Rust and Repaint Pillars and Exterior Doors	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project in Spring ;	03-23-2022: will be doing this in a month or two weather requirements.	2		
Station 1-2		Repair Curb Damage	Jul 17, 2020	Chief station tour project - CCCC crew to complete this project	Holding for funding and Spring/Summer weather	2		

Station 1-2		Replace training tower vent	Feb 11, 2021	Replace training tower vent.	holding for funding and advice from Training Officer	2	
Station 1-2		Chair rails	Feb 16, 2021	Chair rails- install throughout station		3	
Station 1-2		Dorm Doorway Needs Paint	Sep 21, 2022	During Commissioner Station Tour - Inside of East Dorm doorway is in need of paint 		2	
Station 1-2		Leak in workroom	1/12/2023	Previous leak (where ceiling tiles have not been replaced) is leaking again!		1	Chris has been waiting for better weather to get up and check this again.
Station 1-3		Prep & Paint Fascia Boards, Replace as needed	Feb 10, 2020	 ; Chief station tour project - CCCC Crew to complete this project in Summer ;	holding for funding and to complete in Spring	2	
Station 1-3	Reported	Replace damaged limoleum tiles as needed	Feb 10, 2020	 ; Chief station tour project - CCCC Crew to complete this project ;	holding for funding, will need RFQ	3	
Station 1-3		Extractor outflow and water line connection	Oct 13, 2022	Per Chief Scott, it's possible we can route the extractor outflow into a drywell gravel sump (done by Chris) - still will need a waterline to connect to extractor. ; Please discuss with Chris to confirm outflow project can be handled by him, then reach out to contractors to obtain bids to connect water line.	Holding for funding	3	
Station 1-3		Bathroom Heater Not Working	4-Mar	Bathroom with shower, there is no heat coming from heating unit on ceiling.	Chris H. looked into the heat unit and discovered the starter/capacitor no longer works. Searched 3 stores, no units like this as the unit is quite old. As a temporary fix, Chris switched the heater unit from the other bathroom (as there is no shower in there) to provide heat in the bathroom, until a new heating unit can be located and installed.	1	Chris located new heating element on Amazon, has been ordered and will be replaced upon deliver.
Station 1-5		Bay door with damage- lower panels pushed out.	Feb 11, 2021	Bay door with damage- lower panels pushed out. Covers for insulation in door missing.		3	
Station 1-5		Extra room at one point housed a washer and dryer.	Feb 11, 2021	Extra room at one point housed a washer and dryer. Units removed but still open space in walls that are uncovered. Room is partially carpet and partial vinyl. Walls are metal foil backboards. Consider update.		3	

Station 1-5		Outdated paneling on the vinyl flooring.	Feb 11, 2021	Outdated paneling on the vinyl flooring, fluorescent lighting is outdated, fixtures with no covers, consider update.		3	
Station 1-5		Pressure tank and hot water are dated.	Feb 11, 2021	Pressure tank and hot water tank are dated-potable water filtration system is old and outdated. Consider update.		3	
Station 1-5		Repair dry rot on bay trim	Feb 11, 2021	Repair dry rot on bay trim.		3	
Station 1-5		Replace bent metal panels as well as dry rot	Feb 11, 2021	Replace bent metal panels as well as dry rot on underlayment.		3	
Station 1-5		Replace entryway into bathroom	Feb 11, 2021	Replace entryway into bathroom-threshold is missing.		3	
Station 1-5		Replace floor at some point but is not matching completely.	Feb 11, 2021	Replace floor at some point but is not matching completely. Walls are faux paneling. Door is hard to open as it scrapes on the floor. Consider update.		3	
Station 1-5		Vinyl flooring is in need of updating or thorough cleaning.	Feb 11, 2021	Vinyl flooring is in need of updating or thorough cleaning.		3	
Station 1-6		Clean and Repaint Exterior Doors as needed	Feb 10, 2020	Chief station tour project - CCCC Crew to complete this project - or contractor required (?) 	Weather permitted	2	
Station 1-6	Reported	Exhaust Fans in all Restrooms	Oct 29, 2021	Per Captain Smith, the exhaust fans do not (and have never worked) in all the restrooms at station 6. Unsure if they are connected, if there really is any there or what the issue is. 		2	
Station 1-6		Office Chairs Need Replaced	Sep 21, 2022	During Commissioner Station Tour - it was noted the office chairs are in poor condition due to fabric failure - replace when able 	Holding for funding	3	

Station 1-6		Check Thermostats		<p>BC Stone reported that the old Honeywell heaters at Maytown have a tendency to "reset" after they have been set to a lower temp. He mentioned that OSM has looked at them before to see why the settings are being overridden. Not sure how long that has been, but perhaps we can have them check these heaters on their next annual maintenance visit to Maytown? In the meantime, maybe Chris could check the station every few days to make sure the heaters aren't running.</p>			Chris will continue to monitor
-------------	--	-------------------	--	---	--	--	--------------------------------



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

Cash Activity

Date	Description	Amount	Notes
02/01/2023	Beginning Cash Balance	\$6,876,409.48	
	Receipts/Deposits/Refunds:		
02/01/2023	Credit Card Deposit \$203.28 / 6701	203.28	
02/01/2023	District Deposit \$4,337.39 / 6701	4,337.39	
02/02/2023	District Deposit \$1,422.50 / 6701	1,422.50	
02/03/2023	Credit Card Deposit \$250.00 / 6701	250.00	
02/03/2023	Deposit Return	(10.00)	
02/03/2023	District Deposit \$3,097.64 / 6701	3,097.64	
02/03/2023	District Deposit \$3,621.49 / 6701	3,621.49	
02/03/2023	District Deposit \$580.59 / 6701	580.59	
02/06/2023	District Deposit \$3,515.70 / 6701	3,515.70	
02/07/2023	Interest on Tax Refunds	(13.32)	
02/08/2023	District Deposit \$103.78 / 6701	103.78	
02/08/2023	District Deposit \$3,565.70 / 6701	3,565.70	
02/10/2023	District Deposit \$102.94 / 6701	102.94	
02/10/2023	State Forest - Purchase/Other	21.22	
02/10/2023	State Forest - Transfer/Other	12.85	
02/13/2023	Credit Card Deposit \$104.42 / 6701	104.42	
02/14/2023	District Deposit \$958.80 / 6701	958.80	
02/14/2023	Interest on Tax Refunds	(0.30)	
02/15/2023	District Deposit \$1,896.37 / 6701	1,896.37	
02/15/2023	District Deposit \$50,241.31 / 6701	50,241.31	
02/16/2023	Credit Card Deposit \$250.00 / 6701	250.00	
02/16/2023	District Deposit \$527.01 / 6701	527.01	
02/17/2023	District Deposit \$6,948.00 / 6701	6,948.00	
02/17/2023	State Forest - Purchase/Other	0.58	
02/17/2023	State Forest - Transfer/Other	0.35	
02/21/2023	District Deposit \$115.34 / 6701	115.34	
02/21/2023	District Deposit \$3,180.00 / 6701	3,180.00	
02/22/2023	Credit Card Deposit \$92.82 / 6701	92.82	
02/22/2023	Interest on Tax Refunds	(0.04)	
02/23/2023	Credit Card Deposit \$932.59 / 6701	932.59	
02/23/2023	District Deposit \$1,017.50 / 6701	1,017.50	
02/23/2023	District Deposit \$1,064.02 / 6701	1,064.02	
02/24/2023	District Deposit \$3,070.54 / 6701	3,070.54	
02/27/2023	District Deposit \$1,648.12 / 6701	1,648.12	
02/27/2023	District Deposit \$31,294.38 / 6701	30,420.23	
02/27/2023	District Deposit \$42,062.87 / 6701	42,062.87	
02/28/2023	Leasehold Excise Tax	265.13	
02/28/2023	State Forest - Interest	2.49	
02/28/2023	Tax & Assessment Receipts	107,057.86	
02/28/2023	Timber Harvest Tax	7,142.65	
02/28/2023	Interest Paid	7,004.47	
	Total Deposits	\$286,814.89	
	Warrant Issues & Voids/Fees/ACH/Wires:		
02/08/2023	Voided Warrants	381.40	
02/08/2023	Voided Warrants	2,332.15	
02/15/2023	Electronic Disbursement	(32,934.50)	
02/15/2023	Issued Warrants	(179,109.85)	
02/28/2023	Electronic Disbursement	(312,798.37)	
	Total Warrants and Electronic Disbursements	(\$522,129.17)	



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

02/28/2023	Ending Cash Balance	\$6,641,095.20
-------------------	----------------------------	-----------------------

Warrant Activity

02/01/2023	Beginning Warrants Outstanding	\$18,666.89
	Total Warrants Issued	179,109.85
	Total Warrants Redeemed	(165,965.59)
	Total Warrants Voided	(2,713.55)
02/28/2023	Ending Warrants Outstanding	\$29,097.60

Investment Activity

02/01/2023	Beginning Interest Receivable	\$12,816.10
	Interest Earned	8,087.90
	Cash Paid	(7,004.47)
02/28/2023	Ending Interest Receivable	\$13,899.53

TCIP Yield (used to calculate interest earnings)	1.55%
LGIP Yield (budget benchmark)	4.38%



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

Cash Activity

Date	Description	Amount	Notes
02/01/2023	Beginning Cash Balance	\$133,422.41	
	Receipts/Deposits/Refunds:		
02/07/2023	Interest on Tax Refunds	(2.37)	
02/10/2023	State Forest - Purchase/Other	3.78	
02/10/2023	State Forest - Transfer/Other	2.29	
02/14/2023	Interest on Tax Refunds	(0.05)	
02/17/2023	State Forest - Purchase/Other	0.10	
02/17/2023	State Forest - Transfer/Other	0.06	
02/27/2023	District Deposit \$31,294.38 / 6701	874.15	
02/28/2023	State Forest - Interest	0.44	
02/28/2023	Tax & Assessment Receipts	8,150.23	
02/28/2023	Timber Harvest Tax	3,180.08	
02/28/2023	Interest Paid	246.42	
	Total Deposits	\$12,455.13	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
02/28/2023	Ending Cash Balance	\$145,877.54	

Warrant Activity

02/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
02/28/2023	Ending Warrants Outstanding	\$0.00

Investment Activity

02/01/2023	Beginning Interest Receivable	\$576.65
	Interest Earned	158.75
	Cash Paid	(246.42)
02/28/2023	Ending Interest Receivable	\$488.98

TCIP Yield (used to calculate interest earnings)	1.55%
LGIP Yield (budget benchmark)	4.38%



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

Cash Activity

Date	Description	Amount	Notes
02/01/2023	Beginning Cash Balance	\$762,313.38	
	Receipts/Deposits/Refunds:		
02/28/2023	Interest Paid	755.86	
	Total Deposits	\$755.86	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
02/28/2023	Ending Cash Balance	\$763,069.24	

Warrant Activity

02/01/2023	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
02/28/2023	Ending Warrants Outstanding	\$0.00

Investment Activity

02/01/2023	Beginning Interest Receivable	\$1,351.91
	Interest Earned	903.85
	Cash Paid	(755.86)
02/28/2023	Ending Interest Receivable	\$1,499.90

TCIP Yield (used to calculate interest earnings)	1.55%
LGIP Yield (budget benchmark)	4.38%

West Thurston Regional Fire Authority
Budget Report as of:

3/1/2023

25% of Year Expended

Title	January	February	March	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
GENERAL FUND										
Beg Bal-Unresv GF 67A0	4,398,675				4,398,675	4,398,675		4,398,675	(0)	
Beg Bal-Oper Res 67A0	2,907,000				2,907,000	2,907,000		2,907,000	-	
Beg Bal-Wildland Res 67A0					-	-		-	-	
Beg Bal-GEMT Res 67A0					-	-		-	-	
Beg Bal-SCBA Res 67A0					-	-		-	-	
Beg Bal-Facility Res 67A0					-	-		-	-	
Beg Bal-Apparatus Res 67A0					-	-		-	-	
Beg Bal-Petty Cash					-	-		-	-	
BEGINNING BALANCES	7,305,675	-	0		7,305,675	7,305,675	-	7,305,675	(0)	
Property Tax - WTRFA	42	37			79				(79)	
Property Tax-Regular District #1	3,922	54,985			58,906	1,734,676		1,734,676	1,675,770	3%
Property Tax-M&O #1 6615	2,031	2,290			4,321	-		-	(4,321)	#DIV/0!
Property Tax-Regular District #11	5,370	47,039			52,410	1,738,402		1,738,402	1,685,992	3%
Property Tax-M&O #11 6715	634	2,706			3,341	-		-	(3,341)	#DIV/0!
Property Tax-WTRFA M&O	-	-			-	-		-	-	
COVID-19 Nongrant Assistance	-	-			-	-		-	-	
GEMT	47,120	43,356			90,476	700,000		700,000	609,524	13%
State Grant-Military Dept	-	-			-	-		-	-	
State Grant - DNR Wildland	-	-			-	-		-	-	
State Grant-Dept Of Health	-	-			-	1,200		1,200	1,200	0%
State Grant-Other	-	-			-	-		-	-	
Interlocal Grants (incl. Timber Harvest/DNR Timber Trust Tax & Medic 1	394	7,445			7,840	60,000		60,000	52,160	13%
Mobilizations	14,847	9,969			24,816			-	(24,816)	
Intergov't/Tribal		80,420			80,420	200,244		200,244	119,824	40%
Ambulance & Emer Aid Fees	34,264	26,247			60,511	360,000		360,000	299,489	17%
Other Interest	9,699	6,991			16,689	20,000		20,000	3,311	83%
Space & Fac Leases (short and long-term)	5,794	673			6,468	56,314		56,314	49,846	11%
Contributions And Donations From Private Sources	-	-			-	-		-	-	
Sale Of Surplus	-	-			-	-		-	-	
Misc Revenue - Incident Cost Recovery	898	-			898	4,000		4,000	3,102	22%
Misc Revenue - Prior Year	20,182	(401)			19,782			-	(19,782)	
Misc Revenue - Fuel Tax Refunds	-	16			16			-	(16)	
Misc Revenue - Other	-	10			10			-	(10)	
Other-Sales Tax	(940)	940			-			-	-	
Suspense (cancelled warrants, pending deposits)	-	-			-			-	-	
Long Term Debt Issuance	-	-			-			-	-	

Title	January	February	March	<i>PENDING</i>	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Premiums on Bonds	-	-			-			-	-	
Sale Of Assets	-	-			-			-	-	
Insurance Recovery	-	-			-			-	-	
Transfers In	-	-			-			-	-	
TOTAL REVENUE	144,258	282,725	0		426,982	4,874,836	-	4,874,836	4,447,854	9%
TOTAL FUNDS AVAILABLE						12,180,511	-	12,180,511	4,447,854	
Admin-Salaries-Commissioner	1,447	2,432	1,536		5,415	27,648		27,648	22,233	20%
Admin-Salaries-Admin	62,691	46,470	40,093		149,254	673,772		673,772	524,518	22%
Admin-Salaries-Temporary Adm	-	131	113		243	12,207		12,207	11,964	2%
Admin-Benefits-Commissioner	120	186	118		424	2,212		2,212	1,788	19%
Admin-Benefits-Admin	22,955	23,417	15,611		61,983	294,508		294,508	232,525	21%
Admin-Benefits-Temporary Adm	1	10	9		20	1,007		1,007	987	2%
Admin-Office & Oper Supplies	412	1,548	107		2,067	3,000		3,000	933	69%
Admin-Minor Equip (noninv)	-	-	30		30	7,560		7,560	7,530	0%
Admin-Small & Attractive Assets (inventoriable)	-	-	162		162	6,400		6,400	6,238	3%
Admin-Software	8,882	3,545	8,302		20,730	45,083		45,083	24,353	46%
Admin-Prof Services	9,856	9,090	14,565		33,510	157,508		157,508	123,998	21%
Admin-Communication	415	6,819	245		7,480	240		240	(7,240)	3117%
Admin-Advertising	-	-	0		-	500		500	500	0%
Admin-Insurance	141	(443)	141		(161)	106,303		106,303	106,464	0%
Admin-Equipment Maint	298	292	245		835	3,494		3,494	2,659	24%
Admin-Misc-Commissioner	19	67	39		125	2,000		2,000	1,875	6%
Admin-Misc-Admin	565	2,434	250		3,248	5,780		5,780	2,532	56%
Admin-Dues & Membership	4,835	-	0		4,835	9,060		9,060	4,225	53%
Admin-Elections	4,525	3,306	0		7,832	30,000		30,000	22,168	26%
Suppr-Salaries-Career FF	276,560	259,757	246,312		782,629	3,180,613		3,180,613	2,397,984	25%
Suppr-Salaries-Vol Pts	2,340	1,931	1,880		6,151	51,800		51,800	45,649	12%
Suppr-Salaries-Mobe OT	-	-	0		-	-		-	-	
Suppr-Salaries-Training OT	-	6,478	519		6,997	57,899		57,899	50,902	12%
Suppr-Salaries-OATEP Instructor OT	-	1,549	0		1,549	-		-	(1,549)	#DIV/0!
Suppr-Salaries-COVID 19 OT	3,395	-	0		3,395	-		-	(3,395)	
Suppr-Benefits-Career FF	113,914	83,627	81,581		279,122	1,397,275		1,397,275	1,118,153	20%
Suppr-Benefits-Volunteer	635	913	189		1,737	6,987		6,987	5,250	25%
Suppr-Benefits-Mobe OT	2	-	0		2	-		-	(2)	
Suppr-Benefits-Training OT	2	425	34		460	3,908		3,908	3,448	12%
Suppr-Benefits-OATEP Instructor OT	-	101	0		101	-		-	(101)	
Suppr-Benefits-COVID 19 OT	221	-	0		221	-		-	(221)	
Suppr-Bunker Gear/PPE	14,996	1,935	396		17,327	14,928		14,928	(2,399)	116%
Suppr-Uniforms	-	508	60	<i>1,567</i>	2,135	5,000		5,000	2,865	43%
Suppr-Rehab Supplies	-	-	87		87	1,000		1,000	913	9%

Title	January	February	March	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Suppr-COVID 19 PPE Supplies	-	-	0		-	-		-	-	
Suppr-Small Tools (hand tools)	-	-	0		-	5,000		5,000	5,000	0%
Suppr-Minor Equipment (apparatus)	6,824	-	48		6,872	6,550	5,838	12,388	5,516	55%
Suppr-Health & Wellness Equip	-	-	0		-	-		-	-	#DIV/0!
Suppr-Small & Attractive Assets (inventoriable)	-	-	0		-	-		-	-	
Suppr-EMS Supplies	-	-	0		-	2,000		2,000	2,000	0%
Suppr-Wildland tools/gear	-	-	0		-	-		-	-	
Suppr-Comm/Modems	301	300	300		901	4,680		4,680	3,779	19%
Suppr-Advertising	-	-	0		-	500		500	500	0%
Medical Costs	1,578	396	0		1,974	20,000		20,000	18,026	10%
Medical Costs - COVID-19	-	-	0		-	-		-	-	
Suppr-Miscellaneous	44	484	6,228		6,756	15,700		15,700	8,944	43%
Fire Inv-Salaries	129	896	74		1,099	-		-	(1,099)	#DIV/0!
Fire Inv-Benefits	13	69	6		88	-		-	(88)	#DIV/0!
Fire Prev-Pub Ed (public)	53	(642)	642		53	1,000		1,000	947	5%
Fire Inv-Professional Svcs	-	-	0		-	-		-	-	#DIV/0!
Fire Inv-Small & Attractive Assets (inventoriable)	-	-	0		-	-		-	-	
Training-Supplies	-	-	253		253	6,000		6,000	5,747	4%
Training-Pub Ed/EMS (dept)	-	-	0		-	-		-	-	#DIV/0!
Training-Travel/Registrations (Fire)	1,200	3,200	1,345		5,745	49,690		49,690	43,945	12%
Training Reimb-Residents	-	-	0		-	-		-	-	#DIV/0!
Training-Travel/Registrations (EMS)	-	-	0		-	-		-	-	#DIV/0!
Training-Travel/Registrations (Peer Support)	-	-	0		-	2,000		2,000	2,000	0%
Facilities-Operating Supplies General	1,090	-	3,008		4,098	18,700		18,700	14,602	22%
Facilities Station 1-1 Kitchen	-	-	0		-	-		-	-	#DIV/0!
Facilities Station 1-2 Kitchen	-	-	0		-	-		-	-	#DIV/0!
Facilities Station 1-3 Kitchen	-	-	0		-	-		-	-	#DIV/0!
Facilities Station 1-4 Kitchen	-	-	0		-	-		-	-	#DIV/0!
Facilities Station 1-6 Kitchen	-	-	0		-	-		-	-	#DIV/0!
Facilities COVID 19	-	-	0		-	-		-	-	
Facilities-Heating Fuels	4,690	5,867	3,427		13,984	44,800		44,800	30,816	31%
Facilities-Water	573	430	411		1,414	5,000		5,000	3,586	28%
Facilities-Phone/Cable	1,731	1,218	1,291		4,240	9,000		9,000	4,760	47%
Facilities-Electricity	3,045	3,723	4,113		10,882	45,472		45,472	34,590	24%
Facilities-Garbage	221	343	434		998	4,800		4,800	3,802	21%
Facilities-Repairs & Maint	2,534	11,479	12,132	4,400	30,546	125,284	33,750	159,034	128,488	19%
Vehicle & Equip-Fuel	3,622	4,171	3,807		11,599	65,300		65,300	53,701	18%
Vehicle & Equip-Repairs & Maint	19,033	32,253	10,567		61,853	185,319		185,319	123,466	33%
Refunds/Fund Bal Adjusts	-	-	0		-	-		-	-	
Payroll Clearing	(3,751)	(3,730)	-3,604		(11,085)	-		-	11,085	
Payroll Draw Clearing	-	-			-	-		-	-	

Title	January	February	March	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
Long Term Lease - Equipment	1,364	1,056	1,056			-				
Debt Related Costs						-		-	-	
Capital Expenditures - CASH OUTLAYS						12,000	25,000	37,000	37,000	0%
Capital Expenditures - FINANCED						-		-	-	#DIV/0!
Transfers-Out - Other Costs Allocations						240,297		240,297	240,297	0%
TOTAL GF EXPENDITURES/OTHER	573,523	518,039	458,158	5,968	1,552,211	6,976,784	64,588	7,041,372	5,489,161	22%
GENERAL FUND ENDING BALANCE	6,876,409	6,641,095	6,182,937					5,139,139		
<i>Balance to Treasurer's report==></i>	<i>(6,876,409)</i>	<i>(6,641,095)</i>								
	-	-								
EMERGENCY RESERVE FUND										
Beg Bal-Emerg Res 67A4	761,289					761,289		761,289	761,289	
Other Interest-Emergency Res	1,024	756			1,780	10,000		10,000	8,220	
Transfers In-Emergency Rsrv					-			-	-	
Property Tax-M&O					-			-	-	
EMERGENCY RESERVE ENDING BALANCE	762,313	756	756		1,780	771,289	-	771,289		
<i>Balance to Treasurer's report==></i>	<i>(762,313)</i>	<i>(756)</i>	<i>-756</i>							
	-	-								
BOND DEBT FUND										
Beg Bal-Reserved Debt Srv	130,726					130,726		130,726	130,726	
Property Tax-Bond Debt	2,191	8,150			10,342	325,000		325,000	314,658	
Property Tax-Bond Debt - IAGs		1,748			1,748			-	(1,748)	
Sale of Tax Title Property Debt Svc					-			-	-	
Interlocal Grants <i>(includes DNR Timber Trust)</i>	70	3,187			3,257			-	(3,257)	
Other Interest-Debt Srv	435	244			679	5,000		5,000	4,321	
Transfers In-Debt Svc					-	240,297		240,297	240,297	
Debt Svcs-Principal Debt Srv Fund					-			-	-	
Debt Svc-Interest And Other Debt Srv Fund					-			-	-	
Transfers Out-Debt Svc					-			-	-	
BOND DEBT ENDING BALANCE	133,423	13,329	13,329	-	16,026	701,023	-	701,023		
<i>Balance to Treasurer's report==></i>	<i>(133,422)</i>	<i>(13,329)</i>	<i>-13,329</i>							
	0	-								



WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock Rd SW Olympia WA 98512
Phone 360.352.1614 Fax 360.352.1696

February 13, 2023

Jon Tunheim
Prosecuting Attorney
2000 Lakeridge Dr SW
Building 2
Olympia, WA 98502

Dear Mr. Tunheim,

West Thurston Regional Fire Authority (WTRFA) is located just south of Olympia, Washington in rural Thurston County covering 158 square miles delivering comprehensive emergency services including Fire Protection, Rescue, Emergency Medical Services and Patient Transport. WTRFA serves approximately 30,000 residents in the communities of Bordeaux, Delphi, Gate, Grand Mound, Littlerock, Maytown, Michigan Hill, Rochester, and Scott Lake.

It was brought to our attention about the placement and treatment of conditionally released SVPs with minimal public safety resources in our rural area which includes the housing of individuals being relocated from McNeil Island to a home owned by Supreme Living on 140th Ave SW as of **February 1, 2023**. We understand they are being relocated following approval for movement to a less restrictive alternative (LRA). We write today to acknowledge our primary mission is to provide emergency services to preserve lives and property in the safest manner possible. We assure you we will continue to do so to the fullest extent possible to all the residents of our community in every case where the emergency needs are.

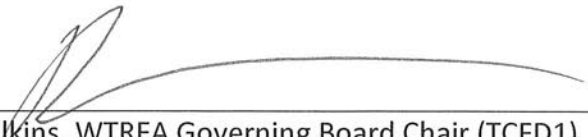
We want to ensure that the safety of our WTRFA Firefighter/EMT's responding to emergencies at this location of added risk are addressed. At the present time, we do not feel we have enough information about the oversight conditions of the person that leaves the premises by way of ambulance transport to the hospital. Traditionally escorted leaves are required to prevent escape for those still undergoing required care, monitoring, treatment and supervision. Those safety concerns should be clearly addressed and conveyed to our Fire Department prior to occupation at the home on 140th Ave SW.

Our request is for filing of a temporary injunction to address the public safety concerns stated in this letter.

Thank you for considering our request.

Respectfully submitted,

West Thurston Regional Fire Board of Commissioners



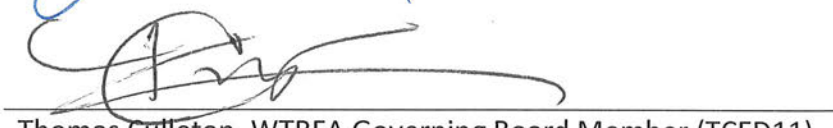
Ben Elkins, WTRFA Governing Board Chair (TCFD1)



Jeff Jernigan, WTRFA Governing Board Member (TCFD1)



Calvin Dahl, WTRFA Governing Board Member (TCFD1)



Thomas Culleton, WTRFA Governing Board Member (TCFD11)



John Ricks, WTRFA Governing Board Member (TCFD11)



Dave Pethia, WTRFA Governing Board Member (TCFD11)



COOPERATIVE AGREEMENT

Between

DEPARTMENT OF NATURAL RESOURCES (DNR)

NO. 93-104833

And

West Thurston Regional Fire Authority

PI: 2WR

Funding Source: State

Grant Funded: Yes No

COVID 19 Contractor Vaccination Declaration required Yes

No, the work performed is not subject to Proclamation Requirements.

This Cooperative Agreement (hereinafter called the Agreement) is between the Washington State Department of Natural Resources, referred to as DNR, and **West Thurston Regional Fire Authority**, referred to as the COOPERATOR; and combined referred to as the parties.

The DNR and the COOPERATOR are entering into this Agreement under the authority of Chapter 39.34 RCW of Washington State, Interlocal Cooperation Act, and Chapter 76.04 Forest Protection.

West Thurston Regional Fire Authority

10828 Littlerock RD SW

Olympia, WA 98512-8525

Phone: 360-352-1614

Email: Robbie.Smith@wtrfa.org

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. The purpose of this Agreement is to provide assistance in supporting efforts in engaging landowners in taking actions around their homes and properties to prepare for wildfire.

This will be in Thurston county and supports the Wildfire Ready Neighbors program which includes training and site visits.

2.0 Scope of Work. The COOPERATOR shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to performing work set forth in the Exhibit A – Scope of Work.

3.0 Period of Performance. The period of performance of this Agreement shall begin on date of final signature, and end on 6/30/23, unless terminated sooner as provided herein.

4.0 Payment. The parties estimate that the cost of accomplishing the work will not exceed Five thousand eight-hundred fifty-nine dollars and five cents. (\$5,859.05). Pay for services shall be based on the rates and terms described in Exhibit A – Scope of Work.

5.0 Billing Procedures. COOPERATOR Contract Manger or Project Manager shall submit monthly invoices to the DNR Project Manager. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

- A. Agreement number.
- B. Identification of completed tasks (deliverables) and dollars associated as outlined in the Scope of Work.
- C. The total amount of taxes (if any).
- D. Any other relevant information.
- E. The total invoice charge.

6.0 Records Maintenance. Each party shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred providing the services. These records shall be available for inspection, review, or audit by personnel of the parties, other personnel authorized by the parties, the Office of the State Auditor, and federal officials as authorized by law. The parties shall keep all books, records, documents, and other material relevant to this Agreement for six years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use

reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

7.0 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by as defined by Title 17 U.S.C., Section 101 and shall be owned by DNR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

8.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

10.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days' prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

12.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third party dispute resolution as the parties mutually agree to in writing.

13.0 Governance. This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules;
- (2) State of Washington statutes and regulations
- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

14.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either Party, without the express prior written consent of the other Party. Neither Party shall unreasonably withhold consent.

15.0 Waiver. A Party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A Party's rights may only be waived through a written amendment to this agreement.

16.0 Harassment. Per RCW 43.01.135, Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-007 Harassment Prevention: https://www.dnr.wa.gov/publications/em_PO01-007_harassment_prevention.pdf

17.0 COVID-19 Vaccination Requirement. Pursuant to Proclamation 21-14.2 – COVID-19 Vaccination Requirement, as now or hereafter amended by the Governor (“Proclamation”), contractors who have goods, services, or public works contracts with a Washington state agency, including the Department of Natural Resources (DNR), must ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements of the Proclamation, unless exempted as prescribed by the Proclamation. Compliance with the Proclamation is mandatory. COOPERATOR shall comply with the Proclamation.

18.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

19.0 Responsibilities of the Parties/Indemnification. To the fullest extent permitted by law, COOPERATOR shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. “Claim” as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys’ fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. COOPERATOR obligation to indemnify, defend, and hold harmless includes any claim by COOPERATOR agents, employees, representatives, any subcontractor or its employees, or any third party.

However, COOPERATOR shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its

officials, agents, and employees and in the event of concurrent negligence by (1) COOPERATOR its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then COOPERATOR obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of COOPERATOR, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

COOPERATOR waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.

20.0 Insurance. Before using any of said rights granted herein and its own expense, COOPERATOR shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

COOPERATOR shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Agreement Number and the name of the DNR Project Manager. COOPERATOR shall also provide renewal certificates as appropriate during the term of this Agreement.

COOPERATOR shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of COOPERATOR to have its subcontractors and agents comply with the insurance requirements contained herein does not limit COOPERATOR liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: COOPERATOR shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: COOPERATOR shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: COOPERATOR shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." COOPERATOR waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): COOPERATOR shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. COOPERATOR waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. COOPERATOR waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If COOPERATOR self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that COOPERATOR self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of COOPERATOR is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: COOPERATOR waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

21.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the Parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties.

22.0 Contract Management.

<p>COOPERATOR Contract Manager Information</p> <p>Robbie Smith 10828 Littlerock Rd SW Olympia, WA 98512 <i>Phone:</i> 360-352-1614 <i>Email address:</i> Robbie.Smith@wtrfa.org</p>	<p>DNR Contract Manager Information</p> <p>Jennifer Coe Department of Natural Resources 1111 Washington St SE Olympia, WA 98501 <i>Phone:</i> 360-972-4428 <i>Email address:</i> Jennifer.coe@dnr.wa.gov</p>
<p>COOPERATOR Project Manager Information</p> <p>Robbie Smith 10828 Littlerock Rd SW Olympia, WA 98512 <i>Phone:</i> 360-352-1614 <i>Email address:</i> Robbie.Smith@wtrfa.org</p>	<p>DNR Project Manager Information</p> <p>Jennifer Coe Department of Natural Resources 1111 Washington St SE Olympia, WA 98501 <i>Phone:</i> 360-972-4428 <i>Email address:</i> Jennifer.coe@dnr.wa.gov</p>

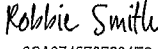
By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

**West Thurston Regional Fire
Authority**

STATE OF WASHINGTON

**DEPARTMENT OF NATURAL
RESOURCES (DNR)**

DocuSigned by:

0CA8745F0E204E3...
 Signature _____ Date _____
 Robbie Smith
 Name _____
 Fire Chief
 Title _____
 10828 Littlerock Rd SW
 Olympia, WA 98512
 Address _____
 360-352-1614
 Telephone _____

Signature _____ Date _____
 Russ Lane
 Name _____
 Wildland Fire Management Division Manager
 Title _____
 1111 Washington St. SE
 Olympia, WA 98504
 Address _____
 360-902-1000
 Telephone _____

EXHIBIT A**SCOPE OF WORK****DNR will:**

- Provide an opportunity for identified staff of the COOPERATOR to attend training on assessing wildfire risk to structures.
- Provide technical assistance in use of an online program called Survey 123, to conduct wildfire ready home visits (WRHVs) that help develop a plan for homeowners.
- Provide requests to the COOPERATOR for them to perform assessments of wildfire risk to homes on an as needed basis for up to 75 assessments.
- Provide if requested GIS data of all home risk assessments conducted via Survey 123 in Thurston County.

COOPERATOR WILL:

Task/Item	Completion Date	Amount	Rate	Deliverable(s)	Total
Conduct wildfire home risk assessments using Survey 123, or in paper form if requested by landowner	6/30/23	75 WRHVs	\$65.25/WRHV	75 WRHVs completed using Survey 123. COOPERATOR will track completion of these assessments.	\$4,893.75
Chipping event	6/30/23	2 days	\$ 250/day	Provide photos of event, estimated number of participants and estimated material chipped in tonnage or cubic yards.	\$500.00
Travel	6/30/23	282 miles	\$1.65 /mile	Diesel-run fire apparatus driven to Wildfire Ready Home Visits	\$465.30
Grand Total					\$5,859.05



WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | February 2023

Chief R. Smith, CFO

CHIEF'S RECAP

January kicked off a new year. Crews responded to 212 calls (an average of seven calls a day), and 33% of the time they were managing more than one call. They responded to 13 fire calls, six of which were mutual aid residential multi-family structure fires, and three in-district structure fires. Crews also attended to 163 EMS calls and 36 others (details can be found on page three).

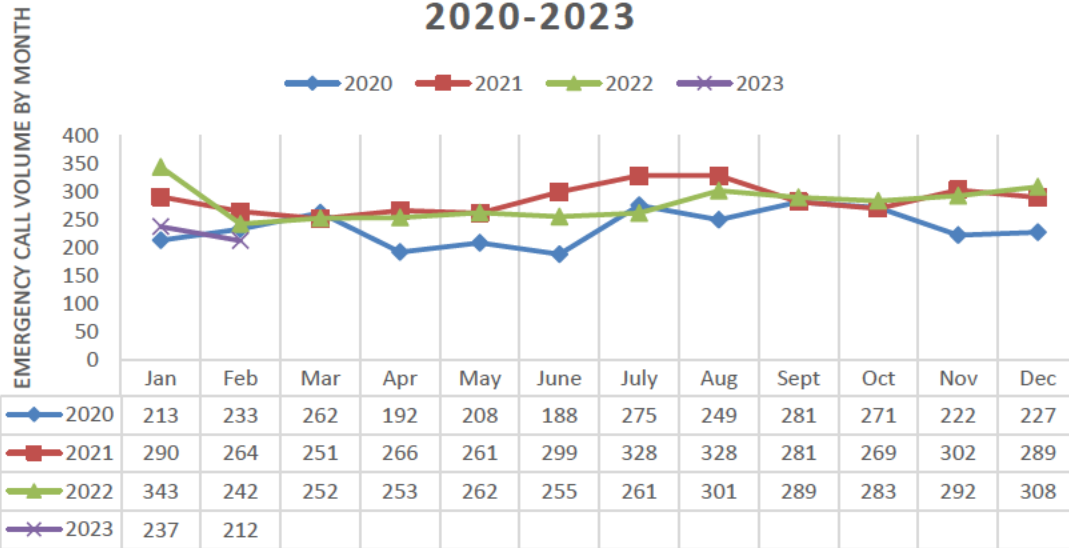
In February, we were able to reach a Fire and Emergency Service Agreement with the Confederated Tribes of the Chehalis Reservation that allowed enough funding to reopen and operate out of our previously closed Albany Street Fire Station effective February 27, 2023. A temporary staffing agreement is in place with the union, which requires to be revisited early March to consider continuing to ensure staffing conditions exist to continuing operating three fire stations with available personnel. Steps were taken to update our volunteer efforts which is captured in Appendix 1.



INCIDENT VOLUME BY TYPE – MONTH / YTD / YRLY COMPARISON

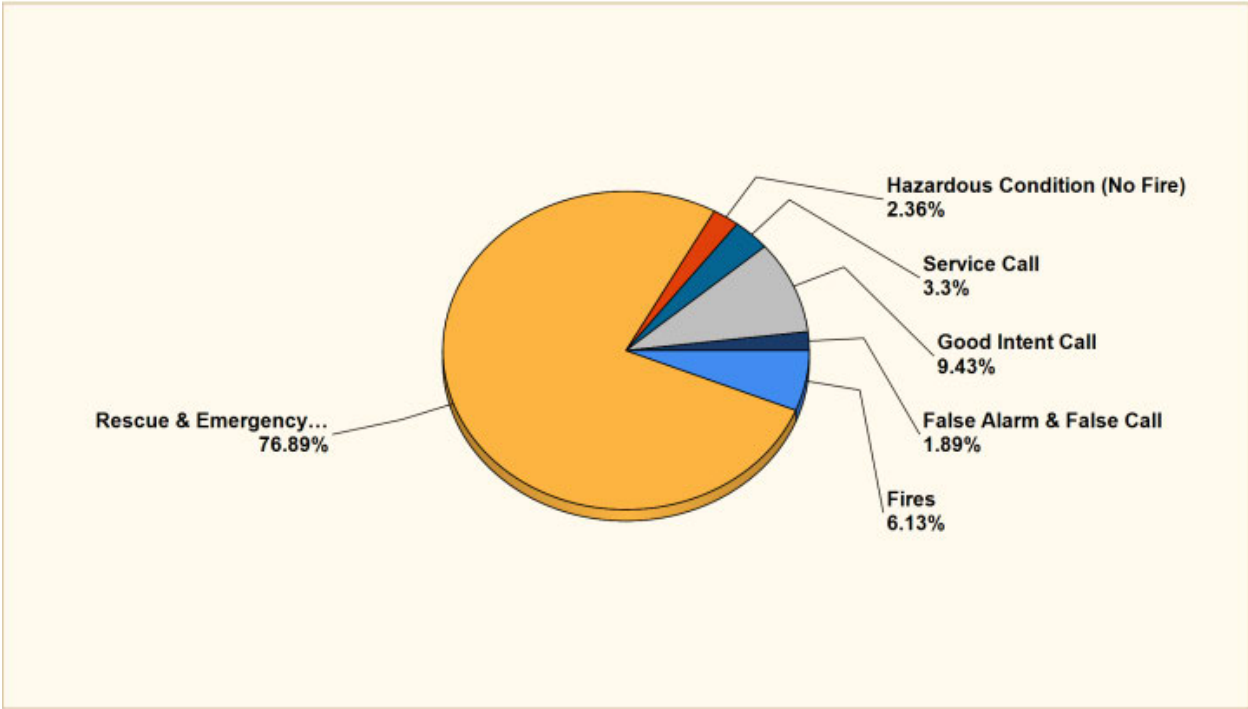
	CALL	EMS			TOTAL	MUTUAL	WTRFA	TOTAL
MONTH	VOLUME	RESCUE	FIRE	OTHER	VOLUME	AID	TRANSPORTS	TRANSPORTS
JAN	237	201	3	33	237	7	64	91
FEB	212	163	13	36	449	11	47	64
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	449	364	16	69	449	18	111	155

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





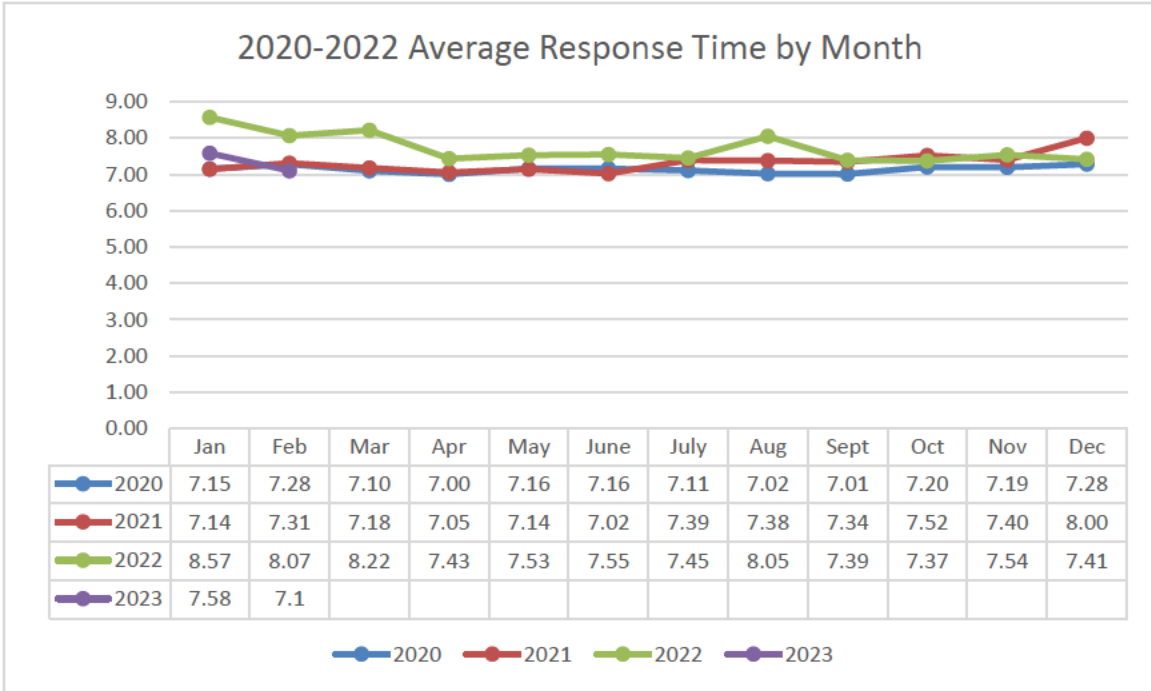
ALL INCIDENTS BY TYPE – MONTH



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	6.13%
Rescue & Emergency Medical Service	163	76.89%
Hazardous Condition (No Fire)	5	2.36%
Service Call	7	3.3%
Good Intent Call	20	9.43%
False Alarm & False Call	4	1.89%
TOTAL	212	100%



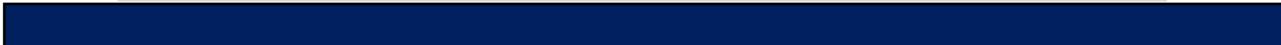
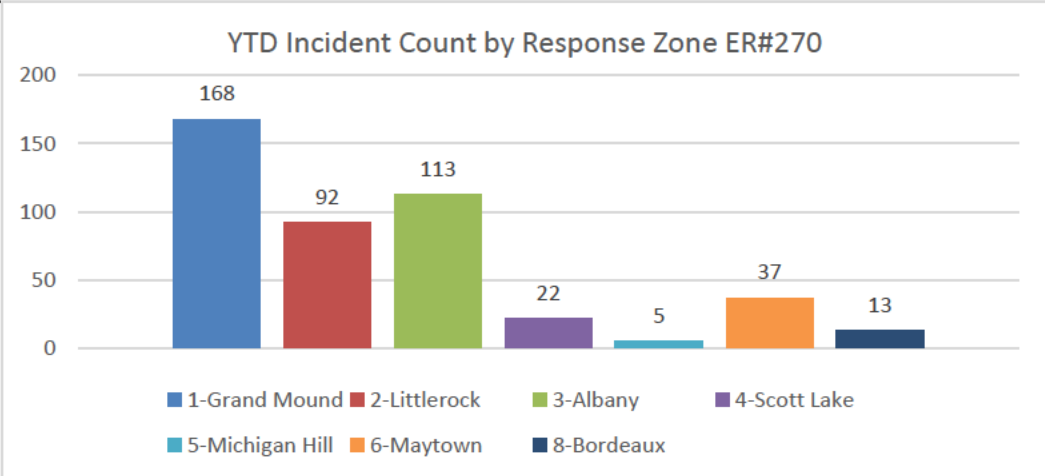
WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH



Average Response Time (Month): 7:10 Minutes
**ER1645 Initial unit arrival-priority incidents-primary zones 1,2,3,4,6*

Monthly Call Volume and Response Time Comments*reviewed incident counts

- 449 Incidents YTD
- 585 Incidents Prior YTD (Feb 2023 compared to Feb 2022)
- 136 under PYTD
- - 22% over PYTD
- Overlapping calls occurred 33.4% of the time during Feb (71 calls) *ER1120





WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH DETAIL

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	163	364
FIRE/EXPLOSION	13	16
OTHER	36	69
TOTAL	212	449
WEST THURSTON PATIENT TRANSPORTS	46	110

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	04	09
Eagles Landing (12840)	06	10
Great Wolf Lodge (20500)	03	05
Fairfield Inn (6223)	00	00
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	01	02
End of Trail (19615) Elderberry	03	03
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	00	00
Chevron Gas Station (20330)	00	00
Total Tribal Property Call Volume	17	29
% of Total WTRFA	8%	6%
% of Total GM/Rochester	15%	10%

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	28	60
Aid 1-2 – App 06	12	34
Aid 1-3 – App 03	4	13
Aid 1-6 – App 55	2	3
Aid 1-4	00	00
TOTAL WTRFA	46	110
Transported ALS	17	44
Airlift	00	00
Private Ambulance	1	1
Other FD	1	1
TOTAL PT'S TRANSPORTED	65	156

TRANSPORT DESTINATION	MONTH	YTD
SPH	21	57
PHC	29	74
CMC	13	23
MAMC	0	0
Harborview	0	0
Mary Bridge	0	0
Other	1	1
TOTAL	64	155

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	57	5:32	168	33.07%
2 – Littlerock	31	7:16	92	18.11%
3 – Albany	52	7:49	113	22.48%
4 – Scott Lake- Sta. 1-2	10	7:41	22	4.33%
5 – Michigan Hill- Sta.1-3	0	0	5	0.09%
6 – Maytown – Sta. 1-2	18	10:29	37	7.28%
8 – Bordeaux–Sta.1-2	2	13:09	13	2.56%
I-5 1-1	6	13:25	13	2.56%
I-5 1-2	3	10:50	8	1.57%
I-5 1-6	4	9:38	11	2.5%
Capitol Forest	5	15:04	11	2.5%
Mutual Aid	5	11:06*	15	2.95%



TOTAL	212	7:58	508	100%
-------	-----	------	-----	------

WEST THURSTON STATION UPTIME – MONTH DETAIL

STATION UPTIME REPORT	FEBRUARY 2023
Station 1	100%
Station 2	100%
Station 3	7% (reopened 2/27/23)
Station 4	0 resident(s) (CLOSED)
Station 6	0 (CLOSED)
Career Battalion (Station 1)	100%

Certified Responders- Personnel Count	Personnel-Hours Worked FEBRUARY 2023
(30) Career-Union	Regular Hours 4747; Overtime Hours: 179; Sick Leave Hours; 215 (includes paternity and FMLA); Kelly Day Hours: 888; Vacation Hours 422; Personal Leave: 96; Training OT: 0; Other OT: 0 Bereavement 0; Mob:0, Mob Backfill; 0
(18) Volunteer Responders	297 Regular Hours
(7) PACT	0
(2) Residents/Temp/ PT	523 Regular Hours
(1) Maintenance/Logistics FT	153 Regular Hours

WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES

Agreements, Resolutions, Contracts & Leases:

- Cooperative Agreement between WTRFA and DNR – Wildfire Ready Neighbors Program
- Fire and Emergency Services Operating Agreement between WTRFA and the Confederated Tribes of the Chehalis Reservation Jan 2023-Dec2024– signed by Resolution 2023-003
- Public Consulting Group (PCG) Service Agreement signed – scope of work includes review and analyze current and future funding sources and alternative; public survey and communications plan for upcoming levy measure

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 Due date: 03/31/2023 5:00 pm – (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 Due date: 03/17/2023 5:00 pm – (Recruitment/Retention Coord).

Development Services (New Construction) Tracking:

- No update



Fire Investigation and Fire Loss Reports (highlights):

- February 27 – Res Structure Fire, Albany St SW – cause from cigarette, investigation unable to be completed due spoilation)

Health & Safety Activities: (See HSO Report)

Accidents, Incidents, and Injury

- No accidents/injuries/incidents for February

Labor Management Report:

- Temporary MOU revisions – three temporary positions have been secured to replace on “C” shift (Nelson for Sexton out on injury and Hoskison for Weinstein resignation); “B” shift has one temporary position secured to replace FF Vavrinec (Fox)
- Net -2 loss of FF/EMT personnel due to RIF conditions; 1 loss due to attrition; 31 down to 28

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

- FF/EMT resignation – Miranda Panuska effective 2/5/23 (RIF)
- FF/EMT resignation – Christian Vavrinec effective 2/1/23 (RIF)
- Captain Drake, TO – reassigned from days to C shift to balance out shifts
- EMSO duties – reassigned temporarily to Captain Drake, FF Sexton, and FF Hull for instructional, Chief R. Smith for administrative functions.
- PIO duties – reassignment to administrative COs and FF’s
- Recruitment for Volunteer Rehab Unit Coordinator – 9/21/22. Anticipate filling role by 3/1/23 - *due*.
- Fire Chief Position – filled effective February 1, 2023

Legal Issues:

- No update

Policy/ Procedures & Guidelines:

- No update

Action/ Review/ Discussion Items:

- Levy Lid Lift proposals

Risk Management:

- No updates



Social Media Enhancements:

- Developed and launched plan aimed at enhancing our online presence with the community. Will provide monthly updates around themes and safety tips.
- See Appendix for details.

Public Education/Public Relations Activities: (no PIO Report)

- Hands-only CPR class sponsored by Medic One – offerings 2nd Thursday each month at Station 1-1, Leah Drake leading the charge

Training: (See TO Report)

Emergency Weather or Natural Disaster Events/Incidents:

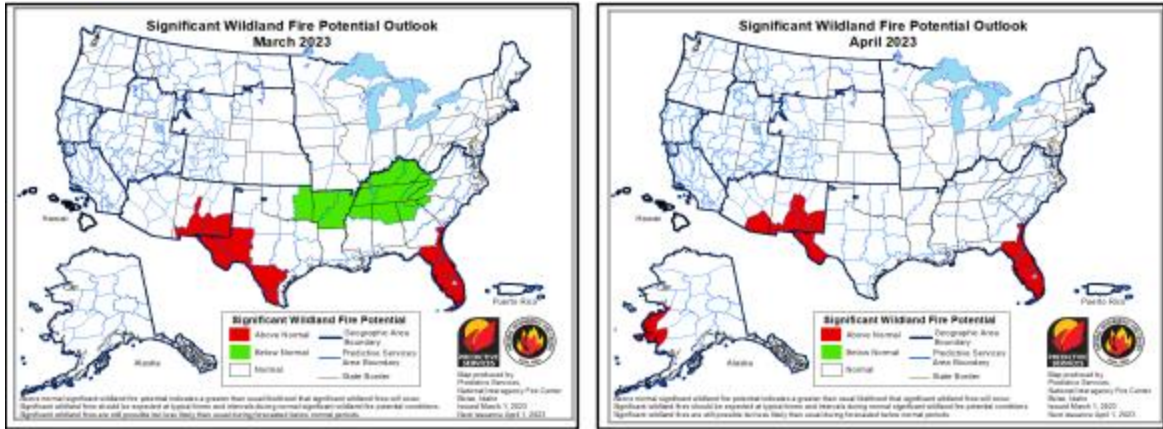
- No updates

Recruitment and Retention:

- 1 Firefighter Garrett Glenn – resigned due to work.
- Three new Rehab members Tammy Dobson, Tia Vaughn, Lonnie Aguon
- FF recruits Harding and Davis registered for 2023-1 Academy; EMT recruit Skrei registered for EMT school 2023-1
- New (returning) Volunteer FF Andrew Pullin to rejoin C shift in February -March
- Meeting with Scott Smith, BSA/Pacific Harbor Council – Feb 21 – Explorer Program info.
- Volunteer Applications handed out at Tacoma Community College job fair March 9
- See Appendix for details (Volunteer plan)

Wildland Program: (Mobilizations)

- February – May Wildfire Potential Outlook Executive Summary issued March 1 – see link.
- here https://www.predictiveservices.nifc.gov/outlooks/monthly_seasonal_outlook.pdf
- All reporting areas are in normal (i.e., low) risk for significant fires, and normal significant fire potential will continue through June.
- Climate outlooks suggest the Pacific Northwest will remain colder and wetter than typical through March. Beyond that, climate forecasters anticipate the potential for warmer-than-normal temperatures elevating through June, with no significant anomaly in rainfall accumulation foreseen.



County Projects & Legislative Impacts:

- Hazard Mitigation Workgroup –Feb 27 (Chief R. Smith and Comm. Pethia in attendance)
- Thurston Wildfire Ready Neighbors Meeting – Feb 6 & 13 (Chief Smith in attendance)
- TCERN Radio project – mobile installations to fleet completed Jan 24. Portable radio delivery delayed until 2Q due to supply chain issues (not enough chargers).

Wildfire Ready Neighbors
2023 Campaign Overview

WILDFIRE READY NEIGHBORS GOALS

Now in its third year, WRN builds on:

- DNR's 20-Year Forest Health Strategic Plan
- WA State Wildland Fire Protection 10-Year Strategic Plan
- Existing efforts including Firewise USA®

- 01** Drive people in high-risk areas to take action to become wildfire-ready.
- 02** Assess land! Drive awareness and interest around home assessments and FHCs and conduct these services.
- 03** Build a simple and replicable program framework and brand that can be easily adopted in communities across Washington.
- 04** Continue to grow and deepen community relationships around issues of wildfire and resiliency.

WRN GROWTH TO-DATE

LEGEND
Launched
Scheduled

MARKETING SUPPORT

Marketing efforts point to the website to sign up (one call-to-action).

ONE CALL-TO-ACTION



ONE CALL-TO-ACTION

Get a free Wildfire Ready Plan!

- Accomplished by visiting the website and completing the survey
- Survey collects location, property size/structures, contact information, past assessment data, and more



YOUR WILDFIRE READY PLAN

WILDFIRE READY TODAY! Whether you live in a residential home, have a commercial property, or just live in a home with a business, we offer other ways to help you prepare for wildfires. It all starts with your community. They are the change you can believe in and having a plan. Because most of us live in places where we don't have a plan, we've created a plan for you. It's called the Wildfire Ready Plan. It's a plan that you can use today as a guide to help you prepare for wildfires. It's a plan that you can use today as a guide to help you prepare for wildfires. It's a plan that you can use today as a guide to help you prepare for wildfires.

ACTIONS SELECTED BY PARTICIPANT

YOUR ACTIONS HELP KEEP ALL OF YOUR NEIGHBORS SAFE. THANK YOU FOR YOUR COMMITMENT, TEST ANGRIE!

ICONS TO HELP RESIDENTS PROTECT & PLAN

Thank you for your commitment, TEST ANGRIE! May commitment to your neighbors and a building hard. Community resilience coordinators manage assignments based on location, capacity, etc.

CREATE A DEFENSIBLE SPACE

KEY: TOP PRIORITY FREE LOWER COST

ENGAGE WITH YOUR NEIGHBORS

SEASONAL ACTIONS

ANNUAL ACTIONS

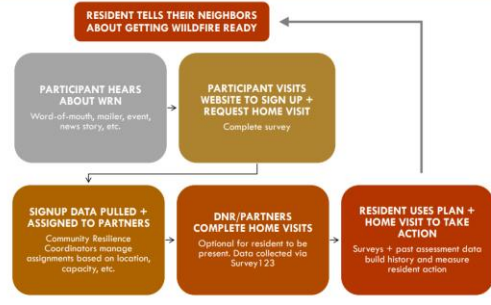
OPTION TO SAVE PLAN FOR FUTURE USE

AUTOMATICALLY EMAILED AFTER SURVEY

SAVE YOUR WILDFIRE READY PLAN

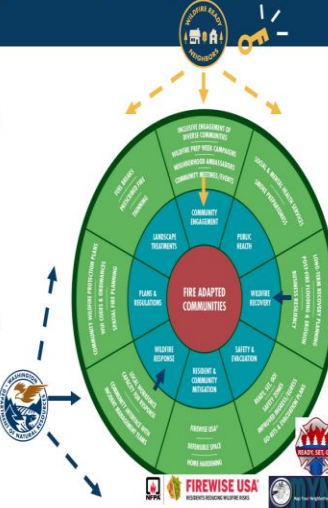
PRINT/PDF

SCHEDULING A HOME VISIT

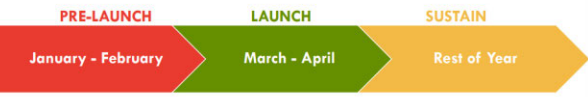


WRN AND EXISTING PROGRAM SUPPORT

- WRN serves as a gateway to engage communities and connect them with existing programs to get on the road to preparedness.
- Other programs can lead people to WRN, too.
- DNR forest resilience and wildfire divisions also feed into this model.
- Other DNR channels support this model.



ROLLOUT STAGES



Ongoing activities: Community outreach, home visit scheduling/completion + look for opportunities to spread awareness about program

- Launch date + determine target areas
- Determine community launch event and location
- Outreach to larger community, local interest groups, etc. to raise program awareness
- Launch event + marketing kicks off
 - Expect sharp increase in home visits
- Marketing surge runs for 4-6 weeks
 - Sign-ups expected to be highest point
- Complete home visits

TOOLS FOR YOU



WEST THURSTON FLEET, FACILITIES, LOGISTICS AND PROJECT STATUS

New Tender Spec Build – Fouts Brothers – No update – 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. **In Process**

Station 1-1 bay heating – investigating bay floor heating as possible increased propane use. History comparison shows actual reduction over 1 years’ time. Staffing increase due to Station 1-3 closure and relocating crews to Station 1-1 possible explanation. Closer inspection showed temp gauges on the pipe were reading 110-150 and the boiler was still running, so system was shut off. Sensor/control board issues was cause. Linda P. worked with Chuck (OSM) and Mark Eddy (Delta Controls) on this issue. They replaced a sensor and explained some items. Re-set temperature points. Spoke with both E. Smith and N. Drake and showed the possible reasons for the temp going up. Replacing the sensor should help. Will continue to watch through the controls with Delta control permission given to C. Heilman, E. Smith and N. Drake for monitoring.

At this time, all appears to be working properly and nothing else needs to be done at this time. Have requested Mark Eddy to add the 3 additional persons to the Delta Controls panel.

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**

TCERN Subscriber Equipment
Agency: West Thurston Regional Fire Authority

Subscriber Units	Model Number	Issued	Additional/To Be Issued	Spares To Be Issued	Totals
Single-Head Mobiles	APX8500 M37TSS9PW1 N	20		1	21
Dual-Head Mobiles	APX8500 M37TSS9PW1 N	5		1	6
Dash Mount Mobiles	APX8500 M37TSS9PW1 N			1	1
Fire Portable Radios	APX8000XE H91TGD9PW7 N	1	59	3	63
Dash Mount Control Stations	APX8500 M37TSS9PW1A		5		5
30' Remote Control Stations	APX8500 M37TSS9PW1A		3		3
Consolette	Consolette L37TSS9PW1 N		1		1
Total Radios		26	68	6	100

Chargers	Model Number	Issued	Additional/To Be Issued	Spares To Be Issued	Totals
Single-Portable Chargers	NNTN8863A	1	8		9
Six-Portable Chargers	NNTN8844A				0
Vehicular Portable Chargers	NNTN7624		51		51



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

Surplus Declaration – With changes needed to reflect operational changes we are looking at the need to surplus equipment not needed. Discussions were had for 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
- Support Unit 1-8 - \$15,000 - \$18,000 in value based upon market –2/14 – SOLD \$21,300.00
- Utility Trailer 2003 EGLIR trailer with side boards – 1/12 - SOLD – \$1,525.00
- Utility Trailer 1989 small flat bed with with ramps – 1/12 – SOLD - \$750.00

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

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

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