



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, January 14, 2019 at 0900 hrs - Sargent Rd Fire Station

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. PUBLIC COMMENT/PRESENTATIONS**
- IV. ADDITIONS/DELETIONS TO AGENDA**
- V. LABOR MANAGEMENT TEAM REPORT**
 - a. PTSD/Mental Health proposal - Update
- VI. NEW BUSINESS (ACTION ITEMS)**

| ITEM | RESPONSIBLE | OUTCOME |
|---|--------------|----------------|
| 1. Expenditures: Accts Payable \$126,882.27 (<i>pages 1-8</i>) Payroll \$376,983.87 (<i>pages 9-10</i>) TOTAL: \$503,866.14 warrants \$208,724.62 EFTs \$295,141.52 | Board | Approve/Reject |
| 2. Minutes - Dec 10, 2018 General (<i>pages 11-14</i>) | Board | Approve/Reject |
| 3. Policy #1.1012 Volunteer Reimbursement update (<i>pages 15-17</i>) | Board | Approve/Reject |
| 4. Rochester Station 1-3 fencing bids (<i>pages 19-21</i>) | Board | Approve/Reject |
| 5. Cell Tower proposal from Landmark (<i>pages 23-27</i>) | Board | Approve/Reject |
| 6. Minimum Deployment Guidelines (<i>pages 29-34</i>) | Board | Approve/Reject |
| 7. Sta 1-1, 1-3 bay door timer bids (<i>no responses yet</i>) | Pending bids | N/A |

VII. UNFINISHED BUSINESS (ACTION ITEMS)

| ITEM | RESPONSIBLE | OUTCOME |
|--|-------------|----------------|
| 1. Policy vs. Guidelines | Chief K | Approve/Reject |
| 2. Policy #1.2010, Communications Equipment Use and Distribution update (<i>pages 35-37</i>) | Board | Approve/Reject |

| | | |
|--|-------|----------------|
| 3. Policy 1.2019, Light Duty Assignment (<i>pgs 39-40</i>) | Board | Approve/Reject |
| 4. Social Media policy approval (<i>pages 41-49</i>) | Board | Approve/Reject |
| 5. 2019 Annual Operating Plan (<i>pages 51-57</i>) | Board | Approve/Reject |

VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

| ITEM | RESPONSIBLE | OUTCOME |
|---|--------------------|----------------|
| 1. Maytown well/water | Chief Kaleiwahea | Update |
| 2. Community Communications | Commr. Pethia | Update |
| 3. GEMT update | Linda | Update |
| 4. Beaver Creek Property | Chief Scott | Update |
| 5. Chehalis Tribe negotiations (<i>pages 59-61</i>) | Chief Kaleiwahea | Update |
| 6. IGA EMS Contract (<i>pages 63-74</i>) | Chief Kaleiwahea | Update |

IX. COMMUNICATIONS (NONACTION ITEMS)

| ITEM | RESPONSIBLE | OUTCOME |
|---|--------------------|----------------|
| 1. Treasurer/Fund December 2018 Reports (RCW 52.16.050(4)), incl. Ending FB report (<i>pages 75-83</i>) | Chief Scott/Linda | Discussion |
| 2. January 2019 Budget reports (<i>pages 84-86</i>) | Chief Scott/Linda | Discussion |
| 3. WSP IAG – Mobilization (<i>pages 87-88</i>) | Chief Kaleiwahea | Informational |
| 4. WSCFF Life program renewal (<i>pages 89-90</i>) | Linda S | Informational |
| 5. 2018 Mobilizations (<i>page 91</i>) | Chief Scott | Discussion |
| 6. LNI Consultation Visit Report (<i>pages 93-94</i>) | Chief Kaleiwahea | Informational |

X. CHIEFS REPORT (*pages 95-113*)

XI. COMMISSIONERS REPORT

- a. EMS Council
- b. West Thurston Admin Board
- c. Thurston County Fire Commissioners
- d. Washington Fire Commissioners Association
- e. Training Consortium

XII. GOOD OF THE ORDER

- a. BVFF meeting to follow

XIII. ADJOURNMENT

VOUCHER APPROVALS

West Thurston Regional Fire Authority
MCAG #: 2964

01/14/2019 To: 01/14/2019

Time: 11:58:53 Date: 01/16/2019

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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|---|-------|------------|--------|--------|----------|------|
| 190101001 12 West Chevron (Larry's) | 88 | 01/14/2019 | Claims | 6700 | 24.11 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| NOV 2018 12/17/2018 01/14/2019 1-3 Rochester Propane | | | | | 11.91 | |
| DEC2018 12/17/2018 01/14/2019 1-3 Rochester Propane | | | | | 12.20 | |
| 190101002 Alarm Center Inc | 89 | 01/14/2019 | Claims | 6700 | 79.14 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 1154190 12/26/2018 01/14/2019 1-2 Littlerock QRI 2019 Monitoring Fee | | | | | 79.14 | |
| 190101003 Associated Petroleum Products | 90 | 01/14/2019 | Claims | 6700 | 4,179.74 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 1351867-IN 12/17/2018 01/14/2019 1-6 Maytown Propane (398.30 gal) | | | | | 858.23 | |
| 1353524-IN 12/17/2018 01/14/2019 1-5 Michigan Hill Propane (114.80 gal) | | | | | 253.47 | |
| 1357349-IN 12/17/2018 01/14/2019 1-3 Rochester Propane (370.90 gal) | | | | | 799.78 | |
| 1357348-IN 12/17/2018 01/14/2019 1-1 Grand Mnd Propane (1059.30 gal) | | | | | 2,268.26 | |
| 190101004 BIAS Software Inc | 91 | 01/14/2019 | Claims | 6700 | 2,588.40 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 10491 12/17/2018 01/14/2019 2019 Annual Maintenance Support | | | | | 2,588.40 | |
| 190101005 Bell And Bell Builders Overhead Door LLC | 92 | 01/14/2019 | Claims | 6700 | 199.62 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 8830 12/17/2018 01/14/2019 1-1 Grand Mnd Bay Door #2 Repair | | | | | 199.62 | |
| 190101006 Board For Volunteer Firefighters | 93 | 01/14/2019 | Claims | 6700 | 1,230.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| WTRFA 12/17/2018 01/14/2019 2019 Pension & Disability for Volunteers | | | | | 1,230.00 | |
| 190101007 Brightwire Networks LLC | 94 | 01/14/2019 | Claims | 6700 | 3,277.13 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 14974 12/17/2018 01/14/2019 Admin Additional GB, Microphones | | | | | 1,056.85 | |
| 15079 12/17/2018 01/14/2019 Jan 2019 Agreement | | | | | 2,220.28 | |
| 190101008 Capital Business Machines Inc | 95 | 01/14/2019 | Claims | 6700 | 143.78 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 855311 01/04/2019 01/14/2019 1-1 Grand Mnd Copies | | | | | 46.45 | |
| 855312 01/04/2019 01/14/2019 1-2 Littlerock Copies | | | | | 15.80 | |
| 855312 01/04/2019 01/14/2019 Vol R&R Grant Copies | | | | | 63.19 | |
| 855313 01/04/2019 01/14/2019 1-6 Maytown Copies | | | | | 18.34 | |
| 190101009 Carefirst Bluecross Blueshield | 96 | 01/14/2019 | Claims | 6700 | 160.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 183400013720 12/17/2018 01/14/2019 Harris Medical Premium | | | | | 160.00 | |
| 190101010 Cascade Fire Equipment Company | 97 | 01/14/2019 | Claims | 6700 | 2,478.46 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 096401 01/04/2019 01/14/2019 E1-2 A63 LED Lights | | | | | 2,478.46 | |
| 190101011 Cedar Creek Correction Center | 98 | 01/14/2019 | Claims | 6700 | 405.43 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| CCCC1811.953 12/17/2018 01/14/2019 Nov 2018 Work Crew | | | | | 405.43 | |
| 190101012 Centralia OK Tire Inc | 99 | 01/14/2019 | Claims | 6700 | 2,089.54 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 1053145 12/26/2018 01/14/2019 B1-6 A58 New Tires (x6) | | | | | 2,089.54 | |

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VOUCHER APPROVALS

West Thurston Regional Fire Authority
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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|-------|------------|--|--------|----------|------|
| 190101013 Citi Cards | 100 | 01/14/2019 | Claims | 6700 | 6,626.30 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| CITICARD 01/11/2019 01/14/2019 | | | Interest | | 118.28 | |
| MIKEGYVER 01/11/2019 01/14/2019 | | | Charging Cords | | 929.80 | |
| WINDY CITY 01/11/2019 01/14/2019 | | | Pub Ed FF Hats | | -0.06 | |
| AMAZON 01/11/2019 01/14/2019 | | | Diesel Tank Danger Signs | | 29.12 | |
| AMAZON 01/11/2019 01/14/2019 | | | 1-1 Grand Mnd BBQ | | 214.42 | |
| AMAZON 01/11/2019 01/14/2019 | | | 1-3 Rochester Dorm Room Door Handles/Locks | | 1,510.32 | |
| AMAZON 01/11/2019 01/14/2019 | | | 1-2 Littlerock Office Supply (label maker tape) | | 29.71 | |
| AMAZON 01/11/2019 01/14/2019 | | | Nylon Straps (x4) | | 39.12 | |
| AMAZON 01/11/2019 01/14/2019 | | | 1-3 Rochester Facility Supplies (mop heads) | | 17.02 | |
| AMAZON 01/11/2019 01/14/2019 | | | 1-3 Rochester Facility Supplies (trash bags) | | 14.58 | |
| AMAZON 01/11/2019 01/14/2019 | | | Streamlight Flashlight Batteries | | 301.91 | |
| BEST BUY 01/11/2019 01/14/2019 | | | USB Cord for Inventory Computer | | 55.52 | |
| JEWELRY CITY PIZZA 01/11/2019 01/14/2019 | | | BOFC Interviews | | 92.49 | |
| BWPRINTWORKS 01/11/2019 01/14/2019 | | | Shift Calendars (x9) | | 173.56 | |
| COSTCO 01/11/2019 01/14/2019 | | | Lunch - Santa Crew | | 32.51 | |
| COSTCO 01/11/2019 01/14/2019 | | | 1-1 Grand Mnd Facility Supplies | | 238.76 | |
| COSTCO 01/11/2019 01/14/2019 | | | 1-3 Rochester Facility Supplies | | 17.07 | |
| COSTCO 01/11/2019 01/14/2019 | | | 1-2 Littlerock Facility Supplies | | 209.57 | |
| COSTCO 01/11/2019 01/14/2019 | | | 1-1 Grand Mnd, 1-3 Rochester Facility Supplies | | 288.03 | |
| ELINE EQUIPMENT 01/11/2019 01/14/2019 | | | E1-2 A19 Door Handle | | 178.15 | |
| FRED MEYER 01/11/2019 01/14/2019 | | | Gift Cards for EMT Graduation | | 90.00 | |
| FRED MEYER 01/11/2019 01/14/2019 | | | All Dept. Meeting & Incentivies | | 448.52 | |
| TON ALTERNATORS 01/11/2019 01/14/2019 | | | B1-6 A58 Alternator Repair | | 11.91 | |
| MILLS DINER 01/11/2019 01/14/2019 | | | Commissioner Workshop | | 103.23 | |
| ONAL EMT REGISTE 01/11/2019 01/14/2019 | | | EMT Registrations (x4) | | 320.00 | |
| OFFICE DEPOT 01/11/2019 01/14/2019 | | | 1-2 Littlerock Office Supplies | | 91.96 | |
| OFFICE DEPOT 01/11/2019 01/14/2019 | | | 1-2 Littlerock Office Supplies (toner) | | 188.80 | |
| OFFICE DEPOT 01/11/2019 01/14/2019 | | | 1-2 Littlerock Facility Supplies | | 31.27 | |
| OFFICE DEPOT 01/11/2019 01/14/2019 | | | PACT Dinner | | 13.02 | |
| OFFICE DEPOT 01/11/2019 01/14/2019 | | | 1-2 Littlerock Facility Supplies | | 25.86 | |
| OLYMPIA CARD 01/11/2019 01/14/2019 | | | Fuel - Chief K | | 44.80 | |
| OLYMPIA CARD 01/11/2019 01/14/2019 | | | Fuel - Chief K | | 43.14 | |
| OLYMPIA CARD 01/11/2019 01/14/2019 | | | Fuel - Chief K | | 40.38 | |
| ONLINE STORES 01/11/2019 01/14/2019 | | | State Flags (x2), US Flags (x3), Station 1-1 Grand | | 254.85 | |
| RED LOBSTER 01/11/2019 01/14/2019 | | | Volunteer/Admin EMT Recognition Dinner | | 107.73 | |
| ART FOODSERVICE 01/11/2019 01/14/2019 | | | Smart Foodservice | | 174.46 | |
| USPS 01/11/2019 01/14/2019 | | | Postage Stamps | | 100.00 | |
| WSP 01/11/2019 01/14/2019 | | | Collision Reports for EF Recovery | | 31.50 | |
| ZOOM 01/11/2019 01/14/2019 | | | Mnthly communications Service | | 14.99 | |
| 190101014 City Sanitary Inc | 101 | 01/14/2019 | Claims | 6700 | 269.92 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 10786183 01/08/2019 01/14/2019 | | | 1-1 Grand Mnd Recycle | | 233.32 | |
| 10785890 01/08/2019 01/14/2019 | | | 1-3 Rochester Recycle | | 36.60 | |
| 190101015 City of Olympia Accounts Receivable | 102 | 01/14/2019 | Claims | 6700 | 3,526.90 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 10403/17256 12/26/2018 01/14/2019 | | | E1-2 A63 Pump Water Manifold Repair | | 1,052.86 | |
| 10403/17256 12/26/2018 01/14/2019 | | | E1-3 A22 Add Deck Gun Fitting | | 1,933.88 | |
| 10403/17256 12/26/2018 01/14/2019 | | | E1-6 A07 Air Leak Repair | | 301.64 | |
| 10403/17256 12/26/2018 01/14/2019 | | | E1-4 A08 Coolant Leak | | 238.52 | |
| 190101016 Clearwater Utility Services LLC | 103 | 01/14/2019 | Claims | 6700 | 500.15 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 12583 01/03/2019 01/14/2019 | | | 1-2 Littlerock Water (Nov 2018), Coliform Bacteria | | 191.05 | |
| 12605 01/03/2019 01/14/2019 | | | 1-3 Rochester Water (Nov 2018) | | 154.55 | |
| 12591 01/03/2019 01/14/2019 | | | 1-6 Maytown Water (Nov 2018) | | 154.55 | |

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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|------------------|------------------|-----------------|---|----------|---------------|
| 190101017 Comcast | 104 | 01/14/2019 | Claims | 6700 | 1,302.75 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 1030 | 01/11/2019 | 01/14/2019 | 1-2 Littlerock Phone/Cable | | 319.86 |
| | 1030 | 01/11/2019 | 01/14/2019 | 1-6 Maytown Phone/Cable | | 228.87 |
| | 1030 | 01/11/2019 | 01/14/2019 | 1-1 Grand Mnd Phone/Cable | | 319.86 |
| | 1030 | 01/11/2019 | 01/14/2019 | 1-4 Scott Lake Phone/Cable | | 242.97 |
| | 1030 | 01/11/2019 | 01/14/2019 | 1-3 Rochester Phone/Cable | | 181.19 |
| | 1030 | 01/11/2019 | 01/14/2019 | Late fee | | 10.00 |
| 190101018 Complete Repair Services LLC | 105 | 01/14/2019 | Claims | 6700 | 44.65 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 10583 | 12/17/2018 | 01/14/2019 | Stihl Blower Repair | | 44.65 |
| 190101019 Cut Rate Auto Parts | 106 | 01/14/2019 | Claims | 6700 | 62.68 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 200114486 | 12/17/2018 | 01/14/2019 | 1-2 Littlerock Dip Brush Set | | 62.68 |
| 190101020 DE Lage Landen | 107 | 01/14/2019 | Claims | 6700 | 358.76 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 61950590 | 01/03/2019 | 01/14/2019 | 1-2 Littlerock Copier | | 358.76 |
| 190101021 Department Of Retirement Systems Retirement | 108 | 01/14/2019 | Claims | 6700 | 110.84 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 01313424 | 12/17/2018 | 01/14/2019 | Michael Peoples Temp. Disaility Option Buy-In | | 110.84 |
| 190101022 Department Of Revenue | 109 | 01/14/2019 | Claims | 6700 | 1,805.39 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | QR4/2018 | 01/03/2019 | 01/14/2019 | QR4/2018 Crown Castle | | 718.88 |
| | QR4/2018 | 01/03/2019 | 01/14/2019 | QR4/2018 LET collections | | 200.30 |
| | 602977931 | 01/03/2019 | 01/14/2019 | 2018 Annual Use Tax | | 725.49 |
| | 602977931 | 01/03/2019 | 01/14/2019 | 2018 Annual Sales Tax Collections | | 160.72 |
| 190101023 Emergency Reporting Inc | 110 | 01/14/2019 | Claims | 6700 | 805.42 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 2019_0609 | 12/26/2018 | 01/14/2019 | Feb 2019 Mnthly Srv | | 805.42 |
| 190101024 Fastenal Company | 111 | 01/14/2019 | Claims | 6700 | 191.47 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | WACHE146944 | 12/18/2018 | 01/14/2019 | Ice melt (x13) | | 191.47 |
| 190101025 FireTek | 112 | 01/14/2019 | Claims | 6700 | 3,990.36 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 8004-05 | 12/26/2018 | 01/14/2019 | 1-4 Scott Lake Security System Install | | 3,990.36 |
| 190101026 First Choice Health Network | 113 | 01/14/2019 | Claims | 6700 | 355.30 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 85443 | 12/17/2018 | 01/14/2019 | Nov 2018 EAP Srv | | 196.35 |
| | 85856 | 12/17/2018 | 01/14/2019 | Dec 2018 EAP Srv | | 158.95 |
| 190101027 Great Western States Supply LLC | 114 | 01/14/2019 | Claims | 6700 | 153.74 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 4279 | 01/09/2019 | 01/14/2019 | Fire Chief Hats | | 153.74 |
| 190101028 Grindstaffs Northwest Champion | 115 | 01/14/2019 | Claims | 6700 | 27.22 | |
| | Invoice # | Rcvd Date | Due Date | Description | | Amount |
| | 29759 | 12/26/2018 | 01/14/2019 | Name Plate (B. Elkins) | | 9.80 |

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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|------------------|------------------|-----------------|--|---------------|------|
| | 29850 | 12/26/2018 | 01/14/2019 | Grimms Service Plaque | 17.42 | |
| 190101029 Herc Rentals Inc | 116 | 01/14/2019 | Claims | 6700 | 257.59 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 30482720-001 | 12/26/2018 | 01/14/2019 | 1-1 Grand Mnd Pressure Washer Rental | 257.59 | |
| 190101030 Home Depot Credit Services | 117 | 01/14/2019 | Claims | 6700 | 125.58 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 7904014 | 12/17/2018 | 01/14/2019 | Training Supplies (fence material) | 125.58 | |
| 190101031 Ike's Auto Repair | 118 | 01/14/2019 | Claims | 6700 | 2,065.95 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 7422 | 12/26/2018 | 01/14/2019 | B1-6 A58 Shoreline Plug, Battery, Oil Chng, | 2,065.95 | |
| 190101032 Integrity Safety Services Inc | 119 | 01/14/2019 | Claims | 6700 | 26,932.00 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 155-7213 | 12/17/2018 | 01/14/2019 | Annual Wellness Clinic - Onsite Testing | 22,770.00 | |
| | 155-7210 | 12/17/2018 | 01/14/2019 | Annual Wellness Clinic - Onsite Testing | 4,028.00 | |
| | 155-7251 | 12/17/2018 | 01/14/2019 | Annual Wellness Clinic- Flu & TB (Daly, Berryman, | 134.00 | |
| 190101033 Joes Refuse Inc | 120 | 01/14/2019 | Claims | 6700 | 178.84 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 10771640 | 01/08/2019 | 01/14/2019 | 1-1 Grand Mnd Refuse | 138.72 | |
| | 10771478 | 01/08/2019 | 01/14/2019 | 1-3 Rochester Refuse | 40.12 | |
| 190101034 John's Plumbing and Pumps Inc | 121 | 01/14/2019 | Claims | 6700 | 662.51 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 12162 | 01/07/2019 | 01/14/2019 | 1-1 Grand Mnd Plugged Urinal Repair | 662.51 | |
| 190101035 Kent D Bruce Co LLC | 122 | 01/14/2019 | Claims | 6700 | 664.63 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 4354 | 12/17/2018 | 01/14/2019 | A1-3 A06 Red Lights/Clear Lens | 664.63 | |
| 190101036 Knight Fire Protection Inc | 123 | 01/14/2019 | Claims | 6700 | 24.28 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 61571 | 12/17/2018 | 01/14/2019 | Payment for over credit taken | 24.28 | |
| 190101037 LN Curtis & Sons Inc | 124 | 01/14/2019 | Claims | 6700 | 8,150.90 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 236863 | 12/17/2018 | 01/14/2019 | Structural Gloves (x12-sm, lrg, xlrq) | 918.94 | |
| | 237415 | 12/17/2018 | 01/14/2019 | FF Jacket/Pants (Christenson) | 2,370.56 | |
| | 238460 | 12/17/2018 | 01/14/2019 | FF Boots (x2) | 774.72 | |
| | 241587 | 12/17/2018 | 01/14/2019 | Structural Gloves (x1 xsm) | 88.11 | |
| | 243208 | 12/17/2018 | 01/14/2019 | Wildland Fire Pack, Radio Chestharness, Water Case | 896.12 | |
| | 242684 | 12/17/2018 | 01/14/2019 | Structural Gloves (x4 xsm) | 314.68 | |
| | 245491 | 12/17/2018 | 01/14/2019 | Annual Air Compressor & Analysis | 2,397.54 | |
| | 23978 | 12/17/2018 | 01/14/2019 | Structural Gloves (x5 m) | 390.23 | |
| 190101038 Les Schwab Tire Center of Wa Inc | 125 | 01/14/2019 | Claims | 6700 | 313.43 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 30600558849 | 01/08/2019 | 01/14/2019 | A1-1 A20 and A1-2 A19 Tire Chains | 313.43 | |
| 190101039 Lincoln Creek Lumber | 126 | 01/14/2019 | Claims | 6700 | 97.98 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 364907 | 12/17/2018 | 01/14/2019 | Engine Oil for Maintenance Trailer | 32.65 | |
| | 365220 | 12/17/2018 | 01/14/2019 | Garden Hose for Maintenance Trailer | 65.33 | |
| 190101040 Madsens Shop & Supply Inc | 127 | 01/14/2019 | Claims | 6700 | 540.95 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |

Amount

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VOUCHER APPROVALS

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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|--|------------------|------------------|-----------------|--|---------------|------|
| | 857547 | 01/04/2019 | 01/14/2019 | 1-1 Grand Mnd Leaf Blower | 540.95 | |
| 190101041 Maser Robert C | 128 | 01/14/2019 | Claims | 6700 | 65.00 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | REIMBURSEMENT | 01/08/2019 | 01/14/2019 | 2019 NAFI Membership dues | 65.00 | |
| 190101042 Mountain Mist Water | 129 | 01/14/2019 | Claims | 6700 | 311.61 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 029585 | 01/02/2019 | 01/14/2019 | 1-2 Littlerock Water | 115.80 | |
| | 029585 | 01/02/2019 | 01/14/2019 | 1-6 Maytown Water | 43.37 | |
| | 029585 | 01/02/2019 | 01/14/2019 | 1-1 Grand Mnd Water | 106.67 | |
| | 029585 | 01/02/2019 | 01/14/2019 | 1-3 Rochester Water | 32.67 | |
| | 029585 | 01/02/2019 | 01/14/2019 | 1-4 Scott Lake Water | 13.10 | |
| 190101043 Mullinax Ford Of Olympia | 130 | 01/14/2019 | Claims | 6700 | 304.03 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 700847 | 01/04/2019 | 01/14/2019 | S1-2 A70 Oil Change, Tire Pressure Sensor Change | 304.03 | |
| 190101044 National Testing Network | 131 | 01/14/2019 | Claims | 6700 | 500.00 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 5535 | 01/09/2019 | 01/14/2019 | Fire Team FF Testing 2019 | 500.00 | |
| 190101045 Northwest Safety Clean Inc | 132 | 01/14/2019 | Claims | 6700 | 336.67 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 18-22604 | 12/17/2018 | 01/14/2019 | SR-71 Turnout Cleaner | 336.67 | |
| 190101046 Olympia Sheet Metal Inc | 133 | 01/14/2019 | Claims | 6700 | 1,377.88 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 54832 | 01/09/2019 | 01/14/2019 | 1-2 Littlerock Reznor Heater in Bay Repair | 1,377.88 | |
| 190101047 Olympic Telephone Inc | 134 | 01/14/2019 | Claims | 6700 | 1,173.41 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 12590 | 01/09/2019 | 01/14/2019 | 1-4 Scott Lake Replace Phone Motherboard | 1,173.41 | |
| 190101048 On-Hold Concepts Inc | 135 | 01/14/2019 | Claims | 6700 | 19.95 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 474220 | 01/02/2019 | 01/14/2019 | Mnthly Srvc | 19.95 | |
| 190101049 Ott Abigail P | 136 | 01/14/2019 | Claims | 6700 | 1,578.16 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | TUITION | 12/18/2018 | 01/14/2019 | South Puget Sound CC Tuition Reimbursement | 1,578.16 | |
| 190101050 Pacific Fire and Security, Inc. | 137 | 01/14/2019 | Claims | 6700 | 326.70 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 65158 | 12/26/2018 | 01/14/2019 | 1-6 Maytown 2019 Annual Monitoring Fee | 326.70 | |
| 190101051 Pacific Northwest Hydro | 138 | 01/14/2019 | Claims | 6700 | 5,971.53 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 18-191 | 12/26/2018 | 01/14/2019 | Inspection & Test Fire Hoses | 5,356.53 | |
| | 18-192 | 12/26/2018 | 01/14/2019 | Inspection & Test Ground Ladders | 615.00 | |
| 190101052 Paladin Background Screening LLC | 139 | 01/14/2019 | Claims | 6700 | 126.00 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | 1506 | 01/02/2019 | 01/14/2019 | Background Checks (Polito, Brownell, Komula) | 126.00 | |
| 190101053 Patraca Linda Ellen | 140 | 01/14/2019 | Claims | 6700 | 27.32 | |
| | Invoice # | Rcvd Date | Due Date | Description | Amount | |
| | REIMBURSEMENT | 01/09/2019 | 01/14/2019 | Mileage - Dec2018-Jan19 between stations | 27.32 | |

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|---|-------|------------|--------|--------|----------|------|
| 190101054 Pilot Travel Centers LLC | 141 | 01/14/2019 | Claims | 6700 | 288.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 376372777 01/02/2019 01/14/2019 U1-2 A57 | | | | | 180.17 | |
| 376372777 01/02/2019 01/14/2019 A1-2 A19 DEF | | | | | 39.18 | |
| 376372777 01/02/2019 01/14/2019 S1-2 A70 | | | | | 38.20 | |
| 376372777 01/02/2019 01/14/2019 TO1-1 A25 | | | | | 30.45 | |
| 190101055 Pioneer Fire And Security Inc | 142 | 01/14/2019 | Claims | 6700 | 365.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 88977 12/18/2018 01/14/2019 1-1 Grand Mnd Annual Fire Alarm Inspection | | | | | 125.00 | |
| 88978 12/18/2018 01/14/2019 1-6 Maytown Annual Fire Alarm Inspection | | | | | 150.00 | |
| 89307 12/18/2018 01/14/2019 1-1 Grand Mnd QRI 2019 Monitoring Fee | | | | | 90.00 | |
| 190101056 Puget Sound Energy | 143 | 01/14/2019 | Claims | 6700 | 5,280.38 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 200017639499 12/17/2018 01/14/2019 1-1 Grand Mnd (Nov 2018) | | | | | 1,633.75 | |
| 200016026946 12/17/2018 01/14/2019 1-2 Littlerock (Dec 2018) | | | | | 790.19 | |
| 200012762536 12/17/2018 01/14/2019 1-3 Rochester (Nov 2018) | | | | | 366.01 | |
| 220005346105 12/17/2018 01/14/2019 1-4 Scott Lake (Dec 2018) | | | | | 412.98 | |
| 200020145567 12/17/2018 01/14/2019 1-6 Maytown (Nov 2018) | | | | | 660.60 | |
| 220006625754 12/17/2018 01/14/2019 1-7 Old Hwy 99 (Dec 2018) | | | | | 228.64 | |
| 220005346105 12/17/2018 01/14/2019 1-4 Scott Lake (Jan 2019) | | | | | 448.73 | |
| 22005346105 12/17/2018 01/14/2019 1-2 Littlerock (Jan 2019) | | | | | 739.48 | |
| 190101057 Rochester Lumber | 144 | 01/14/2019 | Claims | 6700 | 61.43 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 1081202 01/09/2019 01/14/2019 1-1 Grand Mnd Brush (x2, washing brush) | | | | | 19.40 | |
| 1081734 01/09/2019 01/14/2019 1-3 Rochester 4 Cycle Fuel, Brush (x1) | | | | | 42.03 | |
| 190101058 Rochester Water Association | 145 | 01/14/2019 | Claims | 6700 | 48.05 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 100100 12/26/2018 01/14/2019 1-3 Rochester Water | | | | | 48.05 | |
| 190101059 Scott Lake Maintenance Co | 146 | 01/14/2019 | Claims | 6700 | 42.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 2165 01/08/2019 01/14/2019 1-4 Scott Lk Water | | | | | 42.00 | |
| 190101060 Shea Linda Marie | 147 | 01/14/2019 | Claims | 6700 | 35.43 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| REIMBURSEMENT 01/11/2019 01/14/2019 Mileage - Nov/Dec 2018 | | | | | 35.43 | |
| 190101061 Sound Apparel LLC | 148 | 01/14/2019 | Claims | 6700 | 126.24 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| TG3390 12/26/2018 01/14/2019 Commissioner Elkins Apparel | | | | | 126.24 | |
| 190101062 Sound Guard Security Systems Inc | 149 | 01/14/2019 | Claims | 6700 | 207.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 173750 01/04/2019 01/14/2019 1-3 Rochester QRI 2019 Security Monitoring | | | | | 207.00 | |
| 190101063 Spiegelberg John Steven | 150 | 01/14/2019 | Claims | 6700 | 5,000.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| TUITION 01/09/2019 01/14/2019 Resident Tuition Reimbursement Fall 2018 | | | | | 5,000.00 | |
| 190101064 Stericycle Inc | 151 | 01/14/2019 | Claims | 6700 | 112.59 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 3004498001 12/17/2018 01/14/2019 1-6 Maytown Hazo Waste | | | | | 10.36 | |
| 3004496802 12/17/2018 01/14/2019 1-2 Littlerock Hazo Waste | | | | | 10.36 | |
| 3004534170 12/17/2018 01/14/2019 1-6 Maytown Hazo Waste - Dec 2018 | | | | | 10.36 | |

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|--|------------|------------|---|--------|----------|------|
| 3004533138 | 12/17/2018 | 01/14/2019 | 1-2 Littlerock Hazo Waste - Dec 2018 | | 71.15 | |
| 3004533138 | 12/17/2018 | 01/14/2019 | 1-3 Rochester Hazo Waste - Dec 2018 | | 10.36 | |
| 190101065 Stone Gary | 152 | 01/14/2019 | Claims | 6700 | 43.54 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| REIMBURSEMENT | 01/08/2019 | 01/14/2019 | Fire Inv. Supplies (knew pads) | | 43.54 | |
| 190101066 Stryker Sales Corp | 153 | 01/14/2019 | Claims | 6700 | 416.01 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 2555114M | 12/18/2018 | 01/14/2019 | 1-1 Grand Mnd Cot SMRT Pack Batteries | | 416.01 | |
| 190101067 Systems Design West LLC | 154 | 01/14/2019 | Claims | 6700 | 1,488.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| WT1218 | 01/04/2019 | 01/14/2019 | Dec 2018 Transports | | 1,488.00 | |
| 190101068 Take Aim LLC | 155 | 01/14/2019 | Claims | 6700 | 236.84 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 7243 | 12/18/2018 | 01/14/2019 | Replace Zipper on Jacket (Jenrette) | | 45.74 | |
| 7344 | 12/18/2018 | 01/14/2019 | Name Tag (S. Dean) | | 9.26 | |
| 7351 | 12/18/2018 | 01/14/2019 | Sweatshirt, Name Tag, Dept Patch (M. Morales) | | 90.92 | |
| 7355 | 12/18/2018 | 01/14/2019 | Sweatshirt, Name Tag, Dept Patch (Ch. K) | | 90.92 | |
| 190101069 Targetsolutions LLC | 156 | 01/14/2019 | Claims | 6700 | 7,868.08 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 27707 | 12/18/2018 | 01/14/2019 | 2019 membership training program | | 7,868.08 | |
| 190101070 Terminix LP | 157 | 01/14/2019 | Claims | 6700 | 80.93 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 381369420 | 12/18/2018 | 01/14/2019 | 1-4 Scott Lake Pest Control | | 80.93 | |
| 190101071 Travers Electric Inc | 158 | 01/14/2019 | Claims | 6700 | 4,633.82 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 141231 | 12/18/2018 | 01/14/2019 | 1-2 Littlerock-Install Wall Socket, Vibration Pads, | | 3,049.80 | |
| 141264 | 12/18/2018 | 01/14/2019 | 1-1 Grand Mnd Repair Outside Lights | | 1,584.02 | |
| 190101072 Verizon Wireless | 159 | 01/14/2019 | Claims | 6700 | 3,185.58 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 9819932959 | 12/18/2018 | 01/14/2019 | Modems | | 891.77 | |
| 9819388087 | 12/18/2018 | 01/14/2019 | Apparatus Cells | | 278.04 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Chief K Cell | | 44.70 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Chief Scott Cell | | 44.70 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Cpt Smith Cell | | 44.70 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Cpt. Stone Cell | | 51.27 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Disconnect Jet Pck | | -33.33 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Cpt Christenson Cell | | 44.70 | |
| 9820962009 | 12/18/2018 | 01/14/2019 | Modems | | 1,540.71 | |
| 9821321163 | 12/18/2018 | 01/14/2019 | Apparatus Cells | | 278.32 | |
| 190101073 Washington Fire Chiefs | 160 | 01/14/2019 | Claims | 6700 | 1,100.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| R2019-392 | 12/18/2018 | 01/14/2019 | 2019 Annual Membership Dues | | 1,100.00 | |
| 190101074 Washington Fire Comm Assn | 161 | 01/14/2019 | Claims | 6700 | 2,500.00 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 34R02-2019 | 12/18/2018 | 01/14/2019 | 2019 Membership Dues | | 2,500.00 | |
| 190101075 Wells Fargo Financial Leasing | 162 | 01/14/2019 | Claims | 6700 | 161.17 | |
| <i>Invoice # Rcvd Date Due Date Description Amount</i> | | | | | | |
| 5005671376 | 01/04/2019 | 01/14/2019 | 1-1 Grand Mnd Copier Lease | | 161.17 | |

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| Voucher Claimant | Trans | Date | Type | Acct # | Amount | Memo |
|---|------------------|------------------|-----------------|--|----------|---------------|
| 190101076 West Thurston Reg Fire PETTY CASH | 163 | 01/14/2019 | Claims | 6700 | 964.00 | |
| | <i>Invoice #</i> | <i>Rcvd Date</i> | <i>Due Date</i> | <i>Description</i> | | <i>Amount</i> |
| | 7 LK MAINTENANCE | 01/03/2019 | 01/14/2019 | 1-4 Scott Lake Water | | 42.00 |
| | 4MPION CLEANING | 01/03/2019 | 01/14/2019 | 1-2 Littlerock Carpet Cleaning | | 922.00 |
| 190101077 Westcare Clinic Inc | 164 | 01/14/2019 | Claims | 6700 | 1,132.00 | |
| | <i>Invoice #</i> | <i>Rcvd Date</i> | <i>Due Date</i> | <i>Description</i> | | <i>Amount</i> |
| | 0918WTRF | 01/11/2019 | 01/14/2019 | D. Faison, I. Fuentes | | 1,132.00 |
| 190101078 Whistle Workwear | 165 | 01/14/2019 | Claims | 6700 | 176.25 | |
| | <i>Invoice #</i> | <i>Rcvd Date</i> | <i>Due Date</i> | <i>Description</i> | | <i>Amount</i> |
| | 5774 | 12/18/2018 | 01/14/2019 | Boots (Sexton) | | 176.25 |
| 190101079 Wilcox & Flegel | 166 | 01/14/2019 | Claims | 6700 | 2,115.25 | |
| | <i>Invoice #</i> | <i>Rcvd Date</i> | <i>Due Date</i> | <i>Description</i> | | <i>Amount</i> |
| | 0333229-IN | 12/26/2018 | 01/14/2019 | 1-2 Littlerock Diesel Tank (175 gal) | | 457.03 |
| | CL639638 | 12/26/2018 | 01/14/2019 | STAF-2 A71 | | 47.54 |
| | CL639638 | 12/26/2018 | 01/14/2019 | A1-2 A19 | | 35.93 |
| | CL639638 | 12/26/2018 | 01/14/2019 | A1-1 A20 | | 195.78 |
| | CL639638 | 12/26/2018 | 01/14/2019 | A1-4 A72 | | 41.62 |
| | CL639638 | 12/26/2018 | 01/14/2019 | E1-1 A62 | | 146.81 |
| | CL639638 | 12/26/2018 | 01/14/2019 | B1-1 A09 | | 157.23 |
| | CL639638 | 12/26/2018 | 01/14/2019 | BN-1 A66 | | 41.56 |
| | CL639638 | 12/26/2018 | 01/14/2019 | CH1-1 A14 | | 107.12 |
| | CL639638 | 12/26/2018 | 01/14/2019 | B1-6 A58 | | 41.74 |
| | CL639638 | 12/26/2018 | 01/14/2019 | E1-3 A22 | | 92.95 |
| | CL639638 | 12/26/2018 | 01/14/2019 | BN1-6 A23 | | 315.64 |
| | CL639638 | 12/26/2018 | 01/14/2019 | TO1-1 A25 | | 101.58 |
| | CL639638 | 12/26/2018 | 01/14/2019 | E1-7 A21 | | 24.67 |
| | CL639638 | 12/26/2018 | 01/14/2019 | A1-3 A06 | | 253.22 |
| | CL639638 | 12/26/2018 | 01/14/2019 | S1-2 A70 | | 54.83 |
| 190101080 Wilson Parts Corp | 167 | 01/14/2019 | Claims | 6700 | 94.58 | |
| | <i>Invoice #</i> | <i>Rcvd Date</i> | <i>Due Date</i> | <i>Description</i> | | <i>Amount</i> |
| | 850425 | 01/02/2019 | 01/14/2019 | 1-1 Grand Mnd Power Steering Fluid/ Ext Life gal | | 37.43 |
| | 8506527 | 01/02/2019 | 01/14/2019 | 1-1 Grand Mnd Wiper Blades, Blue DEF, RainX | | 57.15 |

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|------------------|-------|------------|---------|--------|-----------|------|
| 190101081 | 168 | 01/14/2019 | Payroll | 6700 | 520.26 | |
| 190101143 | 49 | 01/16/2019 | Payroll | 6700 | 353.23 | |
| 190101126 | 65 | 01/16/2019 | Payroll | 6700 | 972.52 | |
| 190101082 | 169 | 01/14/2019 | Payroll | 6700 | 2,325.00 | |
| 190101159 | 1 | 01/15/2019 | Payroll | 6700 | 1,450.00 | |
| EFT | 12 | 01/31/2019 | Payroll | 6700 | 2,664.58 | |
| 190101127 | 66 | 01/16/2019 | Payroll | 6700 | 564.00 | |
| EFT | 13 | 01/31/2019 | Payroll | 6700 | 6,516.40 | |
| 190101144 | 50 | 01/16/2019 | Payroll | 6700 | 295.64 | |
| 190101145 | 51 | 01/16/2019 | Payroll | 6700 | 290.16 | |
| EFT | 14 | 01/31/2019 | Payroll | 6700 | 3,871.92 | |
| EFT | 15 | 01/31/2019 | Payroll | 6700 | 4,530.62 | |
| EFT | 67 | 01/16/2019 | Payroll | 6700 | | |
| EFT | 16 | 01/31/2019 | Payroll | 6700 | 3,192.79 | |
| EFT | 82 | 01/14/2019 | Payroll | 6700 | 28,822.50 | |
| EFT | 83 | 01/14/2019 | Payroll | 6700 | 39,511.40 | |
| EFT | 84 | 01/14/2019 | Payroll | 6700 | 43,824.63 | |
| EFT | 85 | 01/14/2019 | Payroll | 6700 | 31,002.72 | |
| EFT | 17 | 01/31/2019 | Payroll | 6700 | 4,309.24 | |
| 190101083 | 170 | 01/14/2019 | Payroll | 6700 | 3,344.35 | |
| 190101146 | 52 | 01/16/2019 | Payroll | 6700 | 470.15 | |
| EFT | 18 | 01/31/2019 | Payroll | 6700 | 4,952.96 | |
| EFT | 19 | 01/31/2019 | Payroll | 6700 | 4,771.43 | |
| EFT | 86 | 01/14/2019 | Payroll | 6700 | 24.66 | |
| 190101129 | 68 | 01/16/2019 | Payroll | 6700 | 319.92 | |
| EFT | 69 | 01/16/2019 | Payroll | 6700 | 1,083.35 | |
| 190101084 | 171 | 01/14/2019 | Payroll | 6700 | 137.00 | |
| 190101160 | 2 | 01/15/2019 | Payroll | 6700 | 1,938.00 | |
| EFT | 20 | 01/31/2019 | Payroll | 6700 | 4,637.15 | |
| EFT | 53 | 01/16/2019 | Payroll | 6700 | 1,107.16 | |
| EFT | 54 | 01/16/2019 | Payroll | 6700 | 353.80 | |
| 190101085 | 172 | 01/14/2019 | Payroll | 6700 | 4,950.00 | |
| 190101161 | 3 | 01/15/2019 | Payroll | 6700 | 1,350.00 | |
| EFT | 21 | 01/31/2019 | Payroll | 6700 | 2,988.53 | |
| 190101149 | 55 | 01/16/2019 | Payroll | 6700 | 176.26 | |
| 190101150 | 56 | 01/16/2019 | Payroll | 6700 | 394.98 | |
| 190101151 | 57 | 01/16/2019 | Payroll | 6700 | 279.47 | |
| 190101086 | 173 | 01/14/2019 | Payroll | 6700 | 4,648.42 | |
| 190101131 | 70 | 01/16/2019 | Payroll | 6700 | 479.83 | |
| 190101152 | 58 | 01/16/2019 | Payroll | 6700 | 521.85 | |
| EFT | 71 | 01/16/2019 | Payroll | 6700 | 104.87 | |
| EFT | 22 | 01/31/2019 | Payroll | 6700 | 4,864.33 | |
| 190101162 | 4 | 01/15/2019 | Payroll | 6700 | 1,000.00 | |
| EFT | 23 | 01/31/2019 | Payroll | 6700 | 3,791.56 | |
| 190101163 | 5 | 01/15/2019 | Payroll | 6700 | 2,595.88 | |
| EFT | 24 | 01/31/2019 | Payroll | 6700 | 3,893.47 | |
| EFT | 72 | 01/16/2019 | Payroll | 6700 | 98.22 | |
| 190101102 | 25 | 01/31/2019 | Payroll | 6700 | 4,350.12 | |
| 190101153 | 59 | 01/16/2019 | Payroll | 6700 | 135.82 | |
| 190101164 | 6 | 01/15/2019 | Payroll | 6700 | 1,200.00 | |
| EFT | 26 | 01/31/2019 | Payroll | 6700 | 3,040.14 | |
| EFT | 73 | 01/16/2019 | Payroll | 6700 | 729.79 | |
| 190101154 | 60 | 01/16/2019 | Payroll | 6700 | 210.04 | |
| 190101155 | 61 | 01/16/2019 | Payroll | 6700 | 170.53 | |

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|------------------|-------|------------|---------|--------|------------|------|
| EFT | 62 | 01/16/2019 | Payroll | 6700 | 126.09 | |
| EFT | 27 | 01/31/2019 | Payroll | 6700 | 4,384.40 | |
| EFT | 28 | 01/31/2019 | Payroll | 6700 | 4,094.64 | |
| 190101135 | 74 | 01/16/2019 | Payroll | 6700 | 2,162.97 | |
| 190101136 | 75 | 01/16/2019 | Payroll | 6700 | 242.77 | |
| 190101165 | 7 | 01/15/2019 | Payroll | 6700 | 1,000.00 | |
| EFT | 29 | 01/31/2019 | Payroll | 6700 | 3,503.33 | |
| EFT | 30 | 01/31/2019 | Payroll | 6700 | 4,313.13 | |
| 190101166 | 8 | 01/15/2019 | Payroll | 6700 | 700.00 | |
| EFT | 31 | 01/31/2019 | Payroll | 6700 | 3,447.39 | |
| EFT | 32 | 01/31/2019 | Payroll | 6700 | 2,329.33 | |
| EFT | 33 | 01/31/2019 | Payroll | 6700 | 3,169.98 | |
| 190101137 | 76 | 01/16/2019 | Payroll | 6700 | 209.47 | |
| 190101138 | 77 | 01/16/2019 | Payroll | 6700 | 387.36 | |
| 190101157 | 63 | 01/16/2019 | Payroll | 6700 | 100.98 | |
| EFT | 34 | 01/31/2019 | Payroll | 6700 | 4,509.44 | |
| 190101112 | 35 | 01/31/2019 | Payroll | 6700 | 4,572.64 | |
| EFT | 36 | 01/31/2019 | Payroll | 6700 | 7,527.58 | |
| 190101167 | 9 | 01/15/2019 | Payroll | 6700 | 1,000.00 | |
| EFT | 37 | 01/31/2019 | Payroll | 6700 | 4,038.67 | |
| EFT | 38 | 01/31/2019 | Payroll | 6700 | 4,739.50 | |
| EFT | 39 | 01/31/2019 | Payroll | 6700 | 4,539.34 | |
| 190101168 | 10 | 01/15/2019 | Payroll | 6700 | 500.00 | |
| EFT | 40 | 01/31/2019 | Payroll | 6700 | 4,421.18 | |
| EFT | 41 | 01/31/2019 | Payroll | 6700 | 5,928.09 | |
| EFT | 78 | 01/16/2019 | Payroll | 6700 | 1,112.81 | |
| 190101158 | 64 | 01/16/2019 | Payroll | 6700 | 70.47 | |
| 190101140 | 79 | 01/16/2019 | Payroll | 6700 | 652.99 | |
| 190101141 | 80 | 01/16/2019 | Payroll | 6700 | 92.35 | |
| 190101119 | 42 | 01/31/2019 | Payroll | 6700 | 9,667.06 | |
| 190101169 | 11 | 01/15/2019 | Payroll | 6700 | 1,000.00 | |
| EFT | 43 | 01/31/2019 | Payroll | 6700 | 4,470.51 | |
| 190101142 | 81 | 01/16/2019 | Payroll | 6700 | 307.62 | |
| EFT | 44 | 01/31/2019 | Payroll | 6700 | 4,409.50 | |
| EFT | 45 | 01/31/2019 | Payroll | 6700 | 4,710.95 | |
| 190101087 | 174 | 01/14/2019 | Payroll | 6700 | 23,462.24 | |
| EFT | 46 | 01/31/2019 | Payroll | 6700 | 4,848.54 | |
| EFT | 87 | 01/14/2019 | Payroll | 6700 | 1,155.66 | |
| EFT | 47 | 01/31/2019 | Payroll | 6700 | 4,783.27 | |
| 190101088 | 175 | 01/14/2019 | Payroll | 6700 | 270.00 | |
| EFT | 48 | 01/31/2019 | Payroll | 6700 | 3,889.97 | |
| Total Vouchers: | | | | | 376,983.87 | |



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



December 10, 2018 – Governing Board Business Meeting at the Littlerock Road Fire Station

Call to Order/Attendance: Commissioner Jones called the meeting to order at 09:00 hours. Commissioners Dahl, Ricks, Jernigan (9:11), and Pethia, Chiefs Kaleiwahea and Scott, Captain L. Dyer, Union Representative Schwartz, Volunteer Coordinator J. Joslin, Training Captain R. Smith, FF J. Howe, guests Jeff Grimm, Wava Garza, Ben Elkins and Connie McGuire, Admin Assistant L. Patraca and Secretary L. Shea were present. Chief Stone was absent (excused).

Public Hearing/Comment/Presentations: None.

Additions/Deletions to the Agenda: Chief Kaleiwahea requested to remove item #8 under Communications (Fire Protection Letter).

Labor Management Team Report:

1. Chief Scott reported the labor management team agreed and signed off on an MOU for use of shared leave (distributed for review and signature by chair Commissioner Jones.)
2. Chief Scott also reported the PTSD proposal is still under development, including the establishment of an in-house peer group.

New Business:

1. Expenditure Approval.
 - a. Commissioner Dahl commented on the lack of automatic bay door timers at Station 1-1; Linda S. will obtain quotes and report back at the January meeting.
 - b. Commissioner Ricks moved to approve expenditures in the amount of \$560,664.42. Commissioner Dahl seconded the motion. Motion carried 4-0.
2. Minutes. Commissioner Pethia moved to approve the November 13, 2018 general board meeting minutes. Commissioner Ricks seconded the motion. Motion carried 4-0.
3. Contract Negotiations. The board agreed to have Commissioners Jernigan and Jones continue representing the board at the union negotiations. Commissioners Pethia and Dahl agreed to represent the board during the administrative staff contract negotiations, to begin after the first of the year.
4. Paid Family and Medical Leave program. Linda S. presented a proposal for funding the new Paid Family and Medical Leave program beginning January 2019. Commissioner Dahl moved to approve the proposal of employees paying their share (63% of 0.4% of employee's gross wage), with no contribution by the department at this time (as allowed under state rule). Commissioner Pethia seconded the motion. Motion carried 4-0.
5. M&O Levy proposition analysis/results. Chief Kaleiwahea presented a recommendation to delay the M&O levy proposition until the 2019 Primary election due to the excessive costs to run the levy in a special election. Commissioner Dahl moved to approve the recommendation. Commissioner Ricks seconded the motion. Motion carried 5-0.

6. 2019 Annual Operating Plan. Chief Kaleiwahea presented the 2019 Annual Operating plan. The board agreed to review and discuss at their January workshop, and vote on it at the January BOFC general meeting.

Unfinished Business:

1. Strategic Plan workshop scheduling. Chief Kaleiwahea requested the board meet to discuss the establishment of the 2021-2026 Strategic Plan. The board agreed to meet at 9:00 AM on January 9 at Mill's Diner in Rochester for a workshop to discuss the strategic plan.
2. Policy vs. Guidelines. Chief Kaleiwahea reported he is still completing his work on this recommendation.
3. Policy 1.1009, Purchasing and Inventory/Surplus update. Commissioner Ricks asked if there was an answer on the question raised last month about commissioners bidding on surplus items. Linda S. confirmed with the attorney that commissioners could bid on surplus items if they recused themselves from the administration of the sale, including the surplus resolution approval. Commissioner Ricks moved to approve policy #1.1009. Commissioner Pethia seconded the motion. Motion carried 5-0.
4. Policy #1.2010, Communication Equipment Use and Distribution. Discussion was held on the language in the equipment use agreement ("gross negligence", "simple negligence"). The board asked to have the policy sent back out for review.
5. Policy #1.2019, Light Duty Assignment. Union Representative Schwartz requested that the union have more time to review the policy.
6. Policy 1.1010, Donations-Gifts & Receipts update. Commissioner Ricks moved to approve the policy. Commissioner Jernigan seconded the motion. Motion carried 5-0.
7. Policy 1.4005, Rapid Intervention Team update. Commissioner Ricks moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0.
8. IGA EMS contract. Commissioner Ricks made a motion to allow Chief Kaleiwahea to sign the IGA EMS contract when it is eventually received from Medie One, and the board will sign it afterwards, to help ensure the deadline is met. Commissioner Jernigan seconded the motion. Motion carried 5-0. *(Note: The IGA contract came through and was distributed to the board post-action but was not the final version; board agreed to proceed as moved.)*
9. Maytown well/water. Chief Kaleiwahea reported he spoke with Mr. Cooke, who has not reviewed the agreements that he was sent but promised to do so. The new owners of the former Ritchie Brothers property have not responded to Chief Kaleiwahea's requests to discuss potential water options with them.
10. Community Communications. Commissioner Pethia reported he gave a presentation at the fire commissioner's meeting on the communication challenges that were faced in the recent California wildfires. He believes West Thurston is the only department spreading the word about the new RAVE/Smart911 systems.
11. GEMT update. Linda reported the SFY18 cost report has been completed and submitted to the feds for review. The transport rate for the next billing year has dropped from \$4,415 to \$3,889 due to the lower percentage of EMS calls to total calls for the previous period.
12. Beaver Creek property. Chief Scott reported he has reached out to the agent three times with no response. Commissioner Dahl will try reaching her.
13. Chehalis Tribe negotiations. Chief Kaleiwahea reported he has offered the tribal council a seat at the West Thurston fire's monthly board meeting table to enhance the communications, and has also requested monthly updates on the status of the contract. He has not heard any further response.
14. Social Media policy approval. Chief Kaleiwahea reported the final policy is not ready. He did note the department is looking at a contract with a company which will store metadata from social media communications, at the cost of approximately \$2,400 per year. The final policy will be ready for the January board meeting.

The board recessed for a short 10-minute break at 9:56, reconvening at 10:06.

Communications:

1. Thurston County Treasurer November 2018 reports were provided as per RCW 52.16.050(4).
2. December 2018 budget reports were distributed.
3. CIAW Risk Management policy renewal. Linda S. presented a copy of the risk management renewal letter from CIAW, noting the annual premium increase of approximately \$5,000 and the coverage enhancements for the next year.
4. Ambulance Donation. Chief Kaleiwahea presented a bill of sale and thank you from Lewis County Fire District #18, who received the donated ambulance from the department.
5. Scott Lake newsletter. Chief Kaleiwahea presented an article that he was asked to write for the Scott Lake community newsletter.
6. PACT program changes. Chief Kaleiwahea presented a summary of the changes to the PACT program as proposed by J. Joslin.
7. WHA Insurance notification. Chief Kaleiwahea presented a copy of a letter written by the department's insurance agent to inform CIAW of the department's potential withdrawal from membership. The agent will be looking at other options for coverage in the following year to determine if there are better/less expensive programs. It is unlikely the agent will find better coverage, but the letter meets the required notice of withdrawal timeline in the event the department does decide to go with another company.

Chief Reports:

1. Chief Kaleiwahea reported on the success of the Santa Breakfast, Fill the Boot, and Association of Washington Business fundraisers, allowing the department to adopt 10 families with a total of 25 kids for the holidays.
2. Chief Scott reported the department is seeking bids on fencing at the Rochester (Albany St) station to reduce the amount of unwanted traffic through the back section of the property. Bids will be submitted for board approval at the January meeting.
3. Chief Scott reported the crews assisted with the recent Swede Hall Winterfest event.
4. Chief Scott reported that issues with CAD runs are still being worked out with TComm.
5. Chief Scott commended Captain Rob Smith on the extensive training commitments he has met this year.

Commissioner Reports:

1. EMS Council. Commissioner Ricks reported that Medic One is beginning a public survey of their services.
2. West Thurston Admin Board. Commissioner Ricks reported that District #6 is showing interest in joining the WTFLS board. The board will be discussing the consolidation of IT services at a future meeting.
3. Thurston County Fire Commissioners. Commissioner Ricks reported the commissioners met at the EOC and reviewed the Emergency Management plan.
4. Washington Fire Commissioners. No report.
5. Training Consortium. Commissioner Pethia reported he will be meeting with Captain Rob Smith to continue developing costs for the training consortium.

Good of the Order:

1. Linda S. distributed the 2019 Authorized Signature List for signing by the board members.
2. Captain Dyer reported on the mural painting recently completed at station 1-2 in the training room, done by J. Joslin. She intends to include a framed story to accompany the mural to explain the context and history behind the mural.
3. Captain Dyer reported the graduation ceremonies are December 12.

4. Chief Kaleiwahea presented a shadowbox gift to former Commissioner Grimm, honoring his 30 years of service to the fire district.

The board recessed at 10:47 for the individual district meetings and Ricardo Santee's badge pinning. The board reconvened at 11:27 to conduct interviews for the vacant TCFPD #1 commissioner position (vacated by Jeff Grimm.)

The board convened an executive session for 20 minutes at 12:40 to evaluate the qualifications of the candidates for the vacant TCFPD #1 commissioner position (RCW 42.30.110(1)(h)). The board reconvened at 1:00 with no action taken.

Good of the Order continued:

5. Commissioner Pethia moved to elect Commissioner Jernigan as the board chair for 2019. Commissioner Dahl seconded the motion. Motion carried 4-0 (Jernigan excused from voting.)

Adjournment: The board adjourned the meeting at 1:02 hours.

Submitted for Board approval by:

Linda Shea, Secretary

John Jones, Board Member

Dave Pethia, Board Member

John Ricks, Board Member

Calvin Dahl, Board Member

vacant, Board Member

Jeff Jernigan, Board Member



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Volunteer Reimbursement

Policy: 1.1012

Effect Date: 1/1/10;

Rev. Date: 9/08/2014; 12/08/2014; 03/09/2015; 11/09/15, 1/1/2019

VOLUNTEER REIMBURSEMENT

1.0 PURPOSE:

1.1 The Governing Board ~~may~~ will establish and modify a schedule of reimbursement for volunteer membership and activities.

2.0 POLICY:

2.1 The reimbursement for volunteer personnel is intended to be in compliance with applicable laws and does not represent a wage paid for time spent on behalf of the Department. ~~Only current members having completed a recognized fire service training academy or Emergency Medical Technician course shall be eligible for reimbursement.~~ On an annual basis the Governing Board shall will review and approve establish volunteer reimbursement rates and may apply an inflationary factor based upon cost of living and/or adjust shift per-diem rate to the current Washington state meal per-diem rate for Thurston County.

Commented [LS1]: We also reimburse admin, Firestone members

2.2 ~~October 2015–December 2016~~ Shift attendance reimbursement rates shall will be at the following rates;

4a) Fully credentialed FF/EMT's will be reimbursed for expenses associated with ~~(scheduled shifts)~~ staffing a WTRFA fire station. Reimbursement will be paid at a rate of ~~2.54~~ 2.75 points per hour or ~~\$61.00~~ \$66.00 per twenty-four (24) hour shift.

b) EMT (only) personnel will be reimbursed 75% of the FF-EMT Rate (2.06 points per hour);

c) Firefighter (only) personnel will be reimbursed 50% of the FF-EMT (1.38 points per hour).

d) Administrative volunteers may accrue ~~4.27~~ 1.38 points per service hour or apply for mileage reimbursement.

e) Volunteers may apply for annual training incentive point reimbursement or training expense reimbursement up to \$250 dollars for expenses related travel to Fire Academy and/or EMT training. The Volunteer must complete probationary requirement before being eligible for reimbursement.

2.3 On an annual basis the Governing Board ~~shall~~ will also review and approve volunteer stipends for establish volunteer reimbursement rates for membership and:

~~1) Training incentive points~~

~~2) Volunteer participation at public education events (Event Points)~~

~~3) The Firestones "event shift"~~

~~4) Volunteer Rehab Standby points~~

~~5) Volunteer Chief Officers,~~

~~6) Volunteer Company Officers and other Operations staff.~~

Commented [LS2]: These reimbursements are based on remaining budget and not reviewed by the board prior to reimbursement.

~~2.4~~ Members successfully completing State IFSAC Firefighter I will be issued a traditional firefighting helmet. The department will retain ownership of issued equipment.

Commented [LS3]: Addressed in policy 1.2007

~~2.5~~ Department members attending events at the Lucky Eagle Casino for standby shall be reimbursed \$25 per event, paid on a monthly basis.

2.6 Reimbursement payments ~~shall~~ will be made directly to the volunteer member on a quarterly basis for shift pay, and annually for call-back, events and training incentive. Resident volunteers and officer stipends will be reimbursed monthly.

2.7 IRS W-2 tax forms ~~shall~~ will be provided ~~in the first quarter of each year~~ to members receiving reimbursement in accordance with IRS rules and deadlines. All volunteers will be responsible for taxes related to earnings.

3.0 RESPONSIBILITY:

3.1 All Fire Department members are responsible for signing drill attendance reports and ~~ensuring that their names are documented recording all volunteer time in the Department computer database~~ timekeeping system and on response attendance forms.

3.2 Reimbursement ~~shall~~ will be awarded to only WTRFA current members who are in good standing and compliant in training.

3.3 The ~~Accountant/Secretary~~ Office Manager or designee is responsible for producing all vouchers, required forms and documentation and maintaining records to lawfully conduct the reimbursement program.

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West Thurston Regional Fire Authority
Governing Board

REQUEST FOR QUOTE SUMMARY

RFQ Item/Service: Station 1-3 Fencing

Background Information: Chief Scott has requested a fence be put up on the south side of station 1-3 (behind the station) to help eliminate any issues with neighbors. RQS were sent out 14 contractors on December 14, 2018 with a response date of January 04, 2019. Prior to the RFQ being sent out, we had South Gate Fence Inc. do a quote; which helped provide a starting point for the type of materials to be used. We had 4 responses to the RFQ, plus the one from South Gate Fence.

1. Allied Electric Service, Inc.
2. Another Gate by Mike LLC
3. Capital City Landscape Maintenance
4. **Chehalis Fencing, Inc.**
5. Commercial Fence Corporation
6. Cowlitz Fence Co.
7. Dirt Link, LLC
8. Fence Specialists
9. Fencing & Awning
10. LaDue Fencing, Inc.
11. MDK Construction, Inc.
12. Milles General LLC
13. South Sound Contractors
14. Summit Fence Co.

| Contractor | Proposal | Warranty/Service included | Cost (excl. tax) | Notes |
|--------------------------------------|---|--|-------------------------------|-------|
| Another Gate by Mike | <ul style="list-style-type: none">Option 1: 380' all black 5' high 9 gauge chain link fence with 12'x5' gateOption 2: additional 231' all black 5' high chain link fence | <ul style="list-style-type: none">10 yrs warranty for all parts2 yrs warranty for all laborDebris haul away and clean up | \$11,020.00 \$6,699.00 | |
| Chehalis Fencing, Inc. (Chehalis) | <ul style="list-style-type: none">Option 1: 330' all black 5' high 8 gauge chain link fence with a 12'x5' double drive gate and 25' of 4' high all black chain | <ul style="list-style-type: none">5 yr warranty for all parts/laborHaul away concrete/asphalt, spread dirt on | \$5,850.00 | |

| | | | | |
|--------------------------------|--|---|---|--|
| | link fence (20 weight tubing) | property | | |
| | <ul style="list-style-type: none"> Option 2: 231' 5' high all black 8 gauge chain link fence | | \$3,565.00 | |
| Fence Specialists (Tacoma) | <ul style="list-style-type: none"> Option 1: 380' all black 5' high chain link fence with a 12'x5' roll gate and 25' of 4' high all black chain link fence (PF10 gauge: residential; PF 20: light commercial; PF40: heavy commercial) Option 2: 231' 5' high all black chain link fence (PF10 gauge: residential; PF 20: light commercial; PF40: heavy commercial) | <ul style="list-style-type: none"> 1 yr. warranty for all workmanship Manufacturer's warranty varies Debris haul away and clean up | \$10,125.00 \$11,250.00 \$12,950.00 | |
| | | | \$4,860.00 | |
| | | | \$5,400.00 | |
| | | | \$6,250.00 | |
| LaDue Fencing, Inc. (McCleary) | <ul style="list-style-type: none"> Option 1: 380' all black 5' high 9 gauge chain link fence with a 12'x5' vehicle gate Option 2: 231' 5' high all black chain link fence | <ul style="list-style-type: none"> 15 yrs. warranty on colored fence fabric Stand behind their installation 30 yrs of fence experience | \$8,482.00 \$4611.50 | |
| SouthGate Fence Inc. (Olympia) | <ul style="list-style-type: none"> Option 1: 380' all black 5' & 4' high 9 gauge chain link fence with a 12'x5' gate Option 2: 231' 5' high all black chain link fence (if done at same time) | <ul style="list-style-type: none"> 10 yrs. warranty on materials 1 yr warranty for labor | \$7,784.00 \$4,373.00 | |

Recommendation: Chehalis Fencing Inc

- Lowest bid.
- Called and spoke to me regarding types of materials and what is best for commercial property.
- Local vendor.
- 20 plus years of fencing experience.
- Only purchases best product as has seen cheaper products be damaged easily.

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Chief Kaleiwahea

④ → BOFD → NB

From: Sam Vaimberg <svaimberg@landmarkdividend.com>
Sent: Thursday, December 06, 2018 12:15 PM
To: Chief Kaleiwahea
Subject: Follow Up
Attachments: Option Agreement.pdf

Hi Russ,

Thank you for taking my call earlier. Attached is the option agreement we discussed for a 35 year term. As stated on the call, we are only interested in the lease in place not the land or tower. At the end of the term all income reverts back to the landlord. Throughout the term we do not take additional land or maintain the rights regarding it.

If you or the board have any further questions feel free to give me a call on my direct line 917-426-9248. If you could confirm receipt of this email, I would greatly appreciate it.

I look forward to speaking again.

Kind regards,



LANDMARK
DIVIDEND

Sam Vaimberg
Vice President of Acquisitions
917.426.9248 | Direct, Mobile, Fax, Text
242 W 30th ST | Suite 806
New York, NY 10001
www.landmarkdividend.com

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Total Control Panel

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To: russ.kaleiwahea@westthurstonfire.org Message Score: 1
From: svaimberg@landmarkdividend.com My Spam Blocking Level: Medium

High (60): Pass
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LANDMARK
DIVIDEND

400 N. Continental Blvd., Suite 500 – El Segundo, CA 90245
(866) 392-4200 - (310) 294-8160

December 06, 2018

Fire District 14
10828 Littlerock Rd SW
Olympia, WA 98512-8525

RE: Option Agreement – Lease Specific Easement Purchase

Landmark Dividend LLC ("Landmark") is pleased to offer you (the "Seller") the following proposal. Landmark has completed an initial analysis of the lease(s) and associated revenue for 1 lease(s) located on property owned by you (the "Premises") and identified in **Exhibit A** (the "Lease(s)"). Based on this preliminary analysis, upon your selection of one (1) of the following **Proposals** as set forth below, Landmark will provide the **Purchase Price** in exchange for an easement to the Premises (the "Easement"), and an assignment of your interest in the Lease(s) and associated rent revenue for the **Term** selected below by Seller.

See **Schedule 1** for any additional terms for each **Proposal**. Please indicate your acceptance of the preferred Proposal by placing your initials in the corresponding column.

| Proposal | Purchase Price | Term Purchased | Offer Type | Initial One |
|----------|----------------|----------------|------------|-------------|
| A | \$337,060.00 | 420 Months | Lump Sum | |

By signing below, you grant Landmark an option to complete the contemplated transaction and purchase from you the landlord interest in the Lease(s) (the "Option"). Landmark may exercise the Option granted herein at any time within 90 calendar days of the date of full execution of this letter and receipt of necessary due diligence items (the "Option Period"). Seller and Landmark agree that all scheduled rent as set forth in the Lease, whether paid on a monthly basis or annually, shall be prorated as of the closing date for the transaction contemplated herein. For illustrative purposes of calculating prorations, please refer to the example as set forth in Exhibit A.

You acknowledge that Landmark's commitment to expend time, effort and expense to evaluate this transaction are good, valuable and sufficient consideration for the Option granted herein. During the Option Period, you agree to cooperate fully with Landmark in connection with its evaluation of this transaction. Further, during the Option Period, you shall not, directly or indirectly, (a) offer the Lease(s) or the Premises for sale or assignment to any other person; (b) negotiate, solicit or entertain any offers to sell or assign any interest in the Lease(s) or Premises to any other person; or (c) modify, amend, supplement, extend, renew, terminate or cancel the Lease(s).

This letter is intended as and shall be a legally binding commitment. In the event of a breach of this letter agreement, Landmark shall, in addition to its other rights and remedies, be entitled to compensation for its time, effort and expense to evaluate this transaction and, in any action to enforce this letter agreement, to recovery of its reasonable attorneys' fees.

Your signature below will indicate your agreement to the foregoing and will provide authorization for Landmark to proceed with the evaluation of this transaction and completion of its due diligence including but not limited to verification with the tenants of the accuracy of the due diligence items. If this Option Agreement is not executed by you, by March 06, 2019, it shall be void and of no further cause or effect.

We look forward to working with you on this transaction. Should you have any questions, please feel free to contact me at any time.

AGREED TO AND ACCEPTED AS INDICATED BELOW AS OF THE _____ DAY OF _____, _____

LANDMARK DIVIDEND LLC

Fire District 14

Russ Kaleiwahea

Schedule 1

Option A -Additional Terms

There are no additional terms for this scenario.

Exhibit A

| Tenant/ Carrier | Current Rent | Rent Frequency | Escalation Rate | Escalation Frequency | Date of Next Escalation |
|-----------------|--------------|----------------|-----------------|----------------------|-------------------------|
| Verizon | \$25,000.00 | Annually | 20.00 % | Per Term | February 29, 2024 |

For Illustrative Purposes Only:

Closing Proration of the Schedule Rent –

Landmark is entitled to receive all scheduled rents due on and after the closing date for the contemplated transaction. The scheduled rental revenue from the Leases shall be prorated between the Seller and Landmark based on a 365-day calendar year.

- Monthly Proration Scenario – If the monthly scheduled rent is \$1000/month and the contemplated transaction closes on the 15th, Landmark will be entitled to receive an amount equal to the rents owed for the time period from the 16th to the 31st or \$516.13 (equal to 16 days). This scenario was calculated based on a daily proration of the rent attributable for a full 31-day calendar month.
- Annual Proration Scenario – If the annual rent is \$12,000/year and due on April 1st of every year and the contemplated transaction closes on June 15th, Landmark will receive an amount equal to rents owed for the time period from June 16th to March 31st of the following year or \$9,501.37 (equal to 289 days).

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WEST THURSTON REGIONAL FIRE AUTHORITY

MINIMUM DEPLOYMENT GUIDELINES

EMS Medical or Non-MVA Trauma or Rescue

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|---|--|-------------------------|-------------------------------|---|
| BLSY(medical or trauma) (non-code) | Primary Zone *Ambulance-Transport unit or **Aid Unit-Engine from primary or ***Ambulance-Transport unit from secondary zone. | EMT - TC | AU -2 | Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required. |
| Total | 1 | | 2 | |
| BLS (medical or trauma) | Primary Zone *Ambulance-Transport unit or **Aid unit-Engine from primary zone and Ambulance-transport unit from secondary zone. | EMT - TC | AU – 2 Aid unit-Engine | Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required. |
| Total | 1 | | 2-4 | |
| ALS (conscious) | Primary Zone *Ambulance-Transport unit or ** Aid unit-Engine from primary zone and Ambulance-transport unit from secondary zone. | EMT - TC | AU – 2 Aid unit-Engine - 2 | Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required. Situation may require 2 units for staffing. Consider NOI & Medic Unit Location |
| Total | 1or 2 | | 2-4+ | |
| ALS (unconscious) & Excited Delirium | Primary Zone *Ambulance-Transport unit and **Aid unit- | EMT - TC | 4 | Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on |

| | | | | |
|-------|--|--------------------|----|---|
| | Engine, or*** Aid unit-Engine from secondary zone | | | scene non-certified personnel. Minimum (1) EMT required. Consider NOI & Medic Unit Location |
| | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider private to maintain Eng. Co. response |
| Total | 3 | | 5+ | |

*1st Apparatus priority **2nd Apparatus priority ***3rd Apparatus priority

EMS MVA/Special Rescue (SR)

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|---------------|--|-------------------------|-----------|--|
| BLS MVA/SR | Primary Zone *Engine Company and ** Ambulance- Transport unit from primary or ***Ambulance- Transport unit from secondary zone | EMT - TC | 2 -4 | More than 2 Pts request additional Special situation may exist where the priority 1 response unit in the primary zone is previously deployed. |
| | If Engine responding Ambulance or Aid unit from secondary zone | Firefighter(s) | 2 | Consider patient count- extrication |
| | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider private to maintain Eng Co. response. |
| Total | 3 units | | 5-7+ | |
| ALS MVA/SR | Primary Zone *Engine Company and ** Ambulance- Transport unit or ***Ambulance- Transport unit from secondary | EMT - TC | 2 -4 | Multi-Pt. request additional transport units – Special Rescue consider SORT dispatch. Special situation may exist where the priority 1 response unit in the primary zone is previously deployed. |

| | | | | |
|-------|--|--------------------|----|--|
| | zone | | | Consider location of ALS unit |
| | ENGINE – Primary Zone or from secondary zone | Firefighter(s) | 2 | Consider patient count-extrication |
| | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider utilization of private to maintain Eng co. response |
| Total | 3 | | 7+ | |

*1st Apparatus priority **2nd Apparatus priority ***3rd Apparatus priority

Fire Incidents - (based on Fire flow and critical fire ground tasking)

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|---------------|---|--|-----------|---|
| SMOKE INVEST. | ENGINE or BRUSH | Firefighter | 2 | Capitol forest or other wilderness locations use Brush unit |
| Total | 1 | | 2 | |
| STRUCTURE ONE | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider private to maintain Eng co. response |
| | *Engine Primary Zone & Tender if Staffing permits or**Tender secondary Zone | Firefighter | 2+ | Engine from primary first if minimum staffing of 2 Engine & Tender in (NHA) if staffing is 3. If Staffing is 4 in Primary 3 on Engine 1 on Tender |
| | ***Tender (NHA) or ***Engine Secondary zone | Firefighter | 1 | Non-hydrant Area (NHA) If hydrant area, move staffing from Aid Units and Tenders to Engines. |
| | Engine | Firefighter | 2+ | Second Engine |
| | ****Tender (NHA) or ****Engine | Firefighter | 1 | *Non-Hydrant Area |
| | TENDER | Firefighter | 1 | *Non-Hydrant Area |
| | Additional staffing | SUPPORT person for each attack/ back-up line | 2each | |

| | | | | |
|-------|-------|-----------------------------|--------|--|
| | REHAB | Rehab/Incident Support Unit | 1 or 2 | *If incident will last longer than 1 hour, request rehab unit and consider use of incident support unit. |
| Total | 5-7 | | 14+ | |

*1st Apparatus priority **2nd Apparatus priority ***3rd Apparatus priority

Fire Alarm Activation

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|---------------|--|-------------------------|-----------|---|
| Commercial | *Engine from primary ** Engine from seconday zone | Firefighter | 2 each | |
| | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider utilization of Private to maintain Eng co. response. Consider tender in non-hydrant area. |
| Total | 3 | | 5+ | |
| Residential | *Engine from primary ** Engine from seconday zone | Firefighter | 2 each | |
| | Battalion | Incident Commander | 1 | |
| Total | 2 | | 3+ | |

WILDLAND Initial Alarm

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|------------------------|--|-------------------------|-----------|---|
| Wildland | *Brush Unit Primary Zone & **Tender if staffing permits | FF II Firefighter(s) | 1 1 | Each Brush Unit should deploy minimum of one FFII Additional Brush Units as needed |
| | ***Tender | Firefighter(s) | 1 or 2 | |
| | Battalion | Incident Commander | 1 | Consider Staff Call Back Consider utilization of Private to maintain Eng co. response. Consider DNR |
| Total | 3 | | 4-5+ | |
| Wildland (threatening) | *Structural Engine Primary Zone and | Firefighter(s) | 2 | Upgrade as needed The situation will dictate unit types i.e. Engines, |

| | | | | |
|-------|--|--------------------|----------|--|
| | **Brush unit from Primary Zone if staffing permits | | 1-2 | Brush and or Tender Unit needed Consider geography and Engine accessibility |
| | ***Brush unit secondary zone and ****Tender if staffing permits | | 1-2 1 | Each Brush Unit should deploy one FFII |
| | Engine/Brush/ Tender other zones | Firefighter(s) | 2 | |
| | Battalion | Incident Commander | 1 | <u>Consider Staff Call Back</u> <u>Consider utilization of Private to maintain Eng co. response.</u> <u>Consider DNR</u> |
| Total | 4 | | 7-10+ | |

*1st Apparatus priority **2nd Apparatus priority ***3rd Apparatus priority

Mutual Aid Incidents

| Type of Alarm | Response Unit(s) | Function/ Qualification | Personnel | Special Consideration |
|---------------|------------------|-------------------------|-----------|--|
| Fire-MCI | Any | Officer | 1 | |
| | Battalion | Incident Commander | 1 | <u>Consider utilization of Private to maintain Eng co. response.</u> |
| Total | 2 | | 2-3+ | |

WTRFA Safety, Service and Staffing Considerations & Guidelines: It is not practical to address all potential situations in writing. We hire good people to make good decisions.

- The Current WTRFA model is a cross staffing (apparatus) model.
- In all cases staffing and response considerations should include Safety, Service, and Special Situations.
- The WTRFA service delivery goal is to assemble adequate numbers of well-trained personnel on scene within a critical time interval with proper and reliable apparatus, tools and equipment.
- Once personnel and equipment assemble on scene the WTRFA goal is to safely deploy resources directed toward Life Safety, Incident stabilization and Property conservation.
- Minimum Staffing and (location) priorities: A minimum of one (1) Career Officer FF-EMT and (6) career FF-EMT's shall be on duty at all times (see Article 9) if below minimum at shift change, on-duty staff shall be held until they can be relieved by replacement staff. In the event that minimum staffing exist, cross staffing apparatus at station 1-1, 1-2 and 1-3 shall be the priority. In addition the Battalion Officer home station is 1-6.
- If two stations are deployed Private Ambulance or Mutual Aid should be considered for purposes of patient transport to maintain a West Thurston Engine Company response. The available engine company should be centrally located to minimize response delays to the entire region.
- When additional career staffing exists the focus should be to build additional response units from the three primary stations. When full staffing exists personnel should be balance north and south.
- Station 1-4 will be designated for qualified Volunteers and/or Residents. A Resident-FF or qualified Volunteer may be assigned to a station other than their home station.
- If more than 2 career FF's are at a station it is not necessary to send 3+ on an aid call, more than 2 may respond when training or incident type indicates a need. The third may also respond in a brush unit to assist the primary BLS Aid Unit if incident type indicates assistance will be necessary. The goal is to build and maintain response capability within our primary response zone.
- Minimum staffing does not require two career staff be at any one location. Experience, personnel safety and strength of team should be the primary consideration.
- Once personnel are assigned to a primary response zone they shall remain in that zone until dispatched or instructed by the Shift Commander.
- The Shift Commander shall arrange personnel to eliminate single (personnel) response units with the exception of a Battalion, Tender or Brush unit.

Revised 01/10/2019



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Communications Equipment Use and Distribution

Policy: 1.2010.1

Effect Date: 6/27/11

Rev. Date: 11/1/2018

COMMUNICATIONS EQUIPMENT USE AND DISTRIBUTION

1.0 PURPOSE:

1.1 To establish appropriate compliance for the issuance and use of communications equipment.

2.0 DEFINITION

2.1 Communications equipment is defined as the following:

(1) Portable radios ~~include~~ including any radio device that is not permanently mounted inside a vehicle. ~~Types include Bendix King (BK) and Motorola model HT-1250 radios.~~

(2) Radio/alphanumeric pagers, ~~to include Motorola Miniter 3 or 5 models.~~

~~—(3) Alphanumeric pagers include Motorola alphanumeric pager.~~

(3) Cell phones.

3.0 POLICY:

3.1 WTRFA communications equipment must be authorized for use by the ~~Chief of Operations~~ Fire Chief or designee prior to issuance to employees, and members.

3.2 The ~~Chief of Operations~~ Fire Chief ~~shall~~ will designate a member(s) in charge of communications equipment for the ~~D~~epartment.

3.3 The department ~~shall have~~ has unlimited authority to revoke use of issued equipment at any time.

3.4 ~~Fire Department~~-owned equipment is approved for official use only (in compliance with RCW 42.52.160). Personal use of ~~D~~epartment assets off premise is generally prohibited unless

approved by the Chief or designee. Personal use of department-issued cell phones is allowed unless the personal use becomes excessive. Monthly invoices will be reviewed by office staff to ensure use is minimal; excessive costs will be reported to the Fire Chief.

3.5 All Fire Department equipment (~~does not include~~ excluding uniforms or PPE) that is loaned out ~~shall~~ must be recorded and checked out through the shift log and with the authority of the on-duty shift officer. Equipment will be checked back into inventory through the on duty shift officer.

3.6 Members are prohibited from self check-out of equipment. ~~RCW 42.52.160~~

4.0 PROCEDURE:

4.1 The issuance of communications equipment will be based on organizational objectives and availability.

4.2 Employee-Members shall sign the Communication Equipment use and distribution policy Issuance Agreement prior to issuance ~~of any communications equipment.~~ *(Agreement follows)*

The parameters of issuing communications equipment and type of equipment issued are intended to achieve operational priorities and objectives. The following consideration(s) will be used to determine issuance of communications equipment:

1. On-duty personnel
2. The likelihood of the employee-member responding to a callback while off duty
3. Employee- Members proximity to the WTRFA response zone
4. Level of necessity to be notified and/or to communicate with the department, responders or the 911 center
5. Rank
6. Level of Training

COMMUNICATIONS EQUIPMENT ISSUANCE AGREEMENT

6.

I _____ acknowledge I have
been issued the following communications equipment:

Item: _____ Inventory/Serial # _____

Item: _____ Inventory/Serial # _____

Item: _____ Inventory/Serial # _____

Item: _____ Inventory/Serial # _____

I understand that if the equipment I am being issued is lost or destroyed and such loss or destruction is a result of my gross negligence and the department incurs a cost of repair or replacement, the department shall will have a prior lien against and a right to withhold any and all funds, including earned wages, equal to the amount charged to the department for repair or replacement of the equipment. I also understand that in the event that the equipment is lost or destroyed in the course of normal business activities – (i.e. simple negligence), then the employee/member will not be required to repair or replace the equipment. The department shall will attempt to inform the member of withholding wages and/or funds prior to the deduction.

I also acknowledge that I must maintain HIPPA compliance and therefore I am prohibited from sharing or forwarding patient and/or other confidential information I receive.

Member Signature: _____ Date: _____

Issuing Officer: _____

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WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Personnel – Light Duty Assignments

Policy: 1.2019

Effect Date: 11/1/2018

1.0 PURPOSE

- 1.1 To establish appropriate procedures and define assignments for employees assigned to light duty as allowed in the collective bargaining agreement.

2.0 GUIDELINES

- 2.1 It is the employee's responsibility to immediately notify the Fire Chief or designee of their potential release for light duty work, following an injury or illness. Failure to notify the appropriate personnel in a timely manner may result in loss of paid leave options.
- 2.2 The Fire Chief or designee will provide a written statement of the light duty assignments that are available for the employee to perform, within five working days of notification of the employee's pending release to light duty.
- 2.3 Employees approved to work light duty will comply with the following, unless approved by the Fire Chief:
 - (1) Report to work and be in a Class B uniform by the start of their assigned shift.
 - (2) Under no circumstances may the light duty employee place themselves in a situation that will conflict with medical or physical limitations.
 - (3) Light duty assignments are often office/station detail to include reception duties, inventory management, assisting with daily apparatus and equipment checks, delivery and pick-up of apparatus, supervising landscape crews, public education and fire prevention tasks, and blood pressure checks.
 - (4) During normal office hours the employee will be in a class B uniform at all times unless approved by the Fire Chief.

- (5) Light duty personnel must be able to operate a vehicle during their shift. Taking prescription or over the counter medication must comply with department policy.
- (6) Doctor appointments, physical therapy or other related health care should be scheduled during off-duty hours. If appointments are required while on-duty, sick leave may be used.

2.4 If light duty assignments are not available or cannot be performed by the employee, paid leave may be used by the employee to cover the absence from work. Short/Long term disability benefits will be provided in compliance with Policy 1.2015.

DRAFT

(P) → EFC → LB



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration

Policy: Social Media/Imagery Policy

Effect Date: 01/14/2019

Rev. Date:

SOCIAL MEDIA/INTERNET/PUBLISHING VIDEO, AUDIO RECORDING, PHOTOGRAPHY or OTHER CONTENT

I. POLICY

It shall be the policy of West Thurston Regional Fire Authority (WTRFA) that data collected or created during the course of employment including data or content to be posted/published in any form including to the internet or social media sites is the property of WTRFA. Data such as video, audio, photographs and content acquired, composed, transmitted or received in the performance of official duties or while representing WTRFA is considered to be the property of WTRFA and part of the official records of the department and, therefore its use requires authorization from WTRFA. Data collected or created during the course of employment including data, video, audio, photographs and other content is subject to disclosure to law enforcement, other third parties and public disclosure laws. Consequently, only employees designated by the Fire Chief are authorized to video, photograph, record or post/publish on behalf of the department.

The fire departments goal is to "Do no harm" while effectively communicating useful information to the public for purposes of public safety, and developing a social media footprint that brings favorable awareness to fire department activities and services. Designated personnel should always ensure that the information shared/posted to social media outlets and other transmissions are accurate, appropriate, ethical, and lawful. WTRFA representatives shall avoid posting/publishing information that could be harmful, unethical or unlawful to a patient/victim, our customers the public or the department. If there is any potential to do harm as a result of a post, photos/video or any content, **DON'T POST IT**. For example, it is possible to inform the public of a road closure without posting a photo of the scene and stating "Fatality Accident".

Anytime information is published/posted to social media sites you are alerting the news media and should be prepared for the news media to publish the information to a wider audience.

WTRFA designated personnel shall avoid posting/publishing information that is not related to a WTRFA incident. As a professional courtesy, designated WTRFA personnel shall seek authorization from the agency having jurisdiction before posting.

II. PURPOSE

To address the fast-changing landscape of the Internet and the way people communicate and obtain information online, West Thurston Regional Fire Authority uses social media tools to reach a broader audience. Communicating with our diverse audiences is important and we recognize the value of using social networking to enhance the way we engage with our customers, build new relationships, and initiate conversations about West Thurston Fire and our services.

Social media sites allow anybody to post anything, and anything posted on the Internet can stay online forever. WTRFA has a paramount interest and expectation in deciding what is communicated on behalf of the department on social media sites. This policy establishes procedures for the use of social media, guidelines for referencing the WTRFA on social media platforms, and addresses social media in general.

Nothing contained in this Management Procedure shall be construed as denying employees their civil or political liberties as guaranteed by the United States and Washington Constitutions.

III. APPLICABILITY

This policy provides information to all employees. Additional direction is provided to employees who are authorized to speak on behalf of WTRFA; however, all employees should be aware of the guidelines regarding use of social media for official WTRFA business.

IV. DEFINITIONS

Department Spokespersons – Department employees who are authorized by the Fire Chief to speak on the department's behalf.

Comment – A response that is provided as an answer or reaction to a post or a message on social media sites.

Personal Site – A profile created on a social media platform by an individual for personal use and to share personal communication with friends and acquaintances. Personal sites do not include social media sites of labor unions, labor associations, or groups and organizations of WTRFA employees.

Platform – The software or technology that helps users to build, integrate or facilitate community, interactive and user-generated content. For example, a blog is a social media tool, but the technology used to create and host them, such as Facebook or Twitter, WIX is considered the platform.

Post – Content a person shares on a social media site or the act of publishing content on a site.

Professional Networking – A type of social media service that is focused solely on interactions and relationships of a business and professional nature rather than including personal, non-business interactions. Professional networking sites allow users to make connections through which they can find jobs, and also allow other users and possible employers to view profiles and share recommendations. Additionally, these sites allow professionals from different fields of interest to ask questions and share opinions and knowledge. LinkedIn is an example of a professional networking site.

Profile – Information provided about a person or an entity on a social media site. A person's social media profile is generally created by that individual.

Public Information Officers (PIOs) are the communications coordinators or spokespersons of certain governmental organizations (i.e. county, school district, state government and fire/police departments).

Public Record – A record made or maintained by a WTRFA employee in the performance of that employee's job, to memorialize official transactions, or as required by law.

Repost – Content an individual shares on a social media site that is created or generated by someone else or the act of publishing content on a site that is created or generated by someone else.

Social Media – Refers to the interaction among people in which they create, share, and/or exchange information and ideas in virtual communities and networks. Social media is the collective of online communication channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, blogging, social networking, professional networking, and wikis are among the different types of social media. Social media includes social networking and professional networking sites.

Social Networking – The practice of expanding social contacts by making connections through individuals. A social networking service is a platform to build social networks or social relations among people who may share interests, activities, backgrounds or real-life connections. A social networking service consists of a representation of each user (often a profile), social links, and a variety of additional services. Social networking allows individuals to create a profile, create a list of users with whom to share connections, view and cross the connections within the system, and share information, photos, links, and

items of interest. Examples include Facebook, Google+, Instagram, Pinterest, Tumblr, Snapchat, Twitter and YouTube.

WTRFA Spokesperson/Designated Personnel – Fire Department personnel who have been specifically designated by the Fire Chief to act as a representative/spokesperson of the department.

V. ROLES AND RESPONSIBILITIES

1. Employees are responsible for understanding and complying with this policy.
2. The Fire Chief responsible for authorizing and assigning official WTRFA spokesperson(s) for incidents and informing the Public Information Officer about these employee assignments.
3. The Public Information Office is responsible for providing guidance on how social media shall be used to represent the Department.

VI. POLICY GUIDELINES– All Employees

1. **Personal Social Media Presence.** Employees may express themselves as private citizens on social media sites. An employee's use of any social media site must comply with copyright laws, data security and privacy regulations, criminal laws, and any other applicable federal, state, and local law.
2. **Privacy and Social Media.** Social media and Internet use should not be considered anonymous. Employees should be aware that privacy settings for social media sites are constantly in flux, and they should not assume that personal information posted on such sites is protected. Published social media content may be explored, transmitted, stored, and archived by external entities. Even the strongest privacy settings cannot prevent an approved friend or authorized recipient from independently choosing to forward or repost the information. There is no such thing as a "private" social media site.

For example, while personal social media privacy settings may be adjusted so only friends or authorized individuals can view content, those same individuals can forward comments, posts, and pictures to anyone, or they could take screenshots of what is posted. As a result, what is posted on a personal social media site may be forwarded to co-workers and supervisors, which could negatively impact the work environment or have consequences in the workplace. Personal social media postings that relate to any department member to include, but not be limited to: co-workers,

other department Employees, officers, volunteers, commissioners, or activities that occur at work, can be used in equal opportunity investigations and Notices of Inquiry.

Keep the "headline test" in mind when posting content or pictures to social media sites. Use your best judgment – if it is not something you would feel comfortable seeing in the media, or being seen by co-workers, other employees, supervisors, or management, do not post it.

3. **Speaking on Behalf of West Thurston Fire.** Only those employees specifically authorized by the Chief may speak on behalf of WTRFA. Employees must not mislead the public to believe the employee is an official spokesperson if they are not authorized to function in this capacity.

4. **Identification of WTRFA Employment in Social Media.** Employees who participate in social networking and professional networking sites may decide to include information about their work or volunteering with WTRFA as part of their personal profile, as it would relate to a typical social conversation. This may include:

- a. Work information included in a personal profile, to include department name, job title, and job duties;
- b. Status updates regarding an employee's or volunteer's own job promotion or other professional or work-related advancements, achievements, and honors; and
- c. Personal participation in department-sponsored events, including volunteer activities.

5. **Perception.** With social media, the lines between public and private, personal and professional can be blurred. Employees and volunteers identifying themselves as working for West Thurston Fire should be mindful that they may be creating perceptions about themselves and about the department by customers, business partners, and the general public, and perceptions about themselves by co-workers, other department employees, supervisors, and management.

Employees or volunteers must not give the *appearance* that they are speaking on behalf of the department or posting comments as an official Fire Department representative on personal social media sites, when they are not authorized to speak on behalf of the department.

6. **Reposting.** Employees may repost official WTRFA information and posts on their personal social media sites on their own time and using their own devices. Employees may choose to share and repost department news, events, and information from the Department's website, pages, and social media sites.

7. **Confidential Information.** Employees may not disclose information on any social media network that is confidential to the West Thurston Fire or its employees or volunteers or that is protected by HIPAA or other data privacy laws.

VII. POLICY GUIDELINES – WTRFA Spokespersons

In addition to the policies that apply to all employees, WTRFA spokespersons must also abide by the following standards:

1. **Privacy Expectations** In accordance with Washington's Public Records Law, employees must consider all information, including social media postings, about the department open to possible investigation.
2. **Social Media Account Management.** Employees authorized to speak on WTRFA's behalf must follow department standards when creating and managing social media accounts.
3. **Preserving the Public Trust.** Posts made on social networking sites on WTRFA's behalf directly reflect the department. Employees authorized to speak on WTRFA's behalf must:
 - a. Not use their official roles to disparage the organization, elected officials, or fellow employees and volunteers;
 - b. Promptly correct and acknowledge errors made in any posts (spelling and grammar checked);
 - c. Not delete any posts unless they clearly violate the department's Social Media Terms of Use;
 - d. Only post electronic media that reflects WTRFA's high standard of ethical behavior and transparency while maintaining victims, patients, and families privacy and HIPAA laws.
4. **Ethical Behavior Standards and Etiquette.** Any Social Media with person under the age of 18 must comply with local school social media policy and may not be identified without verbal consent from the parent or guardian before appearing in a social media post. i.e. Safety Fair Picture with the child on the engine.

Other things to consider before posting to any social media platform:

- a. Is there any potential harm to victims, families or the general public?
- b. Does this post speak to my target audience?
- c. Does it add value?
- d. Is it authentic and transparent?
- e. Does it meet code of conduct?
- f. Is it respectful to the families and community members?
- g. Does it meet our social media policy?
- h. Can identification be made to person(s) that would violate HIPAA or ethical standard
- i. Would my Fire Chief and Commissioners be happy seeing this?

Social Media etiquette is important as we navigate the proper way to engage our audience. Carefully consider posting on another agencies behalf. i.e. West Thurston crews are enroute to mutual aid.

- a. Are we the official reporting agency or PIO?
- b. Do we have authorization from the other agencies involved? Do they want this posted?
- c. Did we receive authorization from other agencies before we "tag" them in any post?

5. **Respecting Intellectual Property.** Employees authorized to speak or post on WTRFA's behalf must comply with all laws and credit related to intellectual property.

6. **Learning and Following Terms of Use.** Employees authorized to speak on WTRFA's behalf are responsible for learning and following department policies, on social media platforms to ensure an official department account is set up properly within the platform's environment.

VIII. Guarding Privacy and Security Breaches on department cell phones

Employees using WTRFA's cell phones should exercise caution when downloading or using apps. These apps may contain malicious software, collect excessive information about employees, or ask for more permissions than are needed to run. Be wary, regularly check app permissions, only download apps from legitimate app sources, and only use apps that benefit the department.

IX. PERSONAL USE GUIDELINES

Employees are prohibited from posting on any networking or internet site any photographs, video, or audio recordings taken on in the performance of official duties (including all official department training, activities, or work specific assignments, to and from calls) that have not been vetted through the Fire Chief.

1. Employees have no expectation of privacy for any personal communication or information sent or received via the department's network or department's devices.
2. WTRFA personnel should expect any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

X. COMPLIANCE and RETENTION

Records Retention Social media sites contain communications sent to or received by the Agency and its employees, and such communications are therefore public records subject to [applicable public records statute]. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). WTRFA shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

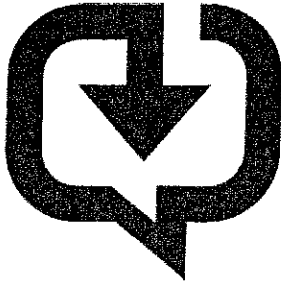
1. Social media records are captured in a continuous, automated fashion to minimize a potential loss of data due to deletion and/or changes to the social networking site.
2. Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
3. Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
4. Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
5. Records follow the RCW Preservation and destruction of Public Records <http://apps.leg.wa.gov/RCW/default.aspx?cite=40.14>

WTRFA will utilizes an automated archiving solution to comply with applicable public records law and fulfill the above record retention requirements.

XI. QUESTIONS and VIOLATIONS

Questions regarding this social media sites, policy, and appropriate employee behavior on social media and how social media is used to represent the department may be directed to the Fire Chief at: (360) 352-1614.

Violation of this Social Media policy may result in disciplinary action, up to and including termination of employment.



ArchiveSocial
PO Box 3330
Durham, NC 27702 US
(888) 558-6032
invoicing@archivesocial.com
<http://archivesocial.com>

QUOTE

ADDRESS

West Thurston Regional Fire,
WA

QUOTE # 4532

DATE 12/06/2018

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|--------|----------|
| Archive - Economy - 199 One month of ArchiveSocial Economy package. Archiving of up to 1000 new records per month and 10 social media accounts. | 12 | 199.00 | 2,388.00 |

Formal Quote for 1 year of ArchiveSocial Service.

Service Dates: 1/1/19 - 12/31/19

(Economy)

*All quotes and invoices are issued in USD

TOTAL

\$2,388.00

Accepted By

Accepted Date

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West Thurston Regional Fire Authority 2019 Annual Operating Plan

Administrative - Management

| Title | Objectives | Lead | Actions/Comments |
|-----------------------|---|-----------------------------|--|
| Planning | Annual review and revision of strategic plan- track progress with department heads, groups | Kaleiwahea | Ongoing -completed Q3 consider assignment of 2020-2025 |
| Annual Ops Plan | Review, revise and implement 2019 AOP | Kaleiwahea - Scott | Annual review and revise |
| Admin P/P/G-HIPPA | Review and revision of P/P/G | Shea-Kaleiwahea | Consider web-based calendar and form |
| Evaluations | Provide performance evaluations for all subordinate career staff and volunteers | Chiefs-Officers-Mentors | Establish expectation Ensure crew members are assigned work projects |
| Evaluation-Placement | Lieutenants manage mentor, provide vol. placement guidance | Kaleiwahea-Joslin | Scott-Monitor/Mentor |
| Shift Work | assign committees & groups within the agency; safety operations, logistics, supply, maintenance, new vehicle specs. | Chiefs-Shift Officers | Swecker Monitor compliance |
| Facility/App Calendar | Facilities/Apparatus & Equipment Maintenance Schedule | Kaleiwahea-Joslin | Devert, Morales |
| Career Scheduling | Provide up to date scheduling of staff | Delegated to Shift Officers | Pending |
| Safety Compliance | Develop system to schedule and track monthly safety meetings | Kaleiwahea-Swecker | Labor contract |
| Health & Safety | Develop Behavioral health Program-peer support team | Kaleiwahea | Ongoing |
| Job description | Develop job description/expectations for Senior Firefighter | Scott | Research & Development |
| Sustainable contracts | Reduce overtime costs and inconsistency to operational strength | Kaleiwahea-Scott | W/P- by Q1 2019 |
| Paperless Office | Develop web-based forms, calendars, pre-fire etc. | Joslin | Ongoing |
| Admin- COOP | Research and develop Continuity of Operation Plan | Joslin | Research & Development |
| IT management | Develop and release IT management RFP | Shea-Patraca | WIP- by Q1 2019 |
| Work orders | Develop, train and enforce workorder process for cost reporting | Shea-Patraca | Ongoing |
| Funding | M & O planning | Board-Admin/Ops | ID-lead/ form for/against committees |
| Admin-Records | Develop electronic record storage and complete archive | Shea-Patraca | Under development |
| Admin | Train current Admin Staff to ensure redundancy in critical tasks | Shea-Patraca | Shea training Patraca -payroll/voucher |
| Communications | Enhance utilization of Zoom conference system | Kaleiwahea-Officers | Consider adding station 1-3 |
| Budget | Budget Development Committee | Shea | Annual in August |
| Employment Contract | Review/revise/update Admin & Labor Contracts | Kaleiwahea/Scott/Shea | Before June 2019 |
| Tribal contract | Negotiate new multi-year contract | Kaleiwahea | Ongoing |
| Grants | Seek funding through Grants | Scott-Shea | Kaleiwahea to mentor |

Logistics- PPE/Uniform/SCBA & Equipment Programs

| Title | Objectives | Lead | Actions/Comments |
|---|--|-------------------------------|--|
| Standards Committee | Establish Standards Committee-shift rep.- Uniform/PPE/Gear | Kaleiwahea | Joslin, Peoples, Miller, Morales, Cooke E. Smith |
| Bunker Gear/PPE | Bunker gear inspection once per quarter | All Officers-lead firefighter | To be completed each quarter Chief Scott-Confidence tests |
| Bunker Gear/PPE Uniforms & Equipment | Issue standard uniform/gear and maintain inventory, budget | Joslin Standards Committee | schedule standards committee |
| Bunker Gear/PPE | 5 -10 yr. replacement of gear, identify budget replacement needs and schedule/order | Joslin Standards Committee | schedule standards committee |
| Wildland | Maintain wildland tools/equipment inventory, budget, purchase | Standards Committee | Who is issuing-budgeting? |
| Bunker Gear/PPE | Provide for cleaning equipment and PPE storage | Standards Committee | schedule standards committee |
| Clothing/Uniforms | Identify schedule for replacement/purchase | Standards Committee | schedule standards committee |
| Clothing/Uniforms | Identify existing list of inventory and sizes of members. | Standards Committee | schedule standards committee |
| PPE & Equipment | Maintain record of PPE/uniform/equipment issued | Joslin | schedule standards committee |
| MSA/SCBA's | Schedule flow/pass test for packs and masks annually | Devert-Degagne | Contracted to Seawestern |
| MSA/SCBA's | Schedule fit testing prior to assignment and annually (all respirators) | Dyer/Fitzgerald | Qualitative or quantitative as needed and annual contracted |
| MSA/SCBA's | Identify and schedule hydro testing of all SCBA cylinders up for 3yr cycle. | Devert-Degagne | Contracted to LN Curtis |
| MSA/SCBA's | Perform SCBA inventory and provide copies to Inventory personnel annually | Devert-Degagne | To be completed by the end of January of each year. |
| MSA/SCBA's | Identify and train on cleaning procedures for SCBA masks | Safety orientation | Safety orientation P/P/G |
| MSA/SCBA's | Provide for quarterly air samples for systems | Devert-Degagne | Contracted to LN Curtis |

Inventory

| Title | Objectives | Lead | Actions / Comments |
|------------------------|--|-----------|--------------------------------------|
| Inventory | Complete an annual inventory of all agency inventoried items | Lyon-Shea | Shea working with Lyon to ID process |
| Inventory | Review and revise inventory practice define P/P/G | Lyon-Shea | Shea working with Lyon |
| Inventory | Conduct a quarterly random inspection of 5 inventory items. | Lyon-Shea | Report findings |
| Inventory/distribution | Identify a process to inventory before distribution | Lyon-Shea | define procedure |
| Inventory/surplus | Collect data post surplus items for sale | Sexton | Aid Unit- State Chiefs Site |
| Inventory/surplus | Identify, document and forward surplus list- minimum quarterly | Lyon-Shea | define procedure |

Computer/IT Systems/Website

| Title | Objectives | Lead | Actions/Comments |
|----------------------|--|-------------|-------------------------|
| Reporting Database | Conduct Emergency Reporting (ER) training as needed | Drake | Ongoing |
| NFIRS | Submit NFIRS report-maintain reporting compliance | Drake | Ongoing |
| Website - IT Systems | Act as website and IT liaison | Joslin | WIP |
| NetDuty | Schedule and conduct training as needed | Shea-Joslin | Ongoing |
| Active 911 | Act as Active 911 liaison train, track and maintain accounts | Dyer | Ongoing |
| Revise web-content | Budget & Funding, fire investigation, pb ed | Joslin-Dyer | |
| Research | | | |
| Facility Security | maintain door security and access. | Trautman | Ongoing |

Facility Management

| Title | Objectives | Lead | Actions/Comments |
|------------------|--|-----------------------|----------------------------------|
| Facilities Mgmt. | Maintain a resource list for approved facility/apparatus repairs | Shea-Patraca | Completed-revise as needed |
| Facilities Mgmt. | Develop and maintain capital projects list | Kaleiwahea-Scott-Shea | Completed 3 year -revise annual |
| Facilities Mgmt. | Compile an annual facility cost report | Shea-Patraca | Pending |
| Facilities Mgmt. | Establish and maintain door lock program | Trautman | Ongoing |
| Facilities Mgmt. | Consider Facilities/apparatus manager/coordinator | kaleiwahea | hire or delegate 2019 |
| Facilities Mgmt. | Develop alerting calendar of annual required preventative maint. | Joslin | Training- implementation pending |

Fleet Management

| Title | Objectives | Lead | Actions/Comments |
|----------------------|--|--------------|--|
| Fleet Administration | Develop apparatus cost per mile report | Scott-Shea | goal Q4 2018 |
| Fleet Maintenance | Seek apparatus maintenance contract reliable, qualified | Kaleiwahea | goal Q1 2019 |
| Fleet Administration | Complete annual calendar for service of fleet | J. Joslin | Joslin to train admin staff Q4 2018 |
| Fleet Administration | Identify replacement schedule for brakes, tires, batteries, etc. | Stone | Forward schedule-to be added to calendar |
| Fleet Administration | Identify replacement schedule for small tools & equipment. | Scott-Stone | Forward schedule-to be added to calendar |
| Fleet Administration | Provide a monthly report that has a detailed description of all equipment maintenance, expenditures and status of work orders. | Scott-Stone | Collaborate with Admin. Shea |
| Tools & Equipment | Provide an annual service of power tools and power equipment including nozzles | FF Palmerson | Ongoing- Schedule? |

Pre-Fire Planning - Hydrant Maintenance

| Title | Objectives | Lead | Actions/Comments |
|-------------------|--|-------------------------------|---|
| Pre-fire Planning | Design and develop a pre-fire survey program for all commercial, and target occupancies. | Kaleiwahea-E. Smith-J. Joslin | Joslin training- Panuska/Cooke/Wienstien |
| Pre-fire Planning | Assign occupancy survey list, monitor progress | E. Smith | Delegated to new Lt's |
| Pre-fire Planning | Develop onsite data capture program/process | Joslin-Kaleiwahea | Joslin completed- web form |
| Pre-fire Planning | Design and develop usable viewing platform and train shifts on viewing platform implementation | Joslin-Kaleiwahea | Joslin-Google Drive - Training shifts Cooke, Panuska, Weinstein |
| Inspection/review | Develop plan with Chehalis tribe to review codes, test systems | E. Smith-Kaleiwahea | Proposal to tribe |
| Hydrant Testing | Flow test, maintain & record all fire hydrants in the region. | Betts | Recorded in ER |
| Hydrant Testing | Manage and report on hydrant maintenance | Betts | CCCC & Jenrette to assist |
| Hydrant Testing | Input all hydrant data into Active 911 program. | Scott-Betts | completed |
| Hydrant Program | Discuss/review contract with Water Dept. | Kaleiwahea-Scott | Pending |

Operations - ECC/EOC

| Title | Objectives | Lead | Actions/Comments |
|------------------------|---|------------------------|--|
| App. Spec. Committee | Establish equipment specifications committee for app replacement | Scott | Specification Committee- Scott, Stone Bennett, Cooke, Hall, E. Smith |
| Apparatus replace Plan | Identify status and replacement of Apparatus review & revise apparatus replacement schedule | Kaleiwahea-Scott Stone | See apparatus replacement plan in strategic plan |
| Fire Ground P/P/G | Review, revise and ensure standards compliance with all 4000 series operations P/P/G; add/delete as needed | Kaleiwahea-Officers | Monthly review at officers meeting |
| Runcards | Complete runcard revisions | Scott-Officers | |
| Knox Box | Ensure occupancies and FD apparatus are properly keyed | Morales | Monitor, report needs |
| EMS development | Community based/ mobile clinic resource development | Kaleiwahea-Dyer | Research |
| Disaster Preparedness | Develop emergency disaster plan/budget and acquire resources to sustain operational personnel & equipment for two weeks | Garza | Document plan, train staff |
| Disaster Preparedness | Review- revise RFA-P/P/G & TC- Comprehensive Emergency Plan | Garza- Joslin | Review train staff |
| Readiness Inspection | Ensure apparatus has a list of necessary tools and equipment | Vavrinec | Maintain compliance, report needs |
| Readiness Inspection | Ensure compliance of apparatus inspections | Officers | Ongoing |
| Apparatus Inspection | Review monthly apparatus inspection documents | Stone | Pending |
| Wildland | Develop written deployment P/P/G | Cooke-Scott | Pending |
| Wildland | Manage list and credentials of mobilization personnel | Cooke | Ongoing |
| Wildland | Provide annual cost/benefit mobilization report | Scott-Cooke | |
| Ladders | Ensure compliance of ladder inspections | Parker | Maintain compliance, report needs |

2019 ANNUAL OPERATING PLAN

Fire-Rescue Training

| Title | Objectives | Lead | Actions / Comments |
|-------------------|---|-----------------|---|
| Training Plan | Establish annual training standards/requirements | R. Smith | Ensure compliance, report findings and needs |
| Training Schedule | Schedule quarterly shift and quarterly training activities including Multi-Company Operations | R. Smith | Ensure proficiency, compliance, report findings and needs |
| Compliance | Ensure 100% WA. State mandated minimum training compliance | R. Smith | Report findings and needs |
| Compliance | Provide monthly compliance report to shift officers | R. Smith | Monthly |
| Policy Quiz | Revise annual policy quiz ensure compliance | R. Smith-Joslin | Revise/update quiz 1q per P/P/G |
| Training Tower | Remodel/enhance equipment associated with tower | R. Smith | Using allocated revenue |
| EOC/ECC | Deliver annual training program for operation of EOC/ECC | Swecker-Scott | Schedule |

EMS Training/ Supplies

| Title | Objectives | Lead | Actions/Comments |
|--------------------|---|---------------------------|---------------------------------------|
| Defib Program | Provide annual maintenance inspection of all AED's | Dyer-Kondrack | In conjunction w/ inventory |
| EMS Supply | Maintain BLS supply program, track usage, orders and balance | Dyer-Kondrack | Monthly |
| EMS Supply | Maintain min/max supply in stock and apparatus | Dyer-Kondrack | Pending |
| EMS needs | Establish a 30 day EMS disaster supply cache | Dyer-Kondrack | Ongoing |
| EMS super users | Monitor equipment needs and propose funding | Drake,joslin,panuska,cook | Provide training and trouble shooting |
| OTEP/EMS- Training | Maintain super user per shift | Dyer | Ongoing |
| Support-Compliance | Schedule annual training requirements | Dyer-Maser | FA/CPR |
| OTEP-Compliance | Ensure 100% WA. State mandated minimum training compliance | Dyer | Monthly |
| EMS Run Review | Provide monthly compliance report to shift officers | Dyer | Ongoing |
| Public outreach | Compile EMS run review findings in a regular report to shift office | Dyer | publish-train staff |
| QA/QI | Maintain list of community based social services | Dyer | Ongoing |
| MCI | Improve proper reporting to enhance reimbursement for transport | Kondrack-Dyer | Completed |
| MCI | Ensure apparatus have updated MCI kits | Kaleiwahea | Monitor MCI committee |
| MCI | Act as liaison with Medic One for MCI training | Kaleiwahea | |

Public Education/ Relations

| | | | |
|------------------|---|------------------------|---------------------------------------|
| Public Education | Publish PE/PR events in Netduty 2 week notification | Dyer | Communicate needs with shift officers |
| Public Education | Plan,schedule and coordinate agency PE/PR activities/events | Dyer | Evaluate effectiveness |
| Newsletter | Develop Agency Quarterly Newsletter | Joslin-Dyer | Pending |
| Public outreach | Establish social media P/P/G - records management plan | Dyer-Kaleiwahea | WIP |
| Media PR- Why? | Why? Video Campaign Re-rating December- Awards etc. | Kaleiwahea-Dyer-Joslin | six by June 2019 |

Safety

| Title | Objectives | Lead | Action /Comments |
|-------------------|--|------------------------|--------------------------------------|
| Safety Officer | Consult L&I for Safety Audit every 2 years (ongoing 12/2018) | Swecker | Correct deficiencies-report findings |
| Safety Officer | Ensure facility safety inspection compliance | Swecker | Correct deficiencies-report findings |
| Safety Officer | Coordinate and conduct safety committee meetings. | Swecker | Report findings |
| Safety Officer | Present or delegate safety topic monthly/quarterly safety meetings | Swecker | Monitor compliance |
| Safety Officer | Establish a formal review & reporting process of injury/accident review's. | Swecker | Swecker report findings |
| Safety P/P/G | Review & revise P/P/G as needed; add/delete | Swecker | L&I review ongoing 12/2018 |
| Safety Committee | Review & revision of WTRFA Respiratory Program | Swecker | Report findings |
| Safety Officer | Document, distribute and post safety meeting minutes/rosters & safety information including OSHA 300 reports | Swecker | Ensure L&I/OSHA compliance |
| Scene Safety | Ensure apparatus have proper safety equipment to maintain industry scene safety standards. | B. Kaleiwahea-Swecker | Maintain compliance, report needs |
| Scene Safety | Ensure that traffic vests on apparatus are meet standards. | B. Kaleiwahea-Swecker | Maintain compliance, report needs |
| HazCom | Ensure comprehensive SDS program | J. Degagne or designee | Review-Update |
| Respirator Cert. | Maintain medical respirator certification program that meets WAC standards. | Dyer | Ongoing |
| Exposure Control | Annually review & update exposure control P/P/G | Dyer | Contracted- Integrity Safety |
| Exposure Control | Provide annual required training for Exposure/Infection control and monitor/report compliance | Dyer - Officers | Coordinate w/ Medic One plan |
| Health & Wellness | Maintain annual wellness compliance with WAC 296-305 | Dyer | Include P/P/G in all apparatus |
| | | | Ongoing |

Communications Equipment

| Title | Objectives | Lead | Actions/Comments |
|-----------------|--|-----------------|----------------------------------|
| Radio Equipment | Conduct an annual inventory of all communications equipment. | Drake-Bennett | Report findings/needs |
| Radio Equipment | Establish a spreadsheet showing age of communications equip. ,budget and recommend replacement | Drake-Bennett | Annual |
| Radio Equipment | Maintain, program and issue radios/pagers | Drake-Bennett | Consider Comprehensive Logistics |
| Radio Equipment | Replace and condition batteries | Drake-Bennett | Ongoing |
| Emergency Evac. | Develop emergency evacuation process/procedure | Kaleiwahea-Dyer | Train Commanders |

2019 ANNUAL OPERATING PLAN

SORT - Special Operations Rescue Team

| Title | Objectives | Lead | Actions / Comments |
|-------|---|-------|--------------------|
| SORT | Act as liaison with SORT Operations Board for coordination. | Drake | Ongoing |
| SORT | Provide awareness training for staff on SORT operations. | Drake | Ongoing |
| SORT | Provide budget request for SORT program | Drake | by August 2019 |

Mentor Program

| Title | Objectives | Lead | Actions / Comments |
|----------------|--------------------------------------|----------------------|-----------------------------------|
| Mentor Program | Coordinate, manage, evaluate, mentor | Drake, Morales, Lyon | Chief K. schedule meeting Jan 8th |

2019 PRIORITIES:

| Title | Objectives | Lead | Actions / Comments |
|----------------------|--|--------------------------|--------------------|
| PR program | Establish the emotional connection, value, partnership. | Kaleiwahea-Dyer-Joslin | WIP |
| Logistics Mgmt | Position description for Management and Coordination of Logistic | Kaleiwahea-Shea | Pending |
| Apparatus Maint. | Finalize maintenance agreement with Oly shop for all Apparatus | Kaleiwahea | Pending |
| Strat plan 19-20 | Revise current - start new 5 year plan | Kaleiwahea-Scott | Future |
| Spec. Eng-Brush-Aid | Spec committee to spec engine, brush and aid units for 2020 | Scott-Equip. Committee | Future |
| Officer-Command Stat | 4- BC's, and 1 additional Lieutenant | Kaleiwahea | Future |
| Staffing | Re-assign Residents to Station 1-4 | Kaleiwahea-Officers | Pending |
| Electronic files | Complete electronic file system | Shea-Patraca | Future |
| Policy summary | Develop policy summary | Kaleiwahea | Future |
| ECC-COOP | ECC Training- COOP development and Comprehensive plan revision | Scott-Joslin-Garza | Future |
| Target Solutions | Parent site development | R. Smith | Future |
| Incentive Program | Provide funding for Officers to award personnel incentives-citations | Officers | Future |
| Finalize CAD update | Complete CAD and new tones | Scott-Drake | Pending |
| CISD-Peer Support | Develop peer support and CISD program | Christenson-Stone-Morale | Future |
| Officer Development | Develop Officer Development Program- BC task book | R. Smith-Scott | Future |
| Pre-fire Planning | Complete commercial pre-fire plans | E. Smith-All | Future |
| L&I audit | Complete audit of all stations | J. Swecker | Future |
| CAC presentation | select and assemble CAC present- current status - options | Kaleiwahea | Pending |

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SCOPE OF WORK AND TASK PLAN

TASK 1 – KICK-OFF MEETING AND BACKGROUND REVIEW

We will conduct a kick off meeting with the Tribe's Project Manager and representatives from the West Thurston Regional Fire Authority (WTRFA) and Grays Harbor Fire to review the project, methodology, timelines, expectations, and desired outcomes. Based on the goals for this project, the first task is to discuss and confirm the final scope, data requirements, key stakeholders, and deliverables. We will also compile and issue a data request for information such as the 2017 and 2018 actual and the 2019 budgeted revenues and expenditures, the 2017 and 2018 incident data by station and the Tribe's incident data by station as well as the number of Tribal EMS transports and revenues, District and station maps, and any documentation describing the method for calculating the Tribe's costs and charges.

TASK 2 – DEVELOP THE COST OF SERVICE FRAMEWORK

Based on the background materials, we will develop a cost of service framework to conduct the analysis. To determine the full cost of service, we will review each district's organizational structure, programs, and costs as they relate to the Tribe. We will identify what costs are directly related to fire and EMS services such as station costs, what positions and costs should be included as district administrative costs, how equipment and apparatus maintenance and replacement is financed, and how district operating and capital costs should be allocated among the various jurisdictions. To gather background information and to discuss potential cost allocation and fire and EMS issues, we will interview each district's management.

Based on these discussions and the initial review of each district's expenditures and services, we will develop a cost of service framework for determining the full costs of service for fire and EMS services as they relate to the Tribe. As part of this framework, we will identify cost allocation factors and other key assumptions. Before starting to analyze the fire and EMS costs, we will discuss with the Tribe's project manager the framework before analyzing and calculating the cost of serving the Tribe.

TASK 3 – ANALYZE THE TRIBE'S COST OF SERVICE

Based on the cost of service framework identified in Task 2, we will identify and analyze the fire and EMS costs associated with serving the Tribe. We will develop a cost of service spreadsheet model that will allocate costs based on the stations serving the Tribe. The cost of service analysis will determine the share of administrative costs, support costs, direct fire and EMS costs, direct costs of other services provided, and equipment and apparatus costs. The cost basis will be the preliminary 2018 actual expenditures (assumes that the study will start in January 2019).

Once the cost of service analysis is completed, we will compare the results to the amount the Tribe paid in 2018. Our analysis will also identify any key differences in the current cost allocation methodology and the cost of service framework developed in Task 2.

TASK 4 – IDENTIFY COST SHARING ALTERNATIVES

Based on the Tribe's cost of service, we will develop alternative methodologies for determining future charges to the Tribe that will reflect the services provided and the costs associated with those services. Using these alternatives, we will estimate what the Tribe's charges would have been for 2018 and what they might be for 2019 based on the alternative methodologies.

TASK 5 – REVIEW RESULTS WITH THE TRIBE AND DISTRICTS' STAFF

Once we have completed the analyses, we will conduct an on-site review of the preliminary results with the Tribe's and the districts' staff to determine if there should be any changes in assumptions or costs and revenues. If there are proposed changes, we will make adjustments to the alternatives or financial models to reflect any proposed changes.

TASK 6 – PREPARE REPORT

To document the study process, assumptions, methodology, and analysis, we will prepare a report that will describe the current costs, allocation methodologies, key assumptions, the cost of service framework, and the results from the cost of service analysis. Supporting detail for the cost of service analysis will be included as appendices. We will provide the Tribe with a draft report to review and will discuss the results and review any comments that the Tribe staff might have concerning the draft report. Once the issues and comments have been addressed and we make changes as appropriate, a final report will be issued. We will provide the Tribe with an electronic version and three bound copies of the final report.

TASK 7 – PROJECT ADMINISTRATION

This task includes the various administrative activities that will take place during the study such as the administrative support to provide bound reports and billings. Other project administration costs might also include scheduling and coordination activities.

OPTIONAL TASK 8 – MAKE A PRESENTATION

We will prepare and make one on-site presentation for the Tribe that could include the Tribal Council and representatives from the two districts.

BUDGET ESTIMATE

The table below summarizes our estimated cost to perform the task plan.

| Tasks | Consultant Hours | | | Total Labor Hours | Budget |
|---|-------------------------|--------------------|-------------------|-------------------|------------------|
| | Sr. Project Mgr. Moy | Sr. Analyst TBD | Admin. Support | | |
| Effective Hourly Billing Rates | \$225 | \$140 | \$85 | | |
| Task 1 – Kick-Off Meeting and Background Review | 4 | 6 | - | 10 | \$1,740 |
| Task 2 – Develop the Cost of Service Framework | 6 | 8 | - | 14 | \$2,470 |
| Task 3 – Analyze the Tribe's Cost of Service | 16 | 40 | - | 56 | \$9,200 |
| Task 4 – Identify Cost Sharing Alternatives | 2 | 4 | - | 6 | \$1,010 |
| Task 5 – Review Results With The Tribe and Districts' Staff | 6 | 2 | - | 8 | \$1,630 |
| Task 6 – Prepare Report | 12 | 32 | - | 44 | \$7,180 |
| Task 7 – Project Administration | 2 | - | 4 | 6 | \$790 |
| Expenses | | | | | \$400 |
| Base Project Budget | 48 | 92 | 4 | 144 | \$24,420 |
| Optional Task 8 – Make A Presentation | 6 | - | - | 6 | \$1,350 |
| Expenses | | | | | \$100 |
| Total Project Budget With Optional Task | 54 | 92 | 4 | 150 | \$ 25,870 |

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INTERGOVERNMENTAL EMS CONTRACT
Basic Life Support (BLS) Funding

THIS CONTRACT is made and entered into in duplicate originals this day by and between the **COUNTY OF THURSTON**, a municipal corporation, hereinafter referred to as the 'COUNTY' and ~~WEST THURSTON FIRE~~ a municipal corporation, hereinafter referred to as the 'AGENCY';

WHEREAS, Chapter 39.34 RCW authorizes local governments to enter into agreements for joint and cooperative undertakings; and

WHEREAS, regulations over the provision of emergency medical services include Chapters 18.71, 18.73, 70.168 RCW and Chapter 246-976 WAC; and

WHEREAS, RCW 70.168.120 authorizes the County to establish local emergency medical services care councils; and

WHEREAS, Thurston County Medic One is supported by a county wide levy in order to provide county wide emergency medical services as provided by law; and

WHEREAS, certain local agencies have the Basic Life Support (BLS) resources, as defined in State Statute available to provide such services at the requisite level of quality and training; and

WHEREAS, the COUNTY desires to have the AGENCY perform BLS services as hereinafter set forth; requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient COUNTY resources are not available to provide such services; and

WHEREAS, the AGENCY represents that it is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise where required, to perform the BLS services set forth in this Contract;

THEREFORE, in consideration of the terms, conditions, covenants, and performance, contained herein, the parties hereto mutually agree as follows:

I. SERVICES

- A. The AGENCY shall perform such services and accomplish such tasks, as are identified and designated as AGENCY responsibilities throughout this Contract (Exhibit 'A').
- B. The COUNTY, through the Thurston County Emergency Medical Services Fund, shall provide the AGENCY with financial support and medical supplies, based on prior year call volume for said agency.

COUNTY BLS Supply Funds shall be used to provide emergency medical care or emergency medical services, including training for such personnel and related equipment, supplies, vehicles, structures needed to provide this care or service, and/or encourage preventative health measures. Expenses shall be consistent with the level of the public agency's State Department of Health Certification. These funds may be expended directly by COUNTY on behalf of the providing agency, or by the providing agency with reimbursement requested from COUNTY. The expended amount shall not exceed the amount allocated for each providing agency (Exhibit 'B').

COUNTY Financial Support is provided directly to each jurisdiction to cover a portion of the costs for the provision of their BLS service delivery. The amount shall not exceed the amount allocated for each providing agency (Exhibit 'B').

- C. The COUNTY shall provide funding for the provision of certain occupational health vaccination and testing services, to include Hepatitis B vaccination series, Titer tests, Tuberculosis tests, Tetanus/Diphtheria/pertussis (Td or Tdap) and influenza vaccines for all Thurston County EMS/Fire agency EMS providers in addition to the Supply and Direct Support amounts.
- D. COUNTY shall provide and manage modems, for the ePCR system, as well as ePCR hardware/software, and associated support. AGENCY is responsible for providing a point of contact to COUNTY's Medic One Business Application Administrator. AGENCY is responsible for providing unlimited cellular data for each modem it uses.
- E. AGENCY shall provide COUNTY with access to COUNTY provided hardware.
- F. AGENCY shall not abuse or misuse COUNTY equipment.

II. EFFECTIVE DATE; DURATION

The term of this Contract and the performance of the AGENCY shall commence on January 1, 2019 and will terminate on December 31, 2019. This agreement replaces all prior interlocal agreements regarding the subject matter contained in this agreement. This Contract may be extended or terminated every year up to 5 years from the original contract effective date, upon mutual agreement between the parties hereto and pursuant to the terms and conditions herein.

III. THE EMERGENCY MEDICAL SERVICES COUNCIL

- A. The EMS Council is formally established by Thurston County Board of Commissioners Resolution No. 6131, and the EMS Council is recognized by the Washington State Department of Health.
- B. The EMS Council shall advise the COUNTY with regard to the formulation and implementation of an Emergency Medical Services System consistent with State and Federal guidelines, including budget allocations. The EMS Council is not a party to this Contract, and nothing herein shall serve to create third party rights in favour of the EMS Council, or any other person, or entity not specifically identified as a party to this Contract.

IV. COMPENSATION AND METHOD OF PAYMENT

- A. No payment by the COUNTY shall be made for any service rendered by AGENCY except for services identified and set forth in this Contract.
- B. Purchase requests over \$39,999.00 requires prior approval from Thurston County Board of County Commissioners ("BoCC"). Purchase requests over \$39,999.00 must be received at least 30 calendar days prior to ordering the item or service.
- C. Goods and services should be ordered by November 1st of each year and must be received by December 31st.
- D. Invoices and reimbursement requests need to be submitted within 30 days from the date item is received.

- E. Invoices and requests for reimbursement for goods and services delivered in December must be received in the COUNTY's Medic One office no later than January 15th of the following year,

V. ESTABLISHMENT AND MAINTENANCE OF RECORDS

- A. The AGENCY agrees to maintain books, records and documents and accounting procedures and practices which accurately reflect all direct and indirect costs related to the performance of this Contract. Such fiscal books, records, documents, reports and other data shall be maintained in a manner consistent with the "Budgeting, Accounting, Reporting System for Counties and Cities, and Other Local Governments," referred to as "BARS," as issued by the Office of the State Auditor, State of Washington.

The AGENCY further agrees that the COUNTY and/or State/Federal officials shall have the right to monitor and audit at their own expense the fiscal components of the AGENCY to ensure that actual expenditures remain consistent with the terms of this Contract.

- B. The AGENCY shall retain all books, records, documents and other material relevant to this Contract for the amount of time required by the State of Washington. The AGENCY agrees that the COUNTY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.
- C. The AGENCY'S fiscal management system shall include the capability to provide accurate, current and complete disclosure of the financial status of this Contract upon request.
- D. The patient care records of the Agency as submitted per Exhibit 'A' shall be accessible by the AGENCY for planning, quality control and all applicable public records requests.
- E. The County and Agency must enter into a Business Associate Agreement on the ownership of records in the ePCR system, a/k/a patient care records, in accordance with HIPAA and the public records statute.

VII. ASSIGNMENT/SUBCONTRACTING

- A. The AGENCY shall not assign any portion of this Contract without the written consent of the COUNTY, and it is further agreed that said consent must be sought in writing by the AGENCY not less than fifteen (15) days prior to the date of any proposed assignment.
- B. Any work or services assigned hereunder shall be subject to each provision of this Contract and proper bidding procedures where applicable as set forth by local, State and/or Federal statutes, ordinances and guidelines.

VIII. FUTURE SUPPORT

The COUNTY makes no commitment to future support and assumes no obligation for future support of the activity contracted for herein, except as may be expressly set forth in this Contract. All compensation methods and formulas shall be reviewed for appropriateness each contract period.

IX. COMPLIANCE WITH LAWS

The parties, in performance of this Contract, agrees to comply with all applicable local, State and/or Federal laws and ordinances, including standards for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals and any other standards or criteria as described in this Contract to assure quality of services.

X. NON-DISCRIMINATION IN EMPLOYMENT AND SERVICES

- A. The COUNTY and the AGENCY are equal opportunity employers.
- B. The AGENCY agrees that it shall not discriminate against any employee or applicant on the grounds of race, color, religion, sex, sexual orientation, national origin, creed, marital status, age, veteran status, or the presence of any disability; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the particular worker involved from performing the occupational requirements of the job. The AGENCY shall take such action with respect to this Contract as may be required to ensure full compliance with state and federal law.
- C. The AGENCY shall not, on the grounds of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, veteran status or the presence of any disability deny any individual any services or other benefits provided under this Contract.

XI. RELATIONSHIP OF PARTIES

- A. No agent, employee, servant or representative of the AGENCY shall be deemed to be an employee, agent, servant or representative of the COUNTY for any purpose, and the employees of the AGENCY are not entitled to any of the benefits the COUNTY provides for COUNTY employees. The AGENCY shall be solely and entirely responsible for its acts and for the acts of its agents, and employees during the performance of this Contract.
- B. The COUNTY will not exercise control and direction over the work of the AGENCY, with the exception of agency personnel operating under Department of Health's approved protocol, and is interested primarily in the results to be achieved. However, the services contemplated herein must meet the general financial approval of the COUNTY and shall be subject to the COUNTY'S general rights of financial inspection and review to secure the satisfactory completion hereof.
- C. In the event that any of the AGENCY'S employees or agents, carry on activities or conduct themselves in any manner which may jeopardize the funding of this Contract, the AGENCY shall be responsible for taking adequate measures to prevent said employee or agent from performing or providing any of the services contained in this Contract.
- D. Communications between the AGENCY and the COUNTY shall be addressed to the regular place of business:

THURSTON COUNTY
c/o MEDIC ONE DIRECTOR
2703 PACIFIC AVE SE, SUITE C
OLYMPIA, WA 98501

c/o FIRE CHIEF

- E. In the event that the COUNTY or the AGENCY individually or collectively with other AGENCIES providing EMS under this contract have reached an impasse regarding a material

portion of this contract, the COUNTY and the AGENCY/AGENCIES may mutually agree to seek the services of a neutral third party for the purposes of fact finding and resolution recommendation regarding the specifics of the impasse. The neutral third party entity shall be mutually agreed upon by all parties prior to engagement of the neutral third party entity. Further, all parties shall agree to the purpose for which the neutral third party entity shall be engaged and said purpose will be reduced to writing and signed by all parties. The recommendation of the third party shall be considered a non-binding recommendation. The cost of neutral third party fact finding services and recommendation shall be borne equally by all parties involved.

XII. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

XIII. INDEMNIFICATION; HOLD HARMLESS

- A. All services to be rendered or performed under this Contract shall be performed or rendered entirely at the AGENCY'S own risk and the AGENCY expressly agrees to indemnify and hold harmless the COUNTY and all of its officers, agents, employees, or otherwise, from any and all liability, loss or damage including reasonable costs of defense that they may suffer as a result of claims, demands, actions, or damages to any and all persons or property, costs or judgments against the COUNTY or any person which result from or arise out of the services to be performed by the AGENCY under this Contract; provided, this section shall not apply to liability resulting exclusively from errors or omissions of the COUNTY, its officers, or employees.
- B. The COUNTY expressly agrees to indemnify and hold harmless the AGENCY and all of its officers, agents, employees, or otherwise, from any and all liability, loss or damage including reasonable costs of defense that they may suffer as a result of claims, demands, actions, or damages to any and all persons or property, costs or judgments against the AGENCY which result from or arise out of the failure of products or equipment provided by the COUNTY to the extent such failure results from the negligence of the COUNTY, or the services to be performed by the AGENCY as a result of acting under the express and negligent direction or control of a COUNTY agent or representative, excluding the Medical Program Director or any other medical doctor.
- C. In the event that a claim and/or lawsuit is brought against a party to this Agreement, or against any party's officers, officials or employees for actions arising out of their conduct in responding to a request for assistance, it shall be the duty of each such party to promptly notify the other parties that actually responded to the event which is the subject of such claim or lawsuit that the same has been initiated.
- D. Solely for purposes of enforcing the indemnification obligations of a party under this Section XIII, each party expressly waives, by mutual negotiation, its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, and agrees that the obligation to indemnify, defend, and hold harmless provided for in this Section XIII extends to any such claim brought against the indemnified party by or on behalf of any employee of the indemnifying party. The foregoing waiver shall not in any way preclude the Indemnifying party from raising such immunity as a defense against any claim brought against the indemnifying party by any of its employees.

XIV. INSURANCE

The AGENCY shall maintain insurance coverage sufficient to insure their operations, including professional legal liability and general liability either through membership in a Washington State approved government risk pool or through commercial insurance. Commercial coverage must meet the following minimum requirements:

1. **Professional Legal Liability:** The coverage shall apply to liability for a professional error, act or omission arising out of the scope of the AGENCY'S services provided subject to this Contract. Coverage shall not exclude bodily injury, property damage or hazards within the scope of the AGENCY'S services subject to this Contract.
2. **Commercial General Liability:** The AGENCY shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to limits of not less than \$1,000,000 per loss, or equivalent coverage provided through a joint self-insurance program approved by the Washington State Risk Manager.

- a. The AGENCY'S general liability insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Other Commercial Insurance Provisions

- a. The AGENCY'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents.
 - b. The AGENCY shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington, or equivalent coverage provided through a joint self-insurance program approved by the Washington State Risk Manager.
 - c. Certificates of Insurance or other reasonable notices of coverage shall be provided to the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department. Written notice of cancellation or change shall be mailed to the COUNTY at the following address:

Attn: Risk Analyst
Human Resources
2000 Lakeridge Drive S.W.
Olympia, Washington 98502

XV. SUSPENSION, TERMINATION AND CLOSE-OUT

If the AGENCY fails to comply with the terms and conditions of this Contract, the COUNTY may pursue such remedies as are legally available including, but not limited to, the suspension or termination of this Contract in the manner specified herein.

- A. Suspension: If the AGENCY fails to comply with the terms of this Contract, or whenever the AGENCY is unable to substantiate full compliance with the provisions of this Contract, the COUNTY may suspend the Contract pending corrective action or investigation, after first allowing a reasonable period for the AGENCY'S cure. The COUNTY shall provide written notice of intent to suspend the Contract, and shall set forth the actions the AGENCY must take, and the time frame within which such action must occur to avoid suspension. If, following such reasonable period for cure the AGENCY fails to cure, the COUNTY may suspend the Contract pending corrective action or investigation by COUNTY employees or their agents. The effective date of suspension shall not be less than seven (7) business days following written notification of suspension to the AGENCY. The suspension shall remain in full force and effect until the AGENCY has taken corrective action to the satisfaction of the COUNTY and is able to substantiate its full compliance with the terms and conditions of this Contract. No obligation incurred by the AGENCY during the period of suspension shall be allowable under the Contract except any reasonable, proper and otherwise allowable costs which the AGENCY could not avoid during the period of suspension. If the AGENCY has corrected its action(s) to the satisfaction of the COUNTY, the COUNTY shall immediately notify the AGENCY in writing that the period of suspension has ended, and shall specify the effective date of the end of such suspension.
- B. Termination for Cause by County: If the AGENCY fails to cure the non-compliance issues that resulted in a suspension of the Contract by the COUNTY, and any of the below-listed conditions exist, the COUNTY may terminate this Contract in whole or in part. If the COUNTY exercises its right to terminate the Contract, it shall notify the AGENCY in writing of the effective date of the termination, and shall set forth the reasons for termination. The COUNTY shall not give less than 21 days' notice of intent to terminate the Contract. After the effective date of termination, no charges incurred by the AGENCY under any terminated portions of the Contract are allowable as against the COUNTY, except for any charges reasonably incurred or encumbered prior to the AGENCY receiving notice of intent to terminate.

Non-compliance, and one of the following conditions provides cause for termination:

1. The lack of compliance with the provisions of this Contract are of such scope and nature that the COUNTY deems continuation of this Contract to be substantially detrimental to the interests of the COUNTY;
 2. The AGENCY has failed to take satisfactory action to correct non-compliance as directed by the COUNTY or its authorized representative within the time specified by same and as set forth in the request to cure notice in Section XVI A.
- C. Termination for Cause by Agency: In the event the COUNTY fails to comply with the terms and conditions of this Contract, the AGENCY shall give notice of such failure and allow a reasonable period for the COUNTY'S cure. Thereafter, in the event the COUNTY fails to cure, the AGENCY may terminate part or all of this Contract upon sixty (60) days written notice to the COUNTY.
- D. Termination for Other Grounds: This Contract may also be terminated in whole or in part as follows:
1. By either party with the mutual consent of the other party, in which case the two parties shall devise by mutual written agreement, the conditions of termination including the effective date thereof and in case of termination in part, that portion to be terminated;

2. By the COUNTY, if the funds allocated by the COUNTY via this Contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- E. Close-Out: In the event that this Contract is terminated in whole or in part for any reason, the following provisions shall apply:
1. Upon written request by the AGENCY, the COUNTY shall make or arrange for payment to the AGENCY of allowable reimbursable costs not covered by previous payments;
 2. The AGENCY shall immediately refund to the COUNTY any monies paid in advance for services not performed;
 3. The AGENCY shall submit, within thirty (30) days after the date of expiration of this Contract, all financial, performance and other reports required by this Contract;
 4. In the event a financial audit has not been performed prior to close out of this Contract, the COUNTY retains the right to withhold a just and reasonable sum from the final payment to the AGENCY after fully considering the recommendations on disallowed costs resulting from the final audit.

XVI. JURISDICTION

- A. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Contract or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Thurston County.

XVII. SEVERABILITY

- A. It is understood and agreed by the parties hereto that if any part, term or provision of this Contract is held by the courts to be illegal, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with a statute of the State of Washington, said provision which may conflict therewith shall be deemed modified to conform to such statutory provision.
- C. This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing, or disposing of property, or any other financial obligation allowed under the Act.
- D. This Agreement does not provide for jointly owned property. All property presently owned or hereafter acquired by one party to enable it to perform the services required under this Agreement, shall remain the property of the acquiring party in the event of the termination of this agreement.

XVIII. ENTIRE AGREEMENT

The parties agree that this Contract is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. This agreement replaces all prior interlocal agreements regarding the subject matter contained in this agreement. Further, any modification of this Contract shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and is cause for termination. Both parties recognize time is of the essence in the performance of the provision of this Contract. It is also agreed by the parties that the forgiveness of the non-performance of any provision of this Contract does not constitute a waiver of the provisions of this Contract.

XIX. NO THIRD PARTY LIABILITY

This Contract shall not be construed to provide any benefits to or create a cause of action for or on behalf of any third parties. Specifically and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

XX. DISPUTE RESOLUTION

The parties shall use reasonable efforts to mediate any dispute arising under this Contract. In the event of such a dispute, each party may, upon mutual agreement of both parties, designate, in writing, not more than three (3) candidates it proposes to act as a non-binding mediator within ten (10) days following notification of a dispute. If the parties cannot agree on one of the mediators from the combined list within five (5) days, then the parties shall promptly meet and select a mediator by blind draw. Upon selection of the mediator, the parties shall within forty-five (45) days or as soon thereafter as possible, meet and engage in a mediation of the dispute with the assistance of the mediator. The cost for the mediation services shall be borne equally between the parties, each party paying one-half of the cost. The mediator shall determine reasonable procedures. Testimony and briefing, if any, provided to the mediator shall be inadmissible in any subsequent court proceedings. If mediation fails to resolve the dispute, the parties may thereafter seek redress in a court of competent jurisdiction. Nothing in this section shall be construed to prohibit either party from exercising its right to terminate this Agreement as otherwise provided in this Agreement or be construed as a pre-condition to the exercise of such right to terminate.

XXI. EQUAL OPPORTUNITY TO DRAFT

Each party has had opportunity to consult with counsel in connection with the negotiation, execution and delivery of this Contract. Each of the provisions of this Contract has been reviewed and negotiated, and represents the combined work product of both parties hereto. No presumption or other rules of construction which would render the provisions of this Contract in favor of or against the party preparing the same will apply in connection with the construction or interpretation of any of the provisions of this Contract.

XXII. MISCELLANEOUS

Successors. All of the terms, covenants, and conditions in this Contract shall extend to and bind any approved legal successors and assigns of the parties hereto.

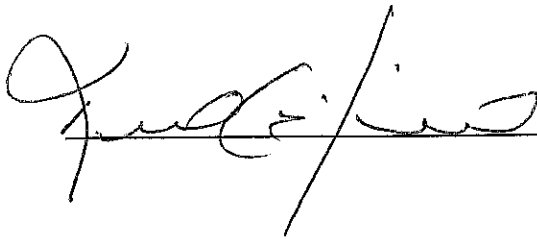
Effect of Recitals The headings and recitals in this Contract are for convenience only and do not in any way limit or amplify the provisions of this Contract

Recording. The parties shall ensure that copy of this Contract is filed with the Thurston County Recorder's Office or posted by subject on either party's website.

No Agency Created. This Contract does not create a partnership between the parties and no separate legal entity is created by this Contract. No real or personal property belonging to the COUNTY shall be exchanged with AGENCY during the performance of this Contract. No real or personal property belonging to the AGENCY shall be exchanged with COUNTY during the performance of this Contract.

Contract Administration. This Contract shall be administered by the Fire Chief of the AGENCY and the COUNTY's Executive Officer.

DATED: 01/08/19



Approved as to form:

DATED: _____

BOARD OF COUNTY COMMISSIONERS
Thurston County, Washington

Chair

Commissioner

Commissioner

ATTEST:

Clerk of the Board

JON TUNHEIM
PROSECUTING ATTORNEY

By: Rick Peters, Deputy Prosecuting Attorney

EXHIBIT A: SERVICES

I. SERVICE AREA

The following services shall be provided within Thurston County during the term of this Contract.

II. SERVICES

- A. The AGENCY shall provide BLS patient care as dispatched and following all applicable COUNTY Medic One protocols.
 - a. For non-transporting units, AGENCY shall submit the patient care reporting data as required by the COUNTY's current patient care data management system to the COUNTY within one (1) hour of the EMS run.
 - b. For transporting units, AGENCY shall submit the patient care reporting data before the unit leaves the hospital. If the ePCR system has failed, and patient care reporting data must be submitted in paper form, AGENCY shall submit data within 24 hours.
- B. The AGENCY assumes all responsibility for equipment/supplies received.
- C. COUNTY shall have supply orders filled and ready for pickup on the date requested by the Agency. Orders must be submitted no later than 2 business days prior to pick up. Orders not picked up by the Agency on the date requested will be returned to stock, unless prior notification is given for a delayed pick up.
- D. AGENCY shall notify COUNTY within 30 days of supplies/equipment purchased/received, for reimbursement requests.
- E. County shall provide monthly BLS supply fund expenditure reports no later than the 10th day of each month.
- F. AGENCY shall reconcile accounts within 30 days of receiving COUNTY's monthly BLS supply fund expended report.
- G. AGENCY shall use COUNTY ePCR in the field for patient care, and perform periodic updates as required.
- H. AGENCY shall leave modems, utilized by ePCR, powered on at all times.
- I. AGENCY shall report ePCR outages upon recognition of failure.
- J. AGENCY shall conduct OTEP, in accordance with COUNTY requirements.
- K. AGENCY shall establish, in writing, a BLS POC (point of contact), and provide this to the COUNTY.
- L. Agency shall provide BLS level of service in accordance with State Statute and Department of Health approved protocols.

EXHIBIT B: PAYMENT

Payment shall be based on prior year call volume for Emergency Medical Services using the following formula. Formula may be updated by the EMSC without opening of this contract

| <i>EMS CALL DATA</i> | | | <i>BLS DIRECT and SUPPLY SUPPORT</i> | | | | | | |
|-----------------------------|--------|--------|---|-------------|----------|--------|----------------------|-------------|--------|
| | | | FINANCIAL SUPPORT | | | | SUPPLIES & EQUIPMENT | | |
| | | | Budgeted: | | | | Budgeted: | | |
| Agency | Run | % of | Base | \$9.03 | \$0.71 | Agency | Base | \$11.60 | Agency |
| | Volume | Volume | Amount | Per Call | MCT/Call | Total | Amount | Per Call | Total |
| | | | | | | | | | |

Funding Methodology:

- Base amount plus reimbursement per call.
- Call volume calculated by TCOMM in January (previous year call volume) and published in February.
- BLS Direct Support (2018 funding levels; 2019 funding determined based on TCOMM call volume).
 - 2018 Financial Support
 - Base amount; \$9.03 per call; \$0.71 MCT/Call
 - 2018 Supplies and Equipment
 - Base Amount; \$11.60 per call



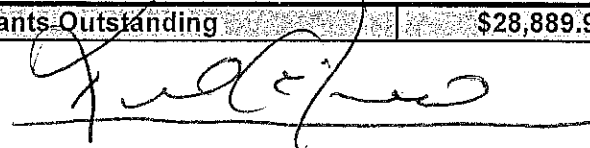
Thurston County Treasurer
December 2018 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

Cash Activity

| Date | Description | Amount | Notes |
|------------|--|-----------------------|-------|
| 12/01/2018 | Beginning Cash Balance | \$4,028,204.98 | |
| | Receipts/Deposits/Refunds: | | |
| 12/01/2018 | Deposit Correction | 25.00 | |
| 12/03/2018 | District Deposit \$5,873.50 / 6701 | 5,873.50 | |
| 12/04/2018 | Deposit Correction | (341.26) | |
| 12/05/2018 | District Deposit \$1,991.65 / 6701 | 1,991.65 | |
| 12/06/2018 | Credit Card Deposit \$25.00 / 6701 | 25.00 | |
| 12/06/2018 | District Deposit \$1,537.58 / 6701 | 1,537.58 | |
| 12/07/2018 | District Deposit \$25,197.52 / 6701 | 25,197.52 | |
| 12/07/2018 | District Deposit \$325.68 / 6701 | 325.68 | |
| 12/10/2018 | Credit Card Deposit \$20.00 / 6701 | 20.00 | |
| 12/11/2018 | Payment in Lieu of Tax | 556.91 | |
| 12/12/2018 | District Deposit \$10,684.85 / 6701 | 10,684.85 | |
| 12/12/2018 | District Deposit \$101.70 / 6701 | 101.70 | |
| 12/12/2018 | District Deposit \$3,061.21 / 6701 | 3,061.21 | |
| 12/12/2018 | District Deposit \$319.56 / 6701 | 319.56 | |
| 12/12/2018 | District Deposit \$494.19 / 6701 | 494.19 | |
| 12/13/2018 | District Deposit \$641.00 / 6701 | 641.00 | |
| 12/14/2018 | District Deposit \$345.04 / 6701 | 345.04 | |
| 12/14/2018 | District Deposit \$5,614.54 / 6701 | 5,614.54 | |
| 12/17/2018 | District Deposit \$696.83 / 6701 | 696.83 | |
| 12/19/2018 | Credit Card Deposit \$25.00 / 6701 | 25.00 | |
| 12/19/2018 | District Deposit \$2,936.21 / 6701 | 2,936.21 | |
| 12/19/2018 | District Deposit \$775.41 / 6701 | 775.41 | |
| 12/21/2018 | District Deposit \$2,078.25 / 6701 | 2,078.25 | |
| 12/26/2018 | District Deposit \$1,051.01 / 6701 | 1,051.01 | |
| 12/26/2018 | District Deposit \$321.25 / 6701 | 321.25 | |
| 12/26/2018 | District Deposit \$38,956.03 / 6701 | 38,956.03 | |
| 12/26/2018 | District Deposit \$8,896.62 / 6701 | 8,896.62 | |
| 12/27/2018 | District Deposit \$2,774.95 / 6701 | 2,774.95 | |
| 12/27/2018 | District Deposit \$531.05 / 6701 | 531.05 | |
| 12/28/2018 | District Deposit \$966.00 / 6701 | 966.00 | |
| 12/31/2018 | District Deposit \$125.47 / 6701 | 125.47 | |
| 12/31/2018 | District Deposit \$166.14 / 6701 | 166.14 | |
| 12/31/2018 | District Deposit \$2,682.89 / 6701 | 2,682.89 | |
| 12/31/2018 | Tax & Assessment Receipts | 15,671.81 | |
| 12/31/2018 | Interest Paid | 3,907.38 | |
| | Total Deposits | \$139,035.97 | |
| | Warrant Issues & Voids/Fees/ACH/Wires: | | |
| 12/06/2018 | Transfer | (7,232.44) | ✓ |
| 12/11/2018 | Issued Warrants | (275,345.74) | ✓ |
| 12/12/2018 | Electronic Disbursement | (19,678.54) | ✓ |
| 12/31/2018 | Electronic Disbursement | (265,640.14) | ✓ |
| | Total Warrants and Electronic Disbursements | (\$567,896.86) | |
| 12/31/2018 | Ending Cash Balance | \$3,599,344.09 | ✓ |

Warrant Activity

| | | |
|------------|--------------------------------|-------------|
| 12/01/2018 | Beginning Warrants Outstanding | \$28,889.93 |
|------------|--------------------------------|-------------|

Reviewed by: 

75



Thurston County Treasurer
 December 2018 Statement
 West Thurston Regional Fire Authority
 Fund 67A0 - W THURSTON RFA GENERAL FUND

| | | |
|-------------------|------------------------------------|--------------------|
| | Total Warrants Issued | 275,345.74 |
| | Total Warrants Redeemed | (272,209.98) |
| | Total Warrants Voided | - |
| 12/31/2018 | Ending Warrants Outstanding | \$32,025.69 |

Investment Activity

| | | |
|-------------------|--------------------------------------|--------------------|
| 12/01/2018 | Beginning Interest Receivable | \$10,627.75 |
| | Interest Earned | 6,423.94 |
| | Cash Paid | (3,907.38) |
| 12/31/2018 | Ending Interest Receivable | \$13,144.31 |

TCIP Yield (used to calculate interest earnings) 1.95%
 LGIP Yield (budget benchmark) 2.24%



Thurston County Treasurer
December 2018 Statement
West Thurston Regional Fire Authority
Fund 67A1 - W THURSTON RFA BOND DEBT

Cash Activity

| Date | Description | Amount | Notes |
|------------|--|-----------------------|-------|
| 12/01/2018 | Beginning Cash Balance | \$1,135,233.51 | |
| | Receipts/Deposits/Refunds: | | |
| 12/06/2018 | Transfer | 7,232.44 | ✓ |
| 12/11/2018 | Payment in Lieu of Tax | 76.85 | |
| 12/31/2018 | Tax & Assessment Receipts | 3,218.19 | |
| 12/31/2018 | Interest Paid | 778.31 | |
| | Total Deposits | \$11,305.79 | ✓ |
| | Warrant Issues & Voids/Fees/ACH/Wires: | | |
| 12/03/2018 | Debt Payment | (707,807.44) | ✓ |
| | Total Warrants and Electronic Disbursements | (\$707,807.44) | |
| 12/31/2018 | Ending Cash Balance | \$438,731.86 | ✓ |

Warrant Activity

| | | |
|------------|--------------------------------|--------|
| 12/01/2018 | Beginning Warrants Outstanding | \$0.00 |
| | Total Warrants Issued | - |
| | Total Warrants Redeemed | - |
| | Total Warrants Voided | - |
| 12/31/2018 | Ending Warrants Outstanding | \$0.00 |

Investment Activity

| | | |
|------------|-------------------------------|------------|
| 12/01/2018 | Beginning Interest Receivable | \$2,600.96 |
| | Interest Earned | 795.56 |
| | Cash Paid | (778.31) |
| 12/31/2018 | Ending Interest Receivable | \$2,618.21 |

| | |
|--|-------|
| TCIP Yield (used to calculate interest earnings) | 1.95% |
| LGIP Yield (budget benchmark) | 2.24% |



Thurston County Treasurer
 December 2018 Statement
 West Thurston Regional Fire Authority
 Fund 67A3 - W THURSTON RFA CAPITAL PROJ

Cash Activity

| Date | Description | Amount | Notes |
|------------|---|--------|-------|
| 12/01/2018 | Beginning Cash Balance | \$0.00 | |
| | | | |
| | Receipts/Deposits/Refunds: | | |
| | No Activity | | |
| | Total Deposits | \$0.00 | |
| | | | |
| | Warrant Issues & Voids/Fees/ACH/Wires: | | |
| | No Activity | | |
| | Total Warrants and Electronic Disbursements | \$0.00 | |
| | | | |
| 12/31/2018 | Ending Cash Balance | \$0.00 | |

Warrant Activity

| | | |
|------------|--------------------------------|--------|
| 12/01/2018 | Beginning Warrants Outstanding | \$0.00 |
| | Total Warrants Issued | - |
| | Total Warrants Redeemed | - |
| | Total Warrants Voided | - |
| 12/31/2018 | Ending Warrants Outstanding | \$0.00 |

Investment Activity

| | | |
|------------|-------------------------------|--------|
| 12/01/2018 | Beginning Interest Receivable | \$0.00 |
| | Interest Earned | - |
| | Cash Paid | - |
| 12/31/2018 | Ending Interest Receivable | \$0.00 |

| | |
|--|-------|
| TCIP Yield (used to calculate interest earnings) | 1.95% |
| LGIP Yield (budget benchmark) | 2.24% |



Thurston County Treasurer
 December 2018 Statement
 West Thurston Regional Fire Authority
 Fund 67A4 - W THURSTON RFA RESERVE FUND

Cash Activity

| Date | Description | Amount | Notes |
|------------|---|--------------|-------|
| 12/01/2018 | Beginning Cash Balance | \$647,344.37 | |
| | | | |
| | Receipts/Deposits/Refunds: | | |
| 12/31/2018 | Interest Paid | 694.87 | |
| | Total Deposits | \$694.87 | |
| | | | |
| | Warrant Issues & Voids/Fees/ACH/Wires: | | |
| | No Activity | | |
| | Total Warrants and Electronic Disbursements | \$0.00 | |
| | | | |
| 12/31/2018 | Ending Cash Balance | \$648,039.24 | |

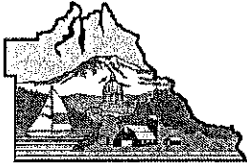
Warrant Activity

| | | |
|------------|--------------------------------|--------|
| 12/01/2018 | Beginning Warrants Outstanding | \$0.00 |
| | Total Warrants Issued | - |
| | Total Warrants Redeemed | - |
| | Total Warrants Voided | - |
| 12/31/2018 | Ending Warrants Outstanding | \$0.00 |

Investment Activity

| | | |
|------------|-------------------------------|------------|
| 12/01/2018 | Beginning Interest Receivable | \$1,957.92 |
| | Interest Earned | 1,074.46 |
| | Cash Paid | (694.87) |
| 12/31/2018 | Ending Interest Receivable | \$2,337.51 |

| | |
|--|-------|
| TCIP Yield (used to calculate interest earnings) | 1.95% |
| LGIP Yield (budget benchmark) | 2.24% |



THURSTON COUNTY

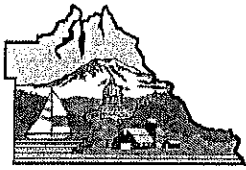
Property Tax/Special Assessment Fund Activity

From 12-01-2018 To 12-31-2018

District: W THURSTON RFA

| Year | Account Number | Beginning Balance | Certification Adjustments | Receipts and Adjustments | Ending Balance |
|---|----------------|---------------------|---------------------------|--------------------------|--------------------|
| Fund: 67A0 W THURSTON RFA GENERAL FUND | | | | | |
| 2018 | 67A00000121100 | \$61,244.99 | (\$297.82) | \$9,004.64 | \$51,942.53 |
| 2017 | | \$27,296.84 | (\$77.11) | \$725.74 | \$26,493.99 |
| 2016 | | \$16,179.00 | (\$71.64) | \$1,087.22 | \$15,020.14 |
| 2015 | | \$2,111.18 | \$0.00 | \$526.91 | \$1,584.27 |
| 2014 | | \$513.47 | \$0.00 | \$115.56 | \$397.91 |
| 2013 | | \$235.16 | \$0.00 | \$0.00 | \$235.16 |
| 2012 | | \$242.63 | \$0.00 | \$0.00 | \$242.63 |
| 2011 | | (\$0.46) | \$0.00 | \$0.00 | (\$0.46) |
| Fund Total: | | \$107,822.81 | (\$446.57) | \$11,460.07 | \$95,916.17 |
| Fund: 67A6 W THURSTON RFA M&O FUND | | | | | |
| 2015 | 67A60000121100 | \$452.09 | \$0.00 | \$116.81 | \$335.28 |
| Fund Total: | | \$452.09 | \$0.00 | \$116.81 | \$335.28 |
| District Total: | | \$108,274.90 | (\$446.57) | \$11,576.88 | \$96,251.45 |

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THURSTON COUNTY

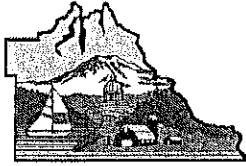
Property Tax/Special Assessment Fund Activity

From 12-01-2018 To 12-31-2018

District: FIRE DISTRICT #01

| Year | Account Number | Beginning Balance | Certification Adjustments | Receipts and Adjustments | Ending Balance |
|--|----------------|--------------------|---------------------------|--------------------------|--------------------|
| Fund: 6610 EXPENSE FUND/ROCHESTER FD #1 | | | | | |
| 2011 | 66100000121100 | (\$0.01) | \$0.00 | \$0.00 | (\$0.01) |
| 2010 | | \$0.10 | \$0.00 | \$0.00 | \$0.10 |
| 2009 | | \$0.14 | \$0.00 | \$0.00 | \$0.14 |
| 2008 | | \$0.01 | \$0.00 | \$0.00 | \$0.01 |
| 2007 | | \$0.06 | \$0.00 | \$0.00 | \$0.06 |
| 2006 | | \$0.19 | \$0.00 | \$0.00 | \$0.19 |
| 2005 | | (\$0.04) | \$0.00 | \$0.00 | (\$0.04) |
| 2004 | | (\$0.06) | \$0.00 | \$0.00 | (\$0.06) |
| 2003 | | (\$0.09) | \$0.00 | \$0.00 | (\$0.09) |
| 2001 | | \$0.04 | \$0.00 | \$0.00 | \$0.04 |
| Fund Total: | | \$0.34 | \$0.00 | \$0.00 | \$0.34 |
| Fund: 6614 F.D.#1 BOND ROCHESTER | | | | | |
| 2018 | 66140000121100 | \$11,302.52 | (\$112.42) | \$1,772.12 | \$9,417.98 |
| 2017 | | \$4,593.60 | (\$25.92) | \$243.96 | \$4,323.72 |
| 2016 | | \$2,701.20 | (\$24.78) | \$335.02 | \$2,341.40 |
| 2015 | | \$150.72 | \$0.00 | \$0.00 | \$150.72 |
| 2014 | | \$128.00 | \$0.00 | \$4.49 | \$123.51 |
| 2013 | | \$13.79 | \$0.00 | \$0.00 | \$13.79 |
| 2012 | | \$17.67 | \$0.00 | \$0.00 | \$17.67 |
| 2011 | | \$0.01 | \$0.00 | \$0.00 | \$0.01 |
| 2010 | | \$0.03 | \$0.00 | \$0.00 | \$0.03 |
| 2009 | | \$0.09 | \$0.00 | \$0.00 | \$0.09 |
| 2008 | | \$0.05 | \$0.00 | \$0.00 | \$0.05 |
| 2007 | | (\$0.17) | \$0.00 | \$0.00 | (\$0.17) |
| Fund Total: | | \$18,907.51 | (\$163.12) | \$2,355.59 | \$16,388.80 |
| Fund: 6615 F.D.#1 M&O ROCHESTER | | | | | |
| 2018 | 66150000121100 | \$14,032.53 | (\$139.59) | \$2,200.19 | \$11,692.75 |
| 2017 | | \$6,222.76 | (\$35.11) | \$330.47 | \$5,857.18 |
| Fund Total: | | \$20,255.29 | (\$174.70) | \$2,530.66 | \$17,549.93 |
| District Total: | | \$39,163.14 | (\$337.82) | \$4,886.25 | \$33,939.07 |

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THURSTON COUNTY

Property Tax/Special Assessment Fund Activity

From 12-01-2018 To 12-31-2018

District: FIRE DISTRICT #11

| Year | Account Number | Beginning Balance | Certification Adjustments | Receipts and Adjustments | Ending Balance |
|---|----------------|--------------------|---------------------------|--------------------------|--------------------|
| Fund: 6710 EXPENSE FUND/LITTLE ROCK FD#11 | | | | | |
| 2012 | 67100000121100 | (\$0.01) | \$0.00 | \$0.00 | (\$0.01) |
| 2011 | | \$0.02 | \$0.00 | \$0.00 | \$0.02 |
| 2010 | | \$0.02 | \$0.00 | \$0.00 | \$0.02 |
| 2009 | | (\$0.05) | \$0.00 | \$0.00 | (\$0.05) |
| 2008 | | (\$0.08) | \$0.00 | \$0.00 | (\$0.08) |
| 2007 | | \$0.02 | \$0.00 | \$0.00 | \$0.02 |
| 2006 | | \$0.09 | \$0.00 | \$0.00 | \$0.09 |
| 2005 | | \$0.12 | \$0.00 | \$0.00 | \$0.12 |
| 2004 | | \$0.15 | \$0.00 | \$0.00 | \$0.15 |
| 2003 | | \$0.16 | \$0.00 | \$0.00 | \$0.16 |
| 2002 | | (\$0.08) | \$0.00 | \$0.00 | (\$0.08) |
| 2001 | | (\$0.03) | \$0.00 | \$0.00 | (\$0.03) |
| Fund Total: | | \$0.33 | \$0.00 | \$0.00 | \$0.33 |
| Fund: 6712 BOND DEBT SERVICE FUND/FD #11 | | | | | |
| 2018 | 67120000121100 | \$5,701.03 | \$7.07 | \$715.71 | \$4,992.39 |
| 2017 | | \$2,494.28 | \$0.00 | \$0.00 | \$2,494.28 |
| 2016 | | \$1,585.79 | \$0.00 | \$23.26 | \$1,562.53 |
| 2015 | | \$297.86 | \$0.00 | \$101.45 | \$196.41 |
| 2014 | | \$25.38 | \$0.00 | \$22.18 | \$3.20 |
| 2013 | | \$42.91 | \$0.00 | \$0.00 | \$42.91 |
| 2012 | | \$34.24 | \$0.00 | \$0.00 | \$34.24 |
| 2011 | | \$0.19 | \$0.00 | \$0.00 | \$0.19 |
| 2010 | | \$0.03 | \$0.00 | \$0.00 | \$0.03 |
| 2008 | | \$0.11 | \$0.00 | \$0.00 | \$0.11 |
| 2007 | | (\$0.02) | \$0.00 | \$0.00 | (\$0.02) |
| 2006 | | (\$0.07) | \$0.00 | \$0.00 | (\$0.07) |
| 2005 | | \$0.20 | \$0.00 | \$0.00 | \$0.20 |
| 2004 | | (\$0.13) | \$0.00 | \$0.00 | (\$0.13) |
| 2003 | | \$0.12 | \$0.00 | \$0.00 | \$0.12 |
| 2002 | | \$0.09 | \$0.00 | \$0.00 | \$0.09 |
| 2001 | | \$0.01 | \$0.00 | \$0.00 | \$0.01 |
| Fund Total: | | \$10,182.02 | \$7.07 | \$862.60 | \$9,326.49 |
| Fund: 6715 M&O FUND/LITTLE ROCK FD #11 | | | | | |
| 2018 | 67150000121100 | \$12,369.36 | \$15.45 | \$1,564.27 | \$10,820.54 |
| 2017 | | \$5,819.36 | \$0.00 | \$0.00 | \$5,819.36 |
| Fund Total: | | \$18,188.72 | \$15.45 | \$1,564.27 | \$16,639.90 |
| District Total: | | \$28,371.07 | \$22.52 | \$2,426.87 | \$25,966.72 |

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West Thurston Regional Fire Authority Ending Fund Balance 2018

11/4/2019 Updated 2018 actuals

| REVENUE DESCRIPTION Tax collection (lesser of Regular/Highest Lawful above) | Difference Actual to Budgeted | | | | | |
|---|-------------------------------------|------------------|------------------|--------------------|--------------------|--------------------|
| | 2018 Projected | 2018 Actual | 2019 Projected | 2020 Projected | 2021 Projected | 2022 Projected |
| WTRFA M&O Levy | 2,788,803 | 2,781,723 | 3,126,487 | 3,186,009 | 3,246,665 | 3,308,037 |
| Dist 1 levy M&O 2017 | | 305 | | | | |
| Dist 11 levy M&O 2017 | 606,235 | 592,210 | 606,235 | - | - | - |
| Timber Harvest Tax | 606,140 | 590,842 | 606,140 | - | - | - |
| Forest Bird Transfer Lands Timber | 20,000 | 73,474 | 20,000 | 20,000 | 20,000 | 20,000 |
| Leasehold Excise Tax | | - | | | | |
| DOH Grant | | 688 | | | | |
| SAFER Grant (2012) | 1,200 | 1,222 | 1,200 | 1,200 | 1,200 | 1,200 |
| Vol R&R Grant (2014) | 191,040 | 118,959 | 270,863 | | | |
| Local Records grant | | | 24,540 | | | |
| FEMA Cancer Screen Grant (2019) | | | 32,226 | | | |
| Intergovernmental Fire (see note 1) | 348,011 | 486,265 | 350,210 | 350,210 | 350,210 | 350,210 |
| Transport Program | 315,000 | 388,029 | 394,380 | 394,380 | 394,380 | 394,380 |
| Medic 1 BLS Support | 36,000 | 39,126 | 39,000 | 39,000 | 39,000 | 39,000 |
| Interest Income | 20,000 | 48,707 | 20,000 | 20,000 | 20,000 | 20,000 |
| Space & Facility Rentals | 42,781 | 66,805 | 47,050 | 47,050 | 47,050 | 47,050 |
| Donations | | (200) | | | | |
| GEMT (new 2018) | | 202,707 | | | | |
| EF Recovery (new 2017) | | 11,904 | 5,000 | 5,000 | 5,000 | 5,000 |
| Other | | 27,816 | | | | |
| TOTAL REVENUE | 4,975,210 | 5,450,582 | 5,543,337 | 4,062,849 | 4,123,505 | 4,184,877 |
| Beginning Balance - Unreserved | 537,627 | 537,627 | 1,150,344 | 710,968 | (1,610,709) | (4,083,669) |
| Beginning Bal - Operating Reserve | 2,400,000 | 2,400,000 | 2,449,000 | 2,554,000 | 2,684,000 | 2,715,000 |
| Beginning Bal - Equip Reserve | 654,463 | 654,463 | - | - | 125,000 | 250,000 |
| Beginning Balance - Training Reserve | | | | | | |
| TOTAL AVAILABLE FUNDS | 8,567,300 | 9,022,672 | 9,142,675 | 7,327,817 | 5,321,796 | 3,066,208 |
| Expenditures (see note 2) | 5,804,044 | 5,423,328 | 5,877,707 | 6,129,525 | 6,440,465 | 6,514,833 |
| TOTAL EXPENSES - GF | 5,804,044 | 5,423,328 | 5,877,707 | 6,129,525 | 6,440,465 | 6,514,833 |
| Ending Balance - TOTAL | 2,763,256 | 3,599,344 | 3,264,968 | 1,198,291 | (1,118,669) | (3,448,625) |
| Less: Operating Reserve (5 mos) | (2,449,000) | (2,449,000) | (2,554,000) | (2,684,000) | (2,715,000) | (2,715,000) |
| Less: Equipment/Facility Reserve | | - | | (125,000) | (250,000) | (315,000) |
| Ending Balance - Unreserved | 314,256 | 1,150,344 | 710,968 | (1,610,709) | (4,083,669) | (6,538,625) |
| Levy needed to balance==> | (0) | - | - | - | - | - |
| | | | \$ 1.07 | \$ 1.07 | \$ 1.07 | \$ 1.07 |

(1) Includes \$57K net Mobe reimb
(2) Expenditure savings include (\$190K) in career salary; (\$143K) in facility maint

Levy cost per \$100,000==> \$ 0.02

West Thurston Regional Fire Authority
Fund Balances as of:

Jan-19

8% of Year Expended

| Account | Title | January | YTD Collected / Expended | Total Budget | Budget Remaining | Rev/Exp |
|---------------------------|--|------------|--------------------------|---------------------|---------------------|---------|
| GENERAL FUND | | | | | | |
| 308 80 00 000 | Beg Bal-Unresv GF 67A0 | | - | | | |
| 308 80 00 001 | Beg Bal-Oper Res 67A0 | | - | | | |
| 331 97 00 001 | FEMA Grant-Vol Recruit | | - | | | |
| BEGINNING BALANCES | | | | | | |
| 311 11 00 000 | Property Tax | | - | | | |
| 311 11 01 001 | Property Tax-Regular District #1 | | - | 1,581,150.00 | 1,581,150.00 | |
| 311 11 02 001 | Property Tax-Regular District #11 | | - | 1,545,337.00 | 1,545,337.00 | |
| 311 11 01 003 | Property Tax-M&O #1 6615 | | - | 606,140.00 | 606,140.00 | |
| 311 11 02 003 | Property Tax-M&O #11 6715 | | - | 606,235.00 | 606,235.00 | |
| 311 11 03 000 | Property Tax-M&O | | - | | | |
| 311 30 00 000 | Sale of Tax Title Property GF | | - | | | |
| 331 97 00 001 | FEMA Grant-Vol Recruit | | - | 198,782.00 | 198,782.00 | |
| 331 97 00 002 | FEMA Grant-Cancer Screenings | | - | 32,226.00 | 32,226.00 | |
| 332 93 40 000 | GEMT | | - | | | |
| 334 04 90 000 | State Grant-Dept Of Health | | - | 1,200.00 | 1,200.00 | |
| 334 06 90 000 | State Grant-Other | | - | 24,540.00 | 24,540.00 | |
| 337 00 00 000 | Interlocal Grants (incl. Timber Harvest Tax & Medic 1 BLS support) | | - | 59,000.00 | 59,000.00 | |
| 341 81 00 000 | Printing & Duplicating Services | | - | | | |
| 342 21 00 000 | Mobilizations | | - | | | |
| 342 21 01 000 | Intergov't/Tribal | | - | 350,210.00 | 350,210.00 | |
| 342 60 00 000 | Ambulance & Emer Aid Fees | | - | 394,380.00 | 394,380.00 | |
| 361 40 00 000 | Other Interest | | - | 20,000.00 | 20,000.00 | |
| 362 00 00 000 | Space & Fac Leases (Long-term) | | - | 47,050.00 | 47,050.00 | |
| 367 00 00 000 | Contributions And Donations From Private Sources (XX) | | - | | | |
| 369 10 00 000 | Sale Of Surplus | | - | | | |
| 369 91 00 001 | Misc Revenue - Incident Cost Recovery | | - | 5,000.00 | 5,000.00 | |
| 369 91 00 002 | Misc Revenue - Prior Year | | - | | | |
| 369 91 00 003 | Misc Revenue - Fuel Tax Refunds | | - | | | |
| 369 91 00 004 | Misc Revenue - Other | | - | | | |
| 389 90 00 000 | Other-Sales Tax | | - | | | |
| 395 10 00 000 | Sale Of Assets | | - | | | |
| 395 20 00 000 | Insurance Recovery | | - | | | |
| 397 00 00 000 | Transfers In | | - | | | |
| TOTAL REVENUE | | - | - | 5,471,250.00 | 5,471,250.00 | - |
| 522 10 10 000 | Admin-Salaries-Commissioner | 993.60 | 994 | 27,648.00 | 26,654.40 | |
| 522 10 10 001 | Admin-Salaries-Admin | 40,361.55 | 40,362 | 488,032.00 | 447,670.45 | |
| 522 10 10 004 | Admin-Salaries-Temporary Adm | 1,074.00 | 1,074 | 23,400.00 | 22,326.00 | |
| 522 10 20 000 | Admin-Benefits-Commissioner | 92.27 | 92 | 2,232.00 | 2,139.73 | |
| 522 10 20 001 | Admin-Benefits-Admin | 13,572.22 | 13,572 | 185,203.00 | 171,630.78 | |
| 522 10 20 004 | Admin-Benefits-Temporary Adm | 105.31 | 105 | 2,026.00 | 1,920.69 | |
| 522 10 31 001 | Admin-Office & Oper Supplies | 13.71 | 14 | 3,535.00 | 3,521.29 | |
| 522 10 35 001 | Admin-Minor Equip/Computers (noninv) | 1,173.97 | 1,174 | 3,623.00 | 2,449.03 | |
| 522 10 35 003 | Admin-Small & Attractive Assets (inventoriable) | 0.00 | - | 5,000.00 | | |
| 522 10 35 004 | Admin-Software | 5,470.51 | 5,471 | 19,980.00 | 14,509.49 | |
| 522 10 41 001 | Admin-Prof Services | 7,075.18 | 7,075 | 76,879.00 | 69,803.82 | |
| 522 10 42 000 | Admin-Communication | 89.40 | 89 | 1,680.00 | 1,590.60 | |
| 522 10 44 000 | Admin-Advertising | 0.00 | - | 500.00 | 500.00 | |
| 522 10 46 000 | Admin-Insurance | 355.30 | 355 | 58,684.00 | 58,328.70 | |
| 522 10 48 003 | Admin-Equipment Maint | 80.59 | 81 | 2,360.00 | 2,279.41 | |
| 522 10 49 000 | Admin-Misc-Commissioner | 412.36 | 412 | 9,090.00 | 8,677.64 | |
| 522 10 49 001 | Admin-Misc-Admin | 852.77 | 853 | 4,300.00 | 3,447.23 | |
| 522 10 49 023 | Admin-Dues & Membership | 3,600.00 | 3,600 | 11,800.00 | 8,200.00 | |
| 522 10 49 024 | Admin-Elections | 0.00 | - | 25,000.00 | 25,000.00 | |
| 522 20 10 001 | Suppr-Salaries-Career FF | 230,353.67 | 230,354 | 2,597,613.00 | 2,367,259.33 | |
| 522 20 10 002 | Suppr-Salaries-Vol Pts | 6,354.88 | 6,355 | 77,140.00 | 70,785.12 | |
| 522 20 10 003 | Suppr-Salaries-Mobe OT | 0.00 | - | - | | |
| 522 20 10 008 | Suppr-Salaries-Training OT | 270.86 | 271 | 33,165.00 | 32,894.14 | |

| Account | Title | January | YTD Collected / Expended | Total Budget | Budget Remaining | % Rev/Exp |
|---|---|------------------|-----------------------------|---------------------|---------------------|--------------|
| 522 20 20 001 | Suppr-Benefits-Career FF | 68,391.65 | 68,392 | 1,173,652.00 | 1,105,260.35 | |
| 522 20 20 002 | Suppr-Benefits-Volunteer | 696.14 | 696 | 9,531.00 | 8,834.86 | |
| 522 20 20 003 | Suppr-Benefits-Mobe OT | 0.16 | 0 | - | (0.16) | |
| 522 20 20 008 | Suppr-Benefits-Training OT | 3.93 | 4 | 3,492.00 | 3,488.07 | |
| 522 20 31 001 | Suppr-Bunker Gear | 5,392.24 | 5,392 | 27,350.00 | 21,957.76 | |
| 522 20 31 002 | Suppr-Uniforms | 236.84 | 237 | 14,000.00 | 13,763.16 | |
| 522 20 31 003 | Suppr-Rehab Supplies | 0.00 | - | 2,500.00 | 2,500.00 | |
| 522 20 35 000 | Suppr-Small Tools | 1,234.84 | 1,235 | 12,000.00 | 10,765.16 | |
| 522 20 35 001 | Suppr-Minor Equipment | 160.12 | 160 | 2,500.00 | 2,339.88 | |
| 522 20 35 002 | Suppr-Health & Wellness Equip | 0.00 | - | 5,000.00 | 5,000.00 | |
| 522 20 35 003 | Suppr-Small & Attractive Assets (inventoriable) | 0.00 | - | 2,500.00 | | |
| 522 20 42 000 | Suppr-Comm/Modems | 3,096.18 | 3,096 | 18,000.00 | 14,903.82 | |
| 522 20 44 000 | Suppr-Advertising | 0.00 | - | 2,500.00 | 2,500.00 | |
| 522 20 45 000 | Medical Costs | 26,932.00 | 26,932 | 60,428.00 | 33,496.00 | |
| 522 20 46 000 | Suppr-Insurance | 1,230.00 | 1,230 | 15,073.00 | 13,843.00 | |
| 522 20 49 000 | Suppr-Miscellaneous | 2,717.54 | 2,718 | 16,400.00 | 13,682.46 | |
| 522 20 49 002 | Suppr-Misc-Volunteer | 622.98 | 623 | - | (622.98) | |
| 522 30 10 000 | Fire Inv-Salaries | 375.00 | 375 | 4,000.00 | 3,625.00 | |
| 522 30 20 000 | Fire Inv-Benefits | 29.73 | 30 | 600.00 | 570.27 | |
| 522 30 35 000 | Fire Prev-Pub Ed (public) | 245.88 | 246 | 4,000.00 | 3,754.12 | |
| 522 30 41 001 | Fire Inv-Professional Svcs | 111.03 | 111 | 6,100.00 | 5,988.97 | |
| 522 45 31 000 | Training-Supplies | 280.59 | 281 | 8,000.00 | 7,719.41 | |
| 522 45 35 000 | Training-Pub Ed/EMS (dept) | 4.42 | 4 | 1,500.00 | 1,495.58 | |
| 522 45 43 000 | Training-Travel/Registrations (Fire) | 0.00 | - | 53,916.00 | 53,916.00 | |
| 522 45 43 001 | Training-Travel/Registrations (EMS) | 0.00 | - | 4,000.00 | 4,000.00 | |
| 522 45 43 001 | Training Reimb-Residents | 0.00 | - | 25,000.00 | 25,000.00 | |
| 522 50 31 000 | Facilities-Operating Supplies General | 2,870.83 | 2,871 | 18,750.00 | 15,879.17 | |
| 522 50 31 001 | Facilities Station 1-1 Kitchen | 1.34 | 1 | 250.00 | 248.66 | |
| 522 50 31 002 | Facilities Station 1-2 Kitchen | 0.00 | - | 250.00 | 250.00 | |
| 522 50 31 003 | Facilities Station 1-3 Kitchen | 0.00 | - | 250.00 | 250.00 | |
| 522 50 31 004 | Facilities Station 1-4 Kitchen | 0.00 | - | 250.00 | 250.00 | |
| 522 50 31 005 | Facilities Station 1-6 Kitchen | 0.00 | - | 250.00 | 250.00 | |
| 522 50 32 000 | Facilities-Heating Fuels | 4,203.85 | 4,204 | 40,000.00 | 35,796.15 | |
| 522 50 32 001 | Facilities-Water | 943.81 | 944 | 4,500.00 | 3,556.19 | |
| 522 50 42 000 | Facilities-Phone/Cable | 1,322.70 | 1,323 | 15,756.00 | 14,433.30 | |
| 522 50 47 000 | Facilities-Electricity | 5,280.38 | 5,280 | 55,620.00 | 50,339.62 | |
| 522 50 47 001 | Facilities-Garbage | 561.35 | 561 | 4,500.00 | 3,938.65 | |
| 522 50 48 000 | Facilities-Repairs & Maint | 15,710.99 | 15,711 | 104,723.00 | 89,012.01 | |
| 522 60 32 000 | Vehicle & Equip-Fuel | 2,464.50 | 2,465 | 50,500.00 | 48,035.50 | |
| 522 60 48 000 | Vehicle & Equip-Repairs & Maint | 18,535.36 | 18,535 | 128,500.00 | 109,964.64 | |
| 586 00 00 000 | Refunds/Fund Bal Adjusts | 0.00 | - | | | |
| 589 90 00 000 | Payroll Clearing | 2,623.69 | 2,624 | | (2,623.69) | |
| 589 90 00 001 | Payroll Draw Clearing | 0.00 | - | | | |
| 594 22 60 000 | Capital Expenditures | 0.00 | - | | | |
| 597 00 00 000 | Transfers-Out - Other Costs Allocations | 0.00 | - | 152,024.00 | 152,024.00 | |
| TOTAL GF EXPENDITURES/OTHER | | 478,582 | 478,582 | 5,707,055.00 | 5,220,972.78 | 0.08 |
| GENERAL FUND - VOL R&R GRANT | | | | | | |
| 522 10 10 006 | Admin-Salaries-Vol Rec (FEMA) | 4,665.52 | 4,666 | 55,800.00 | 51,134.48 | |
| 522 10 20 006 | Admin-Benefits-Vol Rec (FEMA) | 1,597.79 | 1,598 | 22,794.00 | 21,196.21 | |
| 522 10 35 006 | Admin-Minor Equip-Vol Rec (FEMA) | 0.00 | - | | - | |
| 522 10 41 006 | Admin-Prof Svcs-Vol Rec (FEMA) | 4,642.17 | 4,642 | 9,179.00 | 4,536.83 | |
| 522 10 49 006 | Admin-Misc-Vol Rec (FEMA) | 63.19 | 63 | | (63.19) | |
| 522 20 10 006 | Suppr-Salaries-Vol Pts (FEMA) | 5,120.48 | 5,120 | 60,000.00 | 54,879.52 | |
| 522 20 20 006 | Suppr-Benefits-Vol (FEMA) | 404.71 | 405 | 2,880.00 | 2,475.29 | |
| 522 20 45 006 | Medical Costs-Vol Rec | 1,132.00 | 1,132 | | (1,132.00) | |
| 522 20 49 006 | Suppr-Misc-Vol Rec (FEMA) | 0.00 | - | | | |
| 522 45 43 006 | Training Reimb-Vol Rec (FEMA) | 6,578.16 | 6,578 | 20,000.00 | 13,421.84 | |
| TOTAL VOL R&R EXPENDITURES | | 24,204 | 24,204 | 170,653.00 | 146,448.98 | 0.14 |
| GENERAL FUND ENDING BALANCE | | (502,786) | (502,786) | (406,458.00) | | |
| Balance to Treasurer's report====> | | | | | | |
| | | | | | | |

| Account | Title | January | YTD Collected / Expended | Total Budget | Budget Remaining | % Rev/Exp |
|---|---|---------|-----------------------------|------------------|---------------------|--------------|
| EMERGENCY RESERVE FUND | | | | | | |
| 308 80 02 000 | Beg Bal-Emerg Res 67A4 | | - | | - | |
| 361 40 02 000 | Other Interest-Emergency Res | | - | 10,000.00 | 10,000.00 | |
| 311 11 03 000 | Property Tax-M&O | | - | | - | |
| EMERGENCY RESERVE ENDING BALANCE | | | | 10,000.00 | | |
| BOND DEBT FUND | | | | | | |
| 308 10 20 000 | Beg Bal-Reserved Debt Srv | | - | | - | |
| 311 11 20 000 | Property Tax-Bond Debt | | - | 803,950.00 | 803,950.00 | |
| 311 30 00 201 | Sale of Tax Title Property Debt Svc | | - | | - | |
| 337 00 00 201 | Interlocal Grants | | - | | - | |
| 361 40 20 000 | Other Interest-Debt Srv | | - | 10,000.00 | 10,000.00 | |
| 397 00 00 201 | Transfers In-Debt Svc | | - | 152,024.00 | 152,024.00 | |
| 591 22 70 201 | Debt Svcs-Principal Debt Srv Fund | | - | 811,086.00 | 811,086.00 | |
| 592 22 80 201 | Debt Svc-Interest And Other Debt Srv Fund | | - | 94,888.00 | 94,888.00 | |
| BOND DEBT ENDING BALANCE | | | | 60,000.00 | | |

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INTERAGENCY AGREEMENT
BETWEEN
STATE OF WASHINGTON
WASHINGTON STATE PATROL
AND
WEST THURSTON REGIONAL FIRE AUTHORITY

This Interagency Agreement (Agreement), pursuant to RCW 43.43.960 through RCW 43.43.964 (State Fire Service Mobilization) and Chapter 39.34 RCW (Interlocal Cooperation Act), is made and entered into by and between the Washington State Patrol, hereinafter referred to as "WSP," and the West Thurston Regional Fire Authority, a statutorily authorized fire agency within the State of Washington, hereinafter referred to as "Fire Agency."

The purpose of this Agreement is to provide for the reimbursement of allowable Fire Agency costs incurred while its assets are mobilized in accordance with RCW 43.43.960 through RCW 43.43.964 and the Washington State Fire Services Resource Mobilization Plan (Mobilization Plan). The Mobilization Plan and any subsequent versions adopted pursuant to RCW 43.43.962 are incorporated herein by this reference.

Therefore, it is mutually agreed that:

1. **Mobilization Plan.** The Mobilization Plan provides a process to quickly notify, assemble and deploy fire service personnel and equipment to any local fire jurisdiction in Washington State that has expended all local and mutual aid resources in attempting to manage, mitigate and control an emergency incident or situation for the protection of life and property. If the Fire Agency responds with its available assets to an incident mobilization, both parties shall comply with the procedures detailed in the Mobilization Plan.
2. **Period of Performance.** The period of performance of this Agreement begins on Date of Execution and ends on December 31, 2023 unless terminated sooner as provided herein.
3. **Billing Procedures.** WSP shall reimburse the Fire Agency upon the receipt of properly executed claim forms submitted by the Fire Agency according to the Mobilization Plan. Claims for payment submitted by the Fire Agency to WSP for costs due and payable under this Agreement shall be paid by WSP if received by WSP within 45 days from the end of each respective fire mobilization. The Fire Agency is required to be registered as a Statewide Payee prior to submitting a request for payment under this Contract. The Washington State Department of Enterprise Services (DES) maintains the Statewide Payee Registration System; to obtain registration materials go to <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.
4. **Compliance with Civil Rights Laws.** During the period of performance for this Agreement, both parties shall comply with all federal and state nondiscrimination laws.
5. **Records Maintenance.** Both parties shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Both parties shall retain all books, records, documents, and other material relevant to this Agreement for six (6)

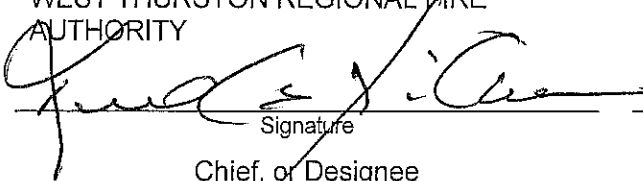
years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

6. **Agreement Management.** The work described herein shall be performed under the coordination of Chief of West Thurston Regional Fire Authority, and Assistant State Fire Marshal Melissa Gannie of WSP, or their successors. They shall provide assistance and guidance to the other party necessary for the performance of this Agreement.
7. **Hold Harmless.** Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing under this Agreement.
8. **Agreement Alterations and Amendments.** This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
9. **Termination.** Either party may terminate this Agreement upon thirty (30) calendar days' written notification to the other party. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance prior to the effective date of termination.
10. **Appeals of Denied Claims.** In the event that WSP denies payment of claim(s) submitted by the Fire Agency under this Agreement, the Fire Agency may appeal the denial according to the Mobilization Plan. The process contained in the Mobilization Plan is the sole administrative recourse available to the Fire Agency for the appeal of denied claims.
11. **Order of Precedence.** In the event of any inconsistency in the terms of this Agreement, the inconsistency shall be resolved by giving precedence in the following order:
 1. Applicable federal and state statutes and regulations;
 2. Terms and Conditions contained in this Agreement
 3. Any other provisions of the Agreement, whether incorporated by reference or otherwise.
12. **All Writings Contained Herein.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

FOR:

WEST THURSTON REGIONAL FIRE
AUTHORITY



Signature

Chief, or Designee

Title

Date

12/27/18

FOR:

WASHINGTON STATE PATROL

Signature

Simon Tee, Grants and Contracts Manager

Title

Date

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 2/5/2008

WSCFF Life & Disability Program 2019 Renewal Announcement



No Rate Change for 2019!

Thank you for your continued support of the WSCFF sponsored Life & Disability Programs... This is our first renewal with The Standard since moving our program to them in 2016. You may recall that the WSCFF shared a long relationship with Standard from 2002 until 2014 and then spent a few years with Cigna, before ultimately moving back to Standard.

We were initially given a 2-year rate guarantee from Standard, set to renew on January 1, 2019. At this point in our contract with Standard, while we are cautiously optimistic that claims utilization is beginning to trend down, it's a little too early to tell. As such, Standard has agreed to extend our current rates for another year while they continue to monitor our utilization of the plan. We are set to renew again on January 1, 2020.

| 2019 Renewal Rate Action | |
|--|----|
| Life/AD&D & Additional Life | 0% |
| Short Term Disability | 0% |
| Long Term Disability | 0% |

Premium Reserve Account

The monthly PRA contribution will remain at \$2.00 per member per month for the 2019 plan year. We will continue to use the PRA to soften the blow of future rate increases should we need it.

Sick Leave Buy Back

Effective January 1, 2016, the WSCFF plans require Locals to positively elect whether or not you will engage in Sick Leave Buy Back and/or Sick Leave Integration as there is an additional cost associated with electing this provision. Standard ultimately pays higher benefits to members from Locals with Sick Leave Buy Back/Sick Leave Integration than they otherwise would, which is why the provision comes with an added premium.

If you don't currently have Sick Leave Buy Back/Sick Leave Integration, but are interesting in adding it, please contact DiMartino Associates for additional benefit and pricing details.

Please continue to the second page of this notification for more important reminders.

While our claims experience has continued to be at an all time high the past several years, we are hopeful that claims are now beginning to stabilize. It is imperative that all of our Locals stick together in the WSCFF Life & Disability Programs to help preserve our buying power and smooth out rates for everyone.



Greg Markley, Secretary/Treasurer, WSCFF

More about this Renewal....

Other Things to Consider:

- **Custom Plans:** If our Package Plans don't fit your Local's needs, you may be eligible for a custom plan. Please contact us to discuss your options!
- **L&I Claimants:** We strongly recommend your members complete and submit a disability claim to Standard at the same time they submit their L&I filing. Standard will pay at least a minimum benefit while L&I is being paid, and could at some point, become the primary payer if L&I ends. Standard may also be the primary payer if L&I delays their claim determination. Call DiMartino Associates for more details.
- **Schedule a Meeting:** We are happy to come out and review the coverages with your membership. Call or email DiMartino Associates today to schedule a meeting.
- **Salary Updates:** We require salary updates from your members once a year. If you haven't provided updated salaries yet in 2018, please email those to Laura Ziebell at laura@dimarinc.com as soon as possible.
- **Beneficiary Updates:** Please remind your members to update beneficiaries for their coverage if they have had any changes to marital status or dependents.
- **Additional Life Insurance:** Allows members to elect up to \$500,000 in Additional Term Life insurance on themselves, up to \$250,000 on their spouse and \$5,000 on dependent children. Guarantee issue coverage is available. Contact DiMartino Associates for more information on adding this benefit to your plan.

Helpful Contact Information:

DiMartino Associates
1501 4th Avenue, Suite 2400
Seattle, WA 98101
Phone: 206/623-2430 or toll-free 800/347-0057
Fax: 206/812-7548

Billing / Eligibility Questions:

Laura Ziebell laura@dimarinc.com

Claims Liaison:

Teri Nisbett teri@dimarinc.com

General Plan Information:

Becky Wallen becky@dimarinc.com

Ashton Alvarez ashton@dimarinc.com

West Thurston Regional Fire Authority
Mobilizations - 2018

Notes = est cost

| # | Incident Dates | Incident Name | Resource or Incident # | Personnel | App | Reimbursement Requested | | | | Reimbursement Received | | | | Managing Agency | Fuel costs | Parts/Repair Costs (post-mob) |
|----|----------------|-------------------|------------------------|-----------------|------|-------------------------|--------------------|--------------------------|-----------------------|------------------------|---------------|-----------------------|-------------------|-----------------|------------|-------------------------------|
| | | | | | | Personnel Costs-Regular | Personnel Costs-OT | Personnel Costs-Jackfill | Total Personnel Costs | Equipment Costs | TOTAL | Personnel Reimb Rec'd | Equip Reimb Rec'd | TOTAL | | |
| 1 | 7/13/2018 | California Rd #2 | WA-SPS-093 | Hall, White | E1-2 | \$ 626.32 | \$ - | \$ - | \$ 626.32 | \$ 1,862.00 | \$ 2,488.32 | \$ 626.32 | \$ 1,862.00 | \$ 2,488.32 | DNR | 143.62 |
| 2 | 7/17/2018 | Polehn | WA-SPS-777 | Miller | T1-1 | \$ 278.16 | \$ - | \$ - | \$ 278.16 | \$ 831.00 | \$ 1,099.16 | \$ 278.16 | \$ 831.00 | \$ 1,099.16 | DNR | |
| 3 | 10/18/2018 | Case Rd | Unknown | Miller | T1-2 | \$ 226.01 | \$ - | \$ - | \$ 226.01 | \$ 1,190.00 | \$ 1,416.01 | \$ 182.54 | \$ 595.00 | \$ 777.54 | DNR | |
| 4 | 07/19-07/21 | Buckshot | E-2110 | Devett, Panuska | B1-2 | \$ 2,248.73 | \$ 1,193.69 | \$ 3,442.42 | \$ 3,442.42 | \$ 2,380.00 | \$ 5,822.42 | \$ 3,442.42 | \$ 2,380.00 | \$ 5,822.42 | WSP | 124.58 |
| 5 | 07/19-07/21 | Buckshot | E-2115 | Lyon | T1-2 | \$ 1,352.70 | \$ 489.00 | \$ 1,841.70 | \$ 1,841.70 | \$ 2,975.00 | \$ 4,816.70 | \$ 1,841.70 | \$ 2,975.00 | \$ 4,816.70 | WSP | 363.51 |
| 6 | 07/22-07/23 | Locust Grove | E-2115 | Lyon | T1-2 | \$ 1,604.84 | \$ - | \$ 1,604.84 | \$ 1,604.84 | \$ 1,190.00 | \$ 2,794.84 | \$ 1,604.84 | \$ 2,380.00 | \$ 3,984.84 | WSP | |
| 7 | 07/22-07/23 | Locust Grove | E-2110 | Devett, Panuska | B1-2 | \$ 2,210.04 | \$ 1,505.03 | \$ 3,715.07 | \$ 3,715.07 | \$ 952.00 | \$ 4,667.07 | \$ 3,715.07 | \$ 1,904.00 | \$ 5,619.07 | WSP | 132.08 |
| 8 | 11/10-18/18 | Woolley Fire (CA) | E-617 | Lyon, Panuska | B1-2 | \$ 109.29 | \$ 8,867.74 | \$ 6,645.20 | \$ 15,622.23 | \$ 8,566.00 | \$ 24,190.23 | \$ 2,084.52 | \$ 109.96 | \$ 2,194.48 | EMAC | 754.19 |
| 9 | 11/10-18/18 | Woolley Fire (CA) | E-617 | Drake | U1-2 | \$ 4,123.09 | \$ 3,543.23 | \$ 7,666.32 | \$ 2,912.47 | \$ 2,380.00 | \$ 5,292.47 | \$ 2,084.52 | \$ 2,856.00 | \$ 4,940.52 | EMAC | 569.95 |
| 10 | 6/28-29/18 | Montecito | E-2131 | Lyon | T1-2 | \$ 684.60 | \$ 1,173.60 | \$ 1,858.20 | \$ 1,858.20 | \$ 2,380.00 | \$ 4,238.20 | \$ 1,858.20 | \$ 2,380.00 | \$ 4,238.20 | WSP | 287.51 |
| 11 | 6/28-29/18 | Montecito | O-2132 | Drake | U1-2 | \$ 1,874.88 | \$ 2,686.32 | \$ 4,561.20 | \$ 4,561.20 | \$ 2,856.00 | \$ 7,417.20 | \$ 4,561.20 | \$ 2,856.00 | \$ 7,417.20 | WSP | 131.88 |
| 12 | 7/10-12/18 | Rye Grass Coulee | E-2143 | Lyon, Sexton | B1-2 | \$ 684.60 | \$ 1,399.92 | \$ 2,084.52 | \$ 2,084.52 | \$ 2,380.00 | \$ 4,464.52 | \$ 1,712.94 | \$ 3,570.00 | \$ 5,282.94 | WSP | 177.93 |
| 13 | 7/10-12/18 | Rye Grass Coulee | E-2147 | Drake | T1-2 | \$ 652.38 | \$ 1,060.56 | \$ 1,712.94 | \$ 1,712.94 | \$ 3,570.00 | \$ 5,282.94 | \$ 1,712.94 | \$ 3,570.00 | \$ 5,282.94 | WSP | 256.47 |
| 14 | 7/11-3/18 | Conrad | O-2132 | Cooke | BN-1 | \$ 1,051.35 | \$ 643.32 | \$ 1,694.67 | \$ 1,694.67 | \$ 291.52 | \$ 1,986.19 | \$ 1,694.67 | \$ 291.52 | \$ 1,986.19 | WSP | 80.36 |
| 15 | 7/11-4/18 | Conrad | E-2118 | Devett, White | B1-2 | \$ 2,795.33 | \$ 1,383.50 | \$ 4,178.83 | \$ 4,178.83 | \$ 3,332.00 | \$ 7,510.83 | \$ 4,178.83 | \$ 3,332.00 | \$ 7,510.83 | WSP | 118.33 |
| 16 | 7/11-4/18 | Conrad | O-2117 | Berryman | U1-2 | \$ - | \$ - | \$ - | \$ - | \$ 491.02 | \$ 491.02 | \$ - | \$ 491.02 | \$ 491.02 | WSP | 94.51 |
| 17 | 7/16-18/18 | Brockdale | WA-SPS-114 | Devett, Lyon | T1-2 | \$ 1,371.30 | \$ - | \$ 1,371.30 | \$ 1,371.30 | \$ 3,925.00 | \$ 5,296.30 | \$ 1,371.30 | \$ 2,975.00 | \$ 4,346.30 | DNR | 102.82 |
| 18 | 7/16-18/18 | Brockdale | E-2135 | Lyon, Sexton | B1-2 | \$ 6,476.12 | \$ 4,024.32 | \$ 10,500.44 | \$ 10,500.44 | \$ 6,188.00 | \$ 16,688.44 | \$ 6,476.12 | \$ 6,188.00 | \$ 12,664.12 | WSP | 307.70 |
| 19 | 7/17-8/2/18 | Chelan Hills | E-2135 | Drake | U1-2 | \$ 5,053.12 | \$ 2,686.32 | \$ 7,739.44 | \$ 7,739.44 | \$ 835.30 | \$ 8,574.74 | \$ 5,053.12 | \$ 835.30 | \$ 5,888.42 | WSP | 384.89 |
| 20 | 7/27-8/2/18 | Chelan Hills | O-2140 | Drake | U1-2 | \$ 1,430.33 | \$ 1,252.56 | \$ 2,682.89 | \$ 2,682.89 | \$ 3,570.00 | \$ 6,252.89 | \$ 2,682.89 | \$ 3,570.00 | \$ 6,252.89 | WSP | 384.89 |
| 21 | 7/31-8/3/18 | MP 30 | E-2123 | Devett | T1-2 | \$ - | \$ - | \$ - | \$ - | \$ 524.56 | \$ 524.56 | \$ - | \$ 524.56 | \$ 524.56 | DNR | 97.55 |
| 22 | 7/4-5/18 | Preparedness 2018 | O-20 | Cooke | BN-1 | \$ 1,271.40 | \$ - | \$ 1,271.40 | \$ 1,271.40 | \$ 524.56 | \$ 1,795.96 | \$ 1,271.40 | \$ 524.56 | \$ 1,795.96 | DNR | 125.37 |
| 23 | 7/6-12/18 | Little Carnas | O-61 | Cooke | BN-1 | \$ 2,958.45 | \$ 2,808.38 | \$ 5,766.83 | \$ 5,766.83 | \$ 524.56 | \$ 6,291.39 | \$ 5,766.83 | \$ 565.35 | \$ 6,357.18 | DNR | 125.37 |
| 24 | 8/12-18/18 | Silver Lake | E-2102 | Devett, White | B1-2 | \$ 6,040.86 | \$ 5,617.31 | \$ 11,658.17 | \$ 11,658.17 | \$ 6,664.00 | \$ 18,322.17 | \$ 6,040.86 | \$ 6,664.00 | \$ 12,704.86 | WSP | 374.33 |
| 25 | 8/6-11/18 | Wagon Wheel | E-2111 | Panuska, White | B1-2 | \$ 5,359.14 | \$ 3,012.96 | \$ 8,372.10 | \$ 8,372.10 | \$ 5,236.00 | \$ 13,608.10 | \$ 5,359.14 | \$ 5,236.00 | \$ 10,595.14 | WSP | 196.15 |
| 26 | 9/1-3/18 | Wagon Wheel | E-2111 | Lyon | T1-2 | \$ 1,466.32 | \$ 2,234.16 | \$ 3,700.48 | \$ 3,700.48 | \$ 1,504.00 | \$ 5,204.48 | \$ 1,466.32 | \$ 2,975.00 | \$ 4,441.32 | WSP | 128.82 |
| 27 | 9/1-3/18 | Wagon Wheel | E-2115 | Lyon | T1-2 | \$ 955.52 | \$ 620.51 | \$ 1,576.03 | \$ 1,576.03 | \$ 2,380.00 | \$ 3,956.03 | \$ 955.52 | \$ 2,380.00 | \$ 2,380.00 | WSP | 316.96 |
| 28 | 9/8-9/11/18 | Glade Creek | E-2115 | Panuska | T1-2 | \$ 1,935.10 | \$ 276.19 | \$ 2,211.29 | \$ 2,211.29 | \$ 4,760.00 | \$ 6,971.29 | \$ 1,935.10 | \$ 4,760.00 | \$ 6,695.10 | WSP | 289.63 |
| 29 | TOTALS | | | | | \$ 1,764.30 | \$ 61,907.07 | \$ 44,256.07 | \$ 107,927.44 | \$ 73,060.47 | \$ 180,987.91 | \$ 48,959.67 | \$ 62,510.59 | \$ 111,470.26 | | \$ 6,146.82 |
| | | | | | | | | | | | | | | | | \$ 9,904.54 |

| | |
|-----------------------------|------------|
| NLEC compensation reported: | Admin Fee: |
| July \$ 15,536.77 | \$ 543.79 |
| August \$ - | \$ - |
| September \$ - | \$ - |
| TOTAL \$ 15,536.77 | \$ 543.79 |

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**LIST OF OBSERVED SAFETY HAZARDS DURING CONSULTATION VISIT
12/13/2018**

Hazard - The oxygen and acetylene cylinders were being stored improperly. The oxygen and acetylene cylinders were placed in storage with the regulators still in place. The valve protection caps were not put on.

WAC 296-24-68203 Cylinders and containers.

(2) Storage of cylinders - General.

(d) Valve protection caps, where cylinder is designed to accept a cap, must always be in place, hand-tight, except when cylinders are in use or connected for use.

Recommended Action - Store pressurized cylinders by; bleeding out lines, removing regulators, and placing protection caps in place, hand-tight, to prevent damage to cylinder valves.

Hazard - The oxygen cylinder was stored improperly. Stored near highly combustible materials and acetylene cylinder.

WAC 296-24-68203 Cylinders and containers.

(4) Oxygen storage.

(a) You must not store oxygen cylinders near highly combustible material, especially oil and grease; or near reserve stocks of carbide and acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire; or in an acetylene generator compartment.

Recommended Action - Separate oxygen cylinders in storage from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.

Hazard - The chain saw was missing the protective cover to prevent injury to the firefighters.

WAC 296-305-06001 Fire service equipment.

(7) When not in use, the cutting teeth on a chain saw must be covered either by an old section of hose, a wooden scabbard, or an equivalent method.

Recommended Action - After returning from a call ensure all; sharp tools, saws, chisels, axes, etc., have a cover and are covered properly.

Hazard - The refueling area did not have a warning sign posted; "NO SMOKING - STOP YOUR MOTOR."

WAC 296-305-06513 Refueling areas.

(4) Fueling areas must be posted - "NO SMOKING - STOP YOUR MOTOR."

Recommended Action - Posts the required signage - "NO SMOKING - STOP YOUR MOTOR".

Hazard - A sign was not posted showing the approved load limits/weight limits for the overhead storage and gym area over the dispatch office.

WAC 296-800-27020 Post approved load limits (weight limits) for floors.

(1) You must post approved load limits (weight limits) for floors used for mercantile, business, industrial or storage purposes in an obvious place.

Recommended Action - Determine load limits and post weight limit signs in a visible location. You can use an engineer, contact a building inspector or use a contractor to assist you in determining the weight limit of the storage areas. Affix a durable metal sign that is marked with the approved load.

Hazard – Not all of the fire extinguishers were mounted and located (by signage) so employees can easily locate.

WAC 296-800-30005 Provide portable fire extinguishers in your workplace.

(2) You must mount, locate, and identify portable fire extinguishers so employees can easily reach them, without being subjected to possible injury.

Recommended Action - Make sure that all fire extinguishers are properly mounted and marked so employees can easily locate/identify and reach them.

Note: Brief employees on hazards and necessary precautions. Retrain all employees on how to recognize hazards or a potential hazard and to come up with the corrective actions/solutions.

What I need as proof of abatement:

- Photo of the oxygen & acetylene cylinders with the protective caps on.
- Photo of shed area showing where the oxygen & acetylene cylinders had been stored.
- Photo of chain saw with a cover on it.
- Photo of the refueling area with a sign posted;
"NO SMOKING - STOP YOUR MOTOR"
- Photo of the upper level over the office space in the bay with a sign posted;
"LOAD LIMIT ___ lbs.perSqFt".
- Photo of one of the fire extinguishers, mounted with a sign over it saying;
"Fire Extinguisher".



WEST THURSTON REGIONAL FIRE AUTHORITY

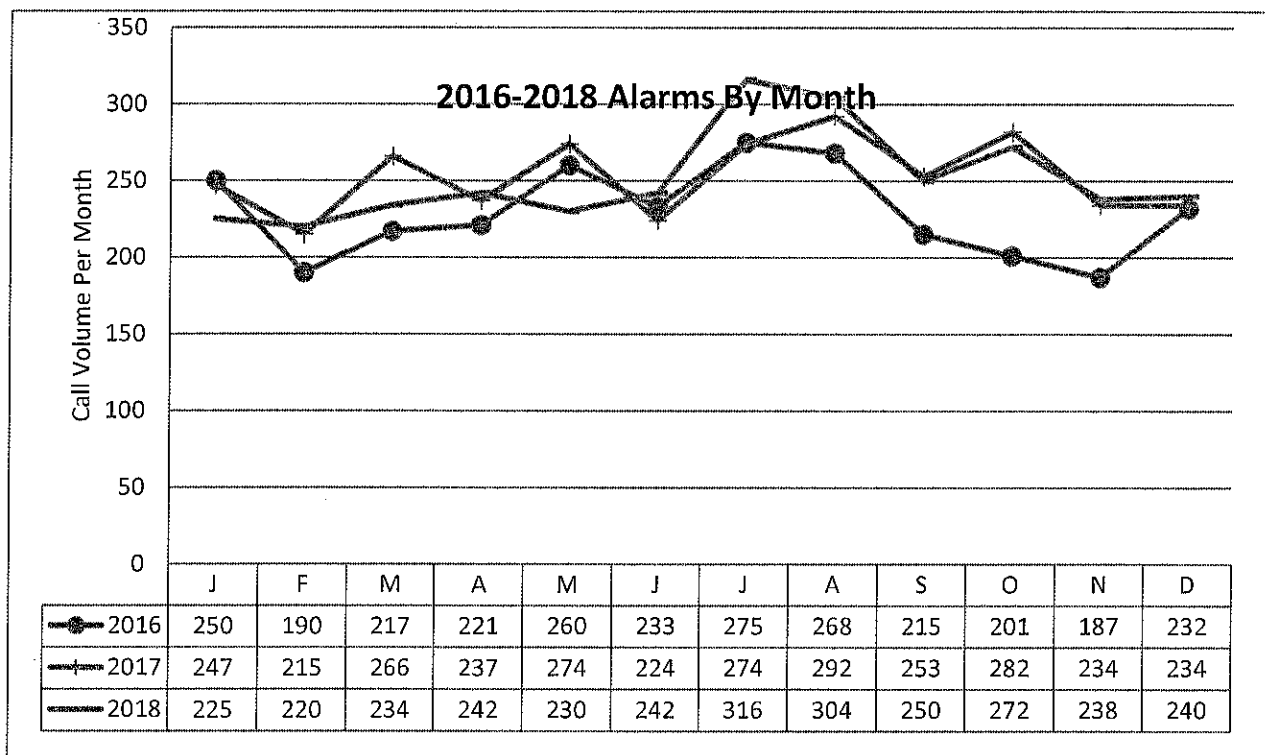
Thurston County Fire Protection District #1, #11 & #14

CHIEF'S REPORT

Month of Report: December 2018

Annual Alarm Information:

| MONTH | CALL VOLUME | EMS RESCUE | FIRE | OTHER | TOTAL VOLUME | MUTUAL AID | WTRFA TRANSPORTS | TOTAL TRANSPORTS |
|-------|-------------|------------|------|-------|--------------|------------|------------------|------------------|
| JAN | 225 | 180 | 07 | 38 | 225 | 15 | 76 | 93 |
| FEB | 220 | 184 | 04 | 32 | 445 | 09 | 76 | 95 |
| MAR | 234 | 179 | 10 | 45 | 679 | 08 | 74 | 90 |
| APR | 242 | 179 | 14 | 49 | 921 | 09 | 59 | 90 |
| MAY | 230 | 172 | 18 | 40 | 1151 | 12 | 50 | 76 |
| JUN | 242 | 192 | 08 | 32 | 1393 | 14 | 66 | 101 |
| JUL | 316 | 197 | 34 | 85 | 1709 | 32 | 62 | 92 |
| AUG | 304 | 202 | 18 | 84 | 2013 | 18 | 85 | 111 |
| SEP | 250 | 192 | 06 | 52 | 2263 | 12 | 60 | 80 |
| OCT | 272 | 200 | 09 | 63 | 2535 | 18 | 69 | 97 |
| NOV | 238 | 173 | 05 | 60 | 2776 | 18 | 61 | 86 |
| DEC | 240 | 175 | 08 | 57 | 3016 | 15 | 53 | 82 |
| YEAR | 3016 | 2225 | 141 | 637 | | 165 | 791 | 1093 |





Agreements, Resolutions, Contracts & Leases:

- Chief Kaleiwahea signed and returned the BLS contract back to Medic One.
- Chief Kaleiwahea spoke with Chief Kelly Edwards - Chehalis Tribal regarding the contract he sent a proposal (Scope of work) from FCS Group to conduct a financial/ cost analysis. Chief K sent Kelly the federal cost analysis by Public Consulting Group to help prevent unnecessary consulting fee the Tribe might encumber to achieve a similar outcome.
- West Thurston is working toward completing Pre-Fire and Emergency Operations Planning and a Joint DOC disaster/ICS drill for Cedar Creek and Maple Lane.

Budget & Finance/Planning:

- 2019 Carryover report by L. Shea

Expenditure Planning:

- Landscape equipment \$1000 blower and pressure washer

Development Services (New Construction) Tracking

- N/A

Fire Investigation and Fire Loss Reports

- RO180002801- December 4th, 2018 – 08:52 hours – 4800 block 163rd Lane SW live aboard-travel trailer. Origin side B- small bed; Cause undetermined-probable electric.\$10,000 loss structure and content.
- RO180002822- December 7th, 2018- 23:42 hours – 17900 block Albany Street SW #39- double wide trailer. Origin above the woodstove in the ceiling- Cause- accidental-improper installation (single wall pipe without insulation) of used wood stove/flue pipe. \$15,000 loss.
- RO180002972- December 24th, 2018- 22:03 hours- 13400 Marcon Lane SW- Wood frame 3 car attached garage (984 square foot). Damage contained to the garage. Origin- wood stove- Cause: Accidental- the woodstove door was open upon fire crew entry. The door may have been left open when the fire was stoked. Damage \$20,000 loss

Grant/Donations/Unanticipated Revenue:

- EMW-2014-FF-00386-SAFER Grant reimbursement #12 - \$26,385-through Nov 2018- Pending

Health & Safety Activities (see Safety Officer Report)

- 2019 Quarterly Mandatory meeting- January 3rd, 2019
- We are working to correct the minor deficiencies identified by L&I during a voluntary Safety Audit and air quality testing. Air quality testing at station 1-1 & 1-2 passed indoor quality standards.

Accidents, Incidents, and Injury

- Brent Devert is on light-duty resulting from a non-work related injury through January.
- Eric Smith was released for full duty and returned on January 7th



IT/Web Development (Joslin)

- Chief K will meet with 4 other fire district (January 14th - 2pm station 6-1) that have expressed interest in finding a joint solution to IT services. J. Joslin has completed an RFP which will be held for a couple weeks while we explore opportunities.

Labor Management Report

- Next meeting scheduled for January 15th
- 1.2009 Purchasing and inventory – **Forwarded to labor group for review**
- 1.2010.1 Communications Equipment – **Forwarded to labor group for review**
- Social media policy review by labor group – **Under 60 day review**
- Fit for duty policy - **Discussions**

Human Resources/ Personnel/ Man hours served & Internal Affairs/ Labor-Management:

| STATION UPTIME REPORT | December 2018 |
|------------------------------|---------------------|
| Station 1 | 100% |
| Station 2 | 100% |
| Station 3 | 100% |
| Station 6 | Staffing of 2 = 19% |
| Station 4 | 0% |
| Career Battalion (Station 6) | 100% |

| Certified Responders- Personnel Count | Man-Hours Worked December 2018 |
|--|---|
| (31) Career-Union | Regular Hours:5790; Overtime Hours:427; Sick Leave Hours:245 (includes paternity and FMLA); Kelly Day Hours:744; Vacation Hours:473; Personal Leave:530; Training OT: 20; Bereavement ; Mob:0; Mob backfill;0 |
| (1) Temp-Part-time | Temp Hours:0 |
| (26) Volunteer Responders | 2812 Regular Hours |
| (13) PACT | |
| (05) Residents | 611 Regular Hours |
| (02) Maintenance/Logistics PT | 63 Regular Hours |

Legal Issues:

- Quinn advised on Association authority/relationship

Policy/ Procedures & Guidelines:

- Social Media Policy (Revised Draft)
- Deployment Guidelines (Revised Draft)
- Operations group is working on review and revision of Section 4000
- L&I has completed review and provided revision/update recommendations on WTRFA Safety P/P/G's. Updates pending

Risk Management:

- All-Department Meeting January 3rd - Station 1-2



- Safety Officer/L&I Safety Audit (ongoing)
- L&I indoor air quality; station 1 & 2 completed.
- Annual PPE inspection was conducted on Jan. 3rd and a PPE/Uniform Committee has assembled to research compliance and recommend uniform standard.

Action/ Review/ Discussion Items:

- 2019 AOP (action)
- Cell tower offer- Landmark Dividend (Information)
- FCS Group- Scope of Work- Chehalis Tribe
- BLS Contract (Information)
- Social Media Policy (Revised Draft)
- Deployment Guidelines (Revised Draft)

Meetings & Activities

- Jan. 3rd Medic One OPS (unable to attend)
- Jan. 3rd- Safety Meeting
- Jan. 8th – Company Officers Meeting
- Jan 9th – Board Planning Workshop
- Jan. 9th – WTF&LS Board Meeting
- Jan. 14th – Governing Board Meeting

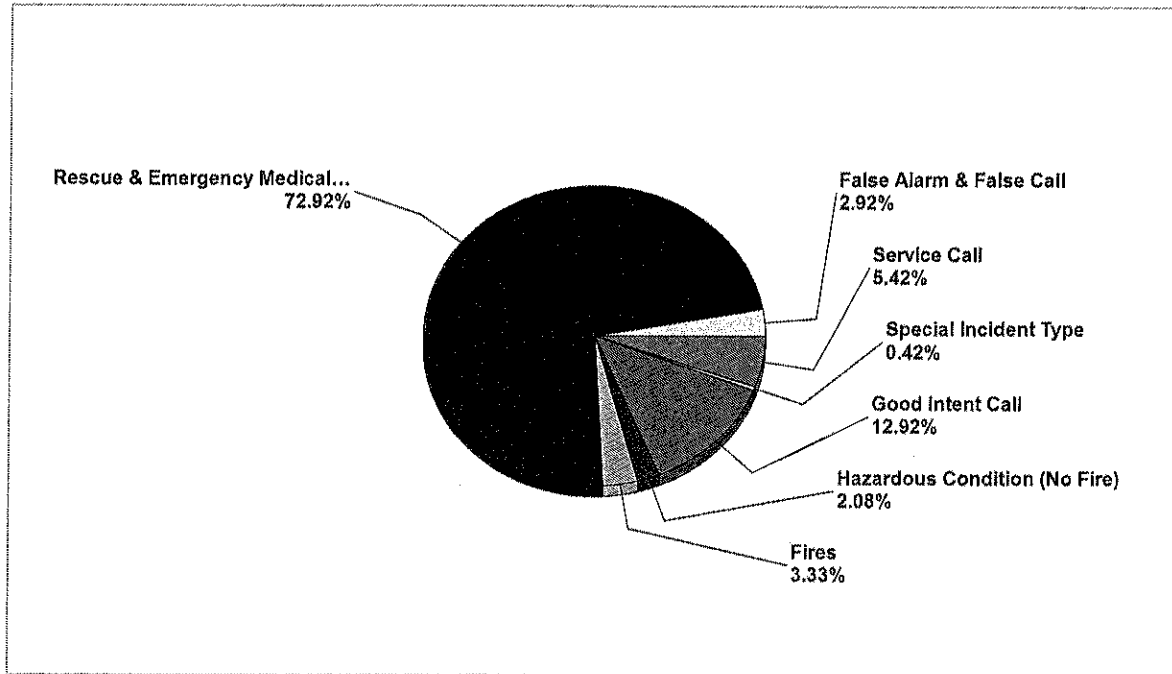
Public Education/ Public Relations Activities:





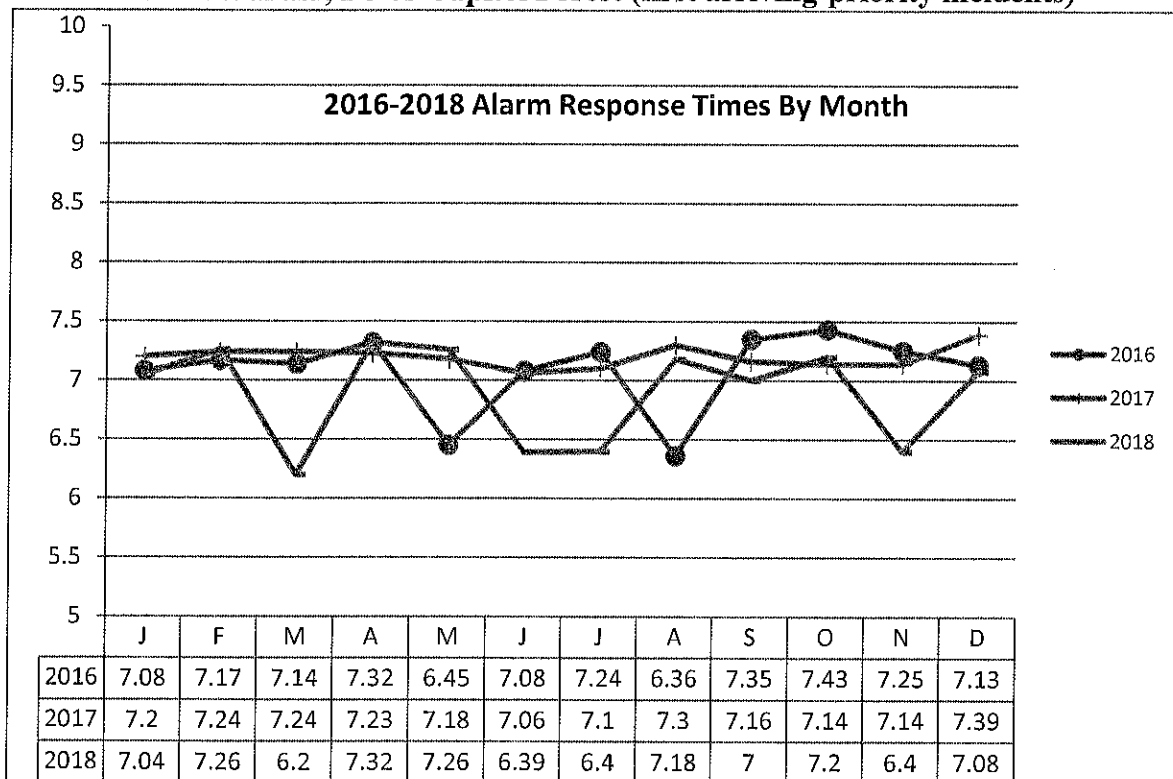
West Thurston Monthly-YTD Alarm Information

ER report #553-Major Incident Types



Average Response Time: 7:08 Minutes

No mutual aid, I-5 or Capitol Forest (first arriving-priority incidents)





WTRFA CHIEFS REPORT
December 2018

WTRFA Monthly/ YTD Operations Summary

| Description | Monthly Call Volume | YTD Call Volume |
|-----------------------|------------------------|-----------------------|
| EMS/RESCUE | 175 | 2225 (74%) |
| Fire | 08 | 141 (5%) |
| Other | 57 | 637 (21%) |
| For Month | 240 | 3016 |
| WT- Transports | 53 | (30.3%) of EMS |

| Hospital | Monthly | YTD |
|--------------|-----------|-------------|
| SPH | 37 | 555 |
| PHC | 39 | 393 |
| CMC | 06 | 83 |
| MAMC | 00 | 04 |
| Harborview | 00 | 03 |
| GH | 00 | 00 |
| Other | 00 | 01 |
| Total | 82 | 1039 |

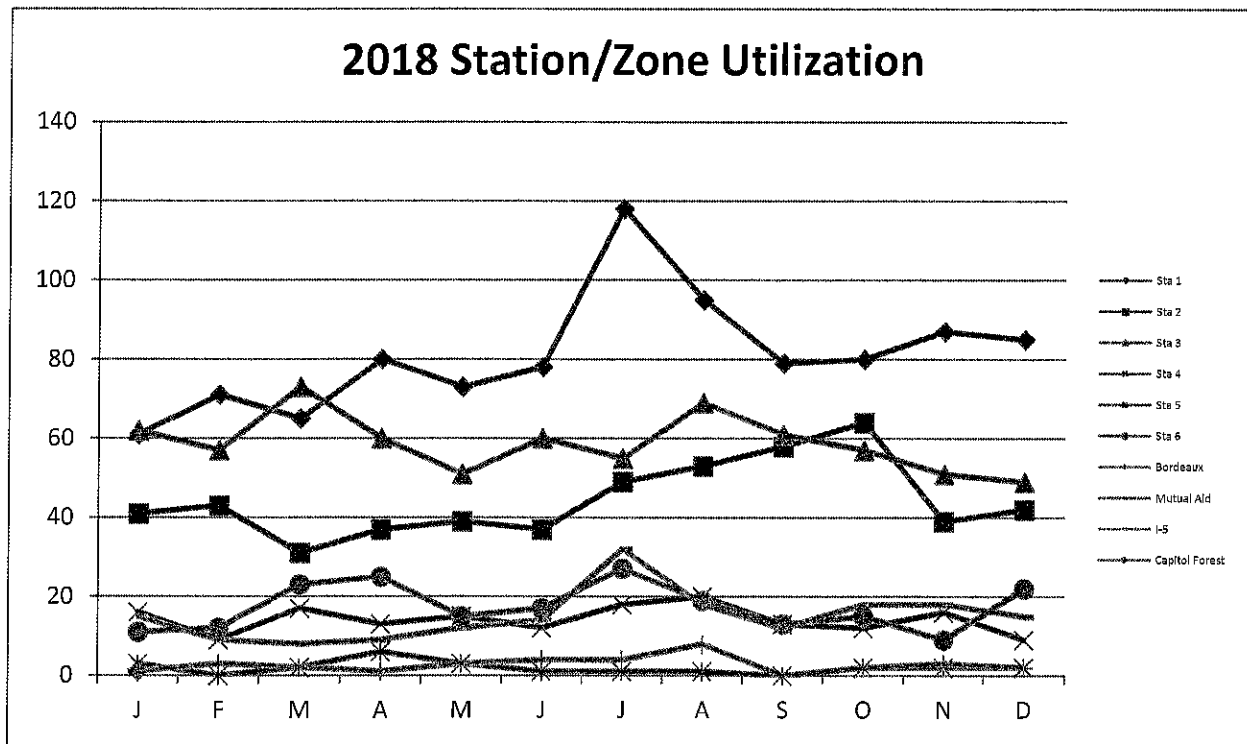
| Tribal Property | Monthly | YTD |
|--------------------------|-----------|-------------------|
| Lucky Eagle (12888) | 04 | 65 |
| Eagles Landing (12840) | 03 | 20 |
| Great Wolf Lodge (20500) | 10 | 53 |
| Fairfield Inn (6223) | 01 | 01 |
| Total | 18 | 139 (4.3%) |

| Aid Unit Utilization | Transports For Month | YTD |
|----------------------|-------------------------|-----|
| Aid 1-1 – App 05 | 23 | 264 |
| Aid 1-2 – App 06 | 15 | 251 |
| Aid 1-3 – App 03 | 15 | 243 |
| Aid 1-6 – App 55 | 00 | 03 |
| Aid 1-4 | 00 | 28 |
| Transported ALS | 25 | 255 |
| Airlift | 00 | 01 |
| Private Ambulance | 04 | 47 |
| Other FD | 00 | 05 |

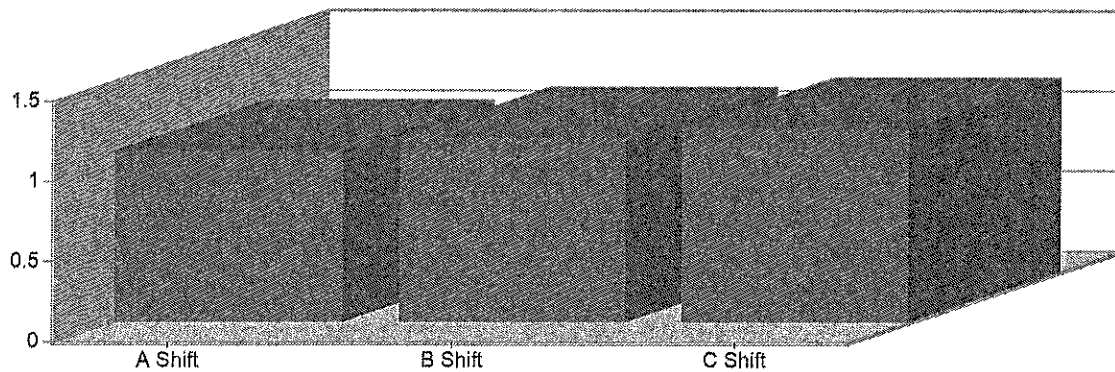
| Station Zone | Monthly | AVG. Response Time (Month) | *YTD | Percentage YTD |
|---|------------|-------------------------------|-------------|-------------------|
| 1 – Grand Mound/Sargent | 85 | 6:53 | 970 | 32% |
| 2 – Littlerock Rd | 42 (73) | 7:32 | 541 (952) | 18% (30%) |
| 3 – Albany Street | 49 | 6:36 | 703 (725) | 23% |
| 4 – Scott Lake- Sta. 1-2 | 09 | 6:57 | 170 | 6% |
| 5 – Michigan Hill- Sta. 1-3 | 02 | 13:44 | 22 | 0.72% |
| 6 – Maytown Rd. | 22 | 8:22 | 208 | 7% |
| 8 – Bordeaux Ranch–Sta. 1-2 | 02 | 7:38 | 33 | 1.1% |
| I-5 1-1 | 03 | 9:03 | 60 | 2% |
| I-5 1-2 | 02 | 10:32 | 38 | 1.2% |
| I-5 1-6 | 07 | 5:46 | 73 | 2.4% |
| Capitol Forest | 00 | 19:48 | 28 | 0.9% |
| Mutual Aid | 15 | N/A | 208 | 7% |
| Total/ Average Response time | 240 | 7:08 | 3016 | 100% |

Average response time for first arriving unit; does not include Mutual aid, Interstate 5 or Capitol Forest incidents (priority calls-ER report #1605)

100



Average Turnout Time per Shift for Date Range
SHIFT AVERAGE TURNOUT TIME as MM:SS (Dispatch to Enroute)



A Shift 1:04- B Shift 1:09- C Shift 1:13
Start Date: 01/01/2018 | End Date: 12/31/2018
Doc Id: 654
Emergencyreporting



WTRFA Operations Report:

Notable Incidents:

- RO180002801- December 4th, 2018 – 08:52 hours – 4800 block 163rd Lane SW live aboard-travel trailer. Origin side B- small bed; Cause undetermined-probable electric. \$10,000 loss structure and content.
- RO180002822- December 7th, 2018- 23:42 hours – 17900 block Albany Street SW #39- double wide trailer. Origin above the woodstove in the ceiling- Cause- accidental- improper installation (single wall pipe without insulation) of used wood stove/flue pipe. \$15,000 loss.
- RO180002972- December 24th, 2018- 22:03 hours- 13400 Marcon Lane SW- Wood frame 3 car attached garage (984 square foot). Damage contained to the garage. Origin- wood stove- Cause: Accidental- the woodstove door was open upon fire crew entry. The door may have been left open when the fire was stoked. Damage \$20,000 loss

Project Work Status:

Training Collaboration with Action Training: In the near future, we will be working with Action Training to film the latest in their training series on rapid intervention crews. We previously worked with them on their water supply and pumping series. As a participant, we will receive free training materials from the outcome of the production. – **Scheduling.**

Security Systems: All stations completed-final training 12/12/18- **Completed**

Thurston County Emergency Alerting System & Smart 911:

TCOMM indicates they have resolved the Smart911 issue. Officer training to send early alerts is planned for January 2019- **In Process**

Maytown Water: The well site and group b applications and well agreement were emailed to Steven Cook on 10/18 during our conversation on 12/04 he said he hasn't had the time to look at them but assured me that he today when he gets home. We have received verbal approval from Stephanie Kinney Thurston County to drill at the location identified on the application. I am researching the option with Craig Kaiser – Old Dominion Freight Line Inc. (new owner of the old Ritchie Brother lot) to share the water from that well. -**In Process**

CAD Run Review Project

Run card pick list project has been completed – we are awaiting TCOMM to schedule confidence testing of the new program – **In Progress**

Beaver Creek Septic Design:

Becky Reger is moving forward with our project. – **In Process**

Station 1-3 Security Fencing Bids

Reviewing bids for the project – **In Process.**



WTRFA Training Division - Report: *from Captain Rob Smith*

Looking back on 2018, I reviewed the goals Training Division set forth in January and realized we had an exceptionally good year. We accomplished all the stated goals for line personnel;

- 1) Increase our Annual Training Requirements Compliance to as close to 100% as possible – Since 2016, we have had a **33% improvement in Annual Training Compliance** (50% in 2016, 75% in 2017 and 83+% in 2018). We are trending favorably.
- 2) Increase our Cross Jurisdictional Training to include our Mutual Aid partners – We participated in 2 MCI drills with Camp Murray Military Personnel from Pierce County (Tarbeck Hall 2018), and 1 MCI drill with our mutual aid partners in Thurston County. We also participated in 6 MCO's with our mutual aid partners in Thurston County including McLane-Black Lake Fire District 9, South Bay Fire District 8, East Olympia Fire District 6, and Griffin Fire District 13.
- 3) Platform improvement of our "Child" online training site, Target Solutions – at the Thurston County Training Officer level, we collectively tackled some barriers in place and achieved a much more user friendly platform across all Training Cooperative Departments, with more improvements to come in 2019.
- 4) Take advantage of technology at our fingertips by decreased reliance on paper form recording by moving towards an online presence to streamline and improve submissions and tracking – We are now 100% online with Education Requests, PPE Inspections and recording of all facets of assigned training.
- 5) Focused training that gives us the best chance of improving our WSRB Public Protection Class Rating *within the Training component* for the citizens and stakeholders we serve within the West Thurston RFA – We achieved our goal with our training commitment to contribute to an improved rating from a 5 PC to a 4 PC!
- 6)

Looking forward to 2019, our goals in Training Division will be:

- 1) Increase Annual Training Requirements Compliance to 90% or better. We will do this by focused based attention to detail and hands-on integration for some trainings, where possible.
- 2) Continue Cross Jurisdictional Training to include Mutual Aid partners – continue with Tarbeck Hall 2019 MCI with Camp Murray (February 9th) and I will continue to coordinate MCO's Countywide each quarter of the year.
- 3) Migrate to an improved Target Solutions platform by end of 1st Q of 2019. The new "Enterprise" site has been built and I am actively developing it for our Department for rollout. There's a lot of work involved here.
- 4) Officer Development – through our work at the Thurston County Training Officer level, this has started to rollout Countywide with the first class on January 16, 2019 at Tumwater Fire Department. Interdepartmentally, I am working on an Acting Captain Workbook as well as a future Acting Battalion Chief Workbook.
- 5) Battalion Level proficiency drills – we are well underway since launching our hands-on, direct delivery of regularly scheduled daytime and Thursday Evening training offerings in 4th Q of 2018. Our goal will be to improve Quarterly training compliance from roughly 50% to 65-70% proficiency by the end of 2019.



We are excited for 2019 in the Training Division and look forward to achieving the goals we have set for our Department! Please let me know if you have any questions about the December 2018 Monthly report.

| Completed Training for December | Scheduled Training | Future Planned Training / Not yet Scheduled |
|---|--|--|
| <p>Regularly Scheduled Shift, Thursday Night Drills and Saturday Training featuring required training topics and non-required training:</p> <ul style="list-style-type: none"> • Engine Company Operations Dec 6 1000-1400 (A shift) • Auto Extrication Demo/Training Dec 6 @Station 1-2 1800-2000 • Engine Company Operations Dec 13 1000-1400 (B shift) • Engine Company Operations Dec 20 1000-1400 (C shift) • Medic One - Cardiac Arrest Instructor Class Dec 3 @Station 9-5 1800-2200 (R. Smith, Vavrinec) • EVIP Instructor Update Dec 6 @LFD #3 0800-1700 (R. Smith, Degagne, Sexton) | <ul style="list-style-type: none"> • Officer Development Class via Thurston County Training Officers – Jan 16 @ Tumwater Fire Department (T1) 1200-1400 • A Shift Drill – May Day Procedures & Air Management – Jan 17 1000-1400 • C Shift Drill – May Day Procedures & Air Management – Jan 24 1000-1400 • B Shift Drill – May Day Procedures & Air Management – Jan 31 1000-1400 • IFSAC Fire Officer 2 Course – Jan 28-Feb 1 0800-1700 @Station 1-1 • Pump Operations Course – May 4-5 0800-1700 @Station 1-1 | <p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"> • 1403 Live Fire Training –1Q & 2Q- 2019 @Mark Noble courtesy of Thurston County Training Officers, and Acquired Structure on 183rd Ave SW • Responder vs. Machinery – Consider in 2019 • Training with Mutual Aid Partners (Riverside Fire Authority – Lewis County) dates TBD • Action Training Systems taping – Firefighter 1 & 2/Rapid Intervention Crew – date TBD • EVIP 3.0 – dates TBD (Department wide) <p>Major / Ongoing Projects</p> <ul style="list-style-type: none"> • Brent Strong Memorial – build a memorial at Station 1-4 – in progress (collecting pricing info to share with group and seek Union contribution) – inactive at this time • Ladder Truck Training: Develop Advanced Functions Task Book Training (phase 2) – in progress • Thurston County Training Officers: Officer Development Academy – Launched • Thurston County Training Officers: Coordinate/lead the development of stand-alone Fire Behavior, exposure lab and evaluations for 2019 at Mark Noble with all Thurston County Departments in the Cooperative – in progress • Thurston County Training Officers: Coordinate/lead MCO's multiple dates 1st, 2nd, 3rd, and 4th Q 2019 with all Thurston County Departments in the Cooperative.- in progress • Elevator Rescue Operations SOG – implemented • WTRFA Training Division: Target Solutions Platform improvements to help end-user experience – in progress • Training Tower: Reconsider plans – in progress (very early) • Large Area Building Operations SOG - implemented |

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West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 1/3/2019 2:49:43 PM



Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018

| ANSWERS | # INCIDENTS |
|---|-------------|
| USER-DEFINED FIELD: Call Type (Required) | |
| ALS | 61 |
| BLS | 122 |
| FIRE | 57 |
| TOTAL | 240 |

25%

51%

24%

| | |
|--|------------|
| USER-DEFINED FIELD: Patient Dispo? (Required) | |
| AMA | 9 |
| Cancelled | 17 |
| DOA | 7 |
| FIRE | 42 |
| No Medical Need | 17 |
| POV | 12 |
| T & R | 47 |
| TRANSPORT | 82 |
| UTL | 7 |
| TOTAL | 240 |

| | |
|---|------------|
| USER-DEFINED FIELD: Transport BLS or ALS? (Required) | |
| ALS | 25 |
| BLS | 57 |
| N/A | 158 |
| TOTAL | 240 |

| | |
|--|------------|
| USER-DEFINED FIELD: Unit that transported? (Required) | |
| A1-1 | 23 |
| A1-2 | 15 |
| A1-3 | 15 |
| Medic Unit | 25 |
| Privit Amb | 4 |
| N/A | 158 |
| TOTAL | 240 |

WTRFA

53

Total

82

| | |
|---|------------|
| USER-DEFINED FIELD: Transport Location (Not POV)? (Required) | |
| Centralia Providence | 39 |
| CMC | 6 |
| SPH | 37 |
| N/A | 158 |
| TOTAL | 240 |

West Thurston Regional Fire Authority

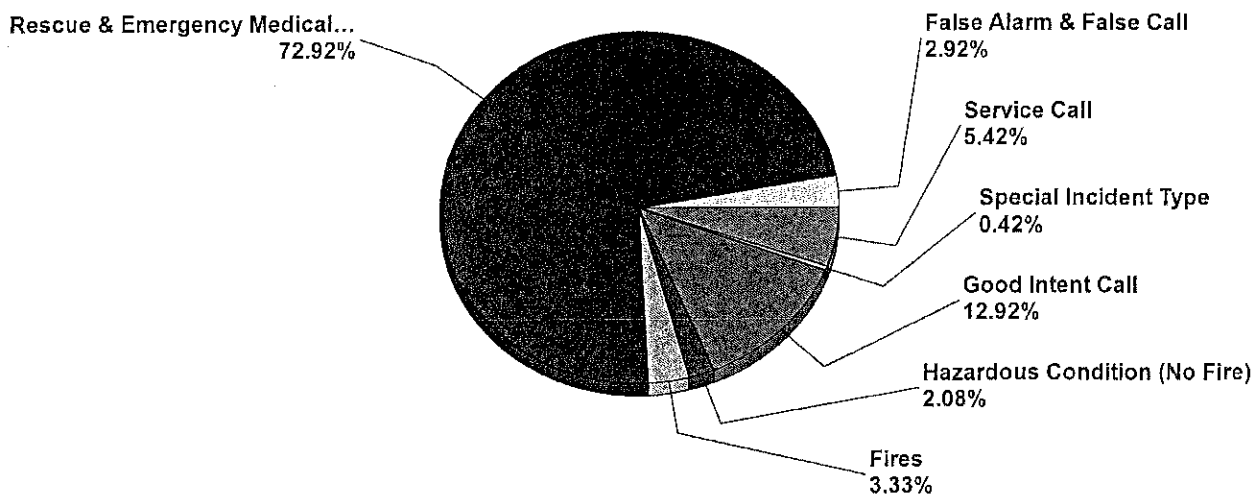
Olympia, WA

This report was generated on 1/4/2019 9:28:16 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2018 | End Date: 12/31/2018



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|------------|
| Fires | 8 | 3.33% |
| Rescue & Emergency Medical Service | 175 | 72.92% |
| Hazardous Condition (No Fire) | 5 | 2.08% |
| Service Call | 13 | 5.42% |
| Good Intent Call | 31 | 12.92% |
| False Alarm & False Call | 7 | 2.92% |
| Special Incident Type | 1 | 0.42% |
| TOTAL | 240 | 100.00% |

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

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Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|----------------|
| 111 - Building fire | 7 | 2.92% |
| 137 - Camper or recreational vehicle (RV) fire | 1 | 0.42% |
| 300 - Rescue, EMS incident, other | 1 | 0.42% |
| 320 - Emergency medical service, other | 1 | 0.42% |
| 321 - EMS call, excluding vehicle accident with injury | 159 | 66.25% |
| 322 - Motor vehicle accident with injuries | 4 | 1.67% |
| 323 - Motor vehicle/pedestrian accident (MV Ped) | 1 | 0.42% |
| 324 - Motor vehicle accident with no injuries. | 8 | 3.33% |
| 352 - Extrication of victim(s) from vehicle | 1 | 0.42% |
| 444 - Power line down | 5 | 2.08% |
| 500 - Service Call, other | 6 | 2.50% |
| 511 - Lock-out | 1 | 0.42% |
| 561 - Unauthorized burning | 6 | 2.50% |
| 600 - Good intent call, other | 1 | 0.42% |
| 611 - Dispatched & cancelled en route | 19 | 7.92% |
| 622 - No incident found on arrival at dispatch address | 7 | 2.92% |
| 631 - Authorized controlled burning | 4 | 1.67% |
| 735 - Alarm system sounded due to malfunction | 1 | 0.42% |
| 743 - Smoke detector activation, no fire - unintentional | 1 | 0.42% |
| 744 - Detector activation, no fire - unintentional | 2 | 0.83% |
| 745 - Alarm system activation, no fire - unintentional | 3 | 1.25% |
| 911 - Citizen complaint | 1 | 0.42% |
| TOTAL INCIDENTS: | 240 | 100.00% |

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

West Thurston Regional Fire Authority

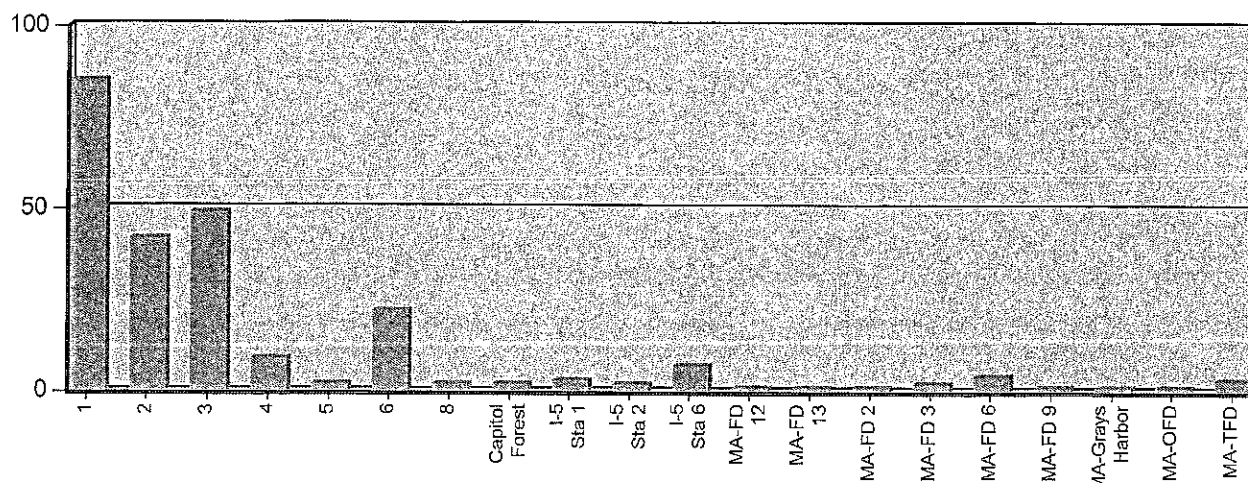
Olympia, WA

This report was generated on 1/4/2019 9:26:32 AM



Incident Count per Zone for Date Range

Start Date: 12/01/2018 | End Date: 12/31/2018



| ZONE | # INCIDENTS |
|--|-------------|
| 1 - Grand Mound | 85 |
| 2 - Littlerock | 42 |
| 3 - Rochester | 49 |
| 4 - Scott Lake | 9 |
| 5 - Michigan Hill | 2 |
| 6 - Maytown | 22 |
| 8 - Bordeaux / Mima / Gate | 2 |
| Capitol Forest - Capitol Forest Zone | 2 |
| I-5 Sta 1 - I-5 Station 1-1 Area | 3 |
| I-5 Sta 2 - I-5 Station 1-2 Area | 2 |
| I-5 Sta 6 - I-5 Station 1-6 Area | 7 |
| MA-FD 12 - TCFD 12 - Tenino | 1 |
| MA-FD 13 - TCFD 13 - Griffin FD | 1 |
| MA-FD 2 - TCFD 2 - Yelm / Rainier | 1 |
| MA-FD 3 - TCFD 3 - Lacey FD | 2 |
| MA-FD 6 - TCFD 6 - East Olympia | 4 |
| MA-FD 9 - TCFD 9 - McLane / Black Lake | 1 |
| MA-Grays Harbor - Grays Harbor County | 1 |
| MA-OFD - Olympia FD | 1 |
| MA-TFD - Tumwater FD | 3 |

TOTAL: 240

Zone Information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.

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West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 1/9/2019 4:37:12 PM



Incident First on Scene Response Times For Date Range per Geographical Zone

Mutual Aid: All Types and None | Response Mode(s): Lights and Sirens | Zone(s): 1 - Grand Mound, 2 - Littlerock, 3 - Rochester, 4 - Scott Lake, 5 - Michigan Hill and 2 more | Start Date: 12/01/2018 | End Date: 12/31/2018

| Incident Number | Date | Apparatus | Response Time |
|-------------------------------|------------|---------------------------|--------------------------------|
| Bordeaux / Mima / Gate | | | |
| 2018-2915 | 12/17/2018 | A1-2 | 9:17 |
| 2018-2910 | 12/16/2018 | A1-2 | 5:59 |
| | | Number of Calls: 2 | Avg Response Time: 7:38 |
| Grand Mound | | | |
| 2018-0003017 | 12/31/2018 | BN1-6 | 3:35 |
| 2018-0003016 | 12/31/2018 | A1-1 | 4:48 |
| 2018-0003015 | 12/31/2018 | A1-3 | 8:11 |
| 2018-0003014 | 12/31/2018 | A1-1 | 5:00 |
| 2018-0003010 | 12/31/2018 | E1-1 | 7:55 |
| 2018-0003004 | 12/30/2018 | A1-1 | 9:22 |
| 2018-0002999 | 12/30/2018 | BN1-6 | 2:22 |
| 2018-0002993 | 12/28/2018 | A1-3 | 8:22 |
| 2018-0002990 | 12/28/2018 | A1-1 | 5:40 |
| 2018-0002989 | 12/28/2018 | A1-1 | 7:19 |
| 2018-2976 | 12/26/2018 | A1-1 | 7:53 |
| 2018-2975 | 12/25/2018 | A1-3 | 7:13 |
| 2018-2974 | 12/25/2018 | A1-1 | 4:57 |
| 2018-2966 | 12/24/2018 | A1-1 | 7:20 |
| 2018-2965 | 12/23/2018 | A1-1 | 6:31 |
| 2018-2958 | 12/22/2018 | A1-1 | 5:30 |
| 2018-2957 | 12/22/2018 | A1-1 | 5:41 |
| 2018-2955 | 12/21/2018 | A1-1 | 5:23 |
| 2018-2952 | 12/21/2018 | A1-1 | 6:46 |
| 2018-2950 | 12/21/2018 | A1-1 | 5:09 |
| 2018-2949 | 12/21/2018 | A1-1 | 7:19 |
| 2018-2942 | 12/20/2018 | A1-1 | 7:01 |
| 2018-2940 | 12/19/2018 | B1-1 | 7:20 |
| 2018-2938 | 12/19/2018 | A1-1 | 4:41 |
| 2018-2937 | 12/19/2018 | BN1-6 | 4:30 |
| 2018-2932 | 12/19/2018 | A1-1 | 6:15 |
| 2018-2930 | 12/19/2018 | A1-1 | 6:47 |
| 2018-2928 | 12/18/2018 | A1-1 | 4:50 |
| 2018-2927 | 12/18/2018 | A1-1 | 7:43 |
| 2018-2924 | 12/18/2018 | A1-3 | 11:49 |

First Apparatus on scene for reviewed reports. Response time calculating Dispatched to Arrived



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Doc Id: 1605

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| Incident Number | Date | Apparatus | Response Time |
|-----------------|------------|---------------------|-------------------------|
| 2018-2922 | 12/17/2018 | A1-1 | 9:30 |
| 2018-2918 | 12/17/2018 | A1-1 | 4:46 |
| 2018-2914 | 12/17/2018 | A1-1 | 6:13 |
| 2018-2908 | 12/16/2018 | A1-1 | 4:47 |
| 2018-2907 | 12/16/2018 | A1-1 | 5:59 |
| 2018-2903 | 12/16/2018 | A1-1 | 4:41 |
| 2018-2902 | 12/16/2018 | A1-1 | 5:39 |
| 2018-2901 | 12/16/2018 | A1-1 | 9:23 |
| 2018-2896 | 12/15/2018 | A1-1 | 3:09 |
| 2018-2895 | 12/15/2018 | A1-1 | 6:50 |
| 2018-0002891 | 12/14/2018 | A1-1 | 5:57 |
| 2018-0002884 | 12/14/2018 | A1-1 | 7:40 |
| 2018-0002873 | 12/12/2018 | A1-1 | 3:49 |
| 2018-0002871 | 12/12/2018 | E1-3 | 8:29 |
| 2018-0002870 | 12/12/2018 | A1-1 | 7:42 |
| 2018-0002868 | 12/12/2018 | A1-1 | 5:37 |
| 2018-0002864 | 12/11/2018 | E1-1 | 6:47 |
| 2018-0002862 | 12/11/2018 | E1-1 | 7:05 |
| 2018-0002860 | 12/11/2018 | A1-1 | 10:42 |
| 2018-0002855 | 12/11/2018 | E1-1 | 8:27 |
| 2018-0002854 | 12/11/2018 | E1-1 | 13:50 |
| 2018-0002848 | 12/10/2018 | A1-1 | 4:52 |
| 2018-0002847 | 12/10/2018 | E1-1 | 10:18 |
| 2018-0002846 | 12/10/2018 | A1-1 | 6:48 |
| 2018-0002844 | 12/09/2018 | A1-1 | 7:06 |
| 2018-0002835 | 12/08/2018 | A1-1 | 8:18 |
| 2018-0002830 | 12/08/2018 | E1-1 | 7:44 |
| 2018-0002827 | 12/08/2018 | E1-1 | 9:35 |
| 2018-0002824 | 12/07/2018 | E1-1 | 9:22 |
| 2018-0002818 | 12/07/2018 | A1-1 | 6:48 |
| 2018-0002815 | 12/06/2018 | A1-1 | 14:42 |
| 2018-0002810 | 12/06/2018 | A1-1 | 5:55 |
| 2018-0002809 | 12/06/2018 | A1-1 | 5:14 |
| 2018-0002794 | 12/03/2018 | A1-1 | 5:07 |
| 2018-0002792 | 12/03/2018 | A1-1 | 9:50 |
| 2018-0002790 | 12/02/2018 | A1-1 | 5:39 |
| 2018-0002788 | 12/02/2018 | A1-1 | 4:10 |
| 2018-0002786 | 12/02/2018 | A1-1 | 7:20 |
| | | Number of Calls: 68 | Avg Response Time: 6:53 |
| Little Rock | | | |
| 2018-0003013 | 12/31/2018 | A1-2 | 4:52 |

First Apparatus on scene for reviewed reports. Response time calculating Dispatched to Arrived



**EMERGENCY
REPORTING**

emergencyreporting.com
Doc Id: 1605
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| Incident Number | Date | Apparatus | Response Time |
|---------------------|------------|-------------------------|---------------|
| 2018-0003011 | 12/31/2018 | A1-2 | 4:59 |
| 2018-0003002 | 12/30/2018 | BN1-6 | 10:27 |
| 2018-0003000 | 12/30/2018 | E1-2 | 6:09 |
| 2018-0002998 | 12/30/2018 | A1-2 | 2:56 |
| 2018-0002994 | 12/29/2018 | A1-2 | 10:01 |
| 2018-2972 | 12/24/2018 | CH1-1 | 13:20 |
| 2018-2971 | 12/24/2018 | A1-2 | 11:02 |
| 2018-2962 | 12/23/2018 | A1-2 | 8:02 |
| 2018-2959 | 12/22/2018 | A1-2 | 5:24 |
| 2018-2953 | 12/21/2018 | A1-2 | 9:19 |
| 2018-2944 | 12/20/2018 | A1-2 | 8:55 |
| 2018-2926 | 12/18/2018 | A1-2 | 10:11 |
| 2018-2925 | 12/18/2018 | E1-2 | 12:41 |
| 2018-2919 | 12/17/2018 | A1-2 | 4:22 |
| 2018-2917 | 12/17/2018 | E1-2 | 6:07 |
| 2018-2912 | 12/17/2018 | A1-2 | 5:48 |
| 2018-2906 | 12/16/2018 | A1-2 | 4:59 |
| 2018-0002881 | 12/14/2018 | A1-2 | 10:53 |
| 2018-0002877 | 12/13/2018 | BN1-6 | 9:56 |
| 2018-0002874 | 12/13/2018 | A1-2 | 7:45 |
| 2018-0002872 | 12/12/2018 | A1-2 | 7:12 |
| 2018-0002861 | 12/11/2018 | A1-2 | 0:00 |
| 2018-0002851 | 12/10/2018 | E1-2 | 11:33 |
| 2018-0002845 | 12/10/2018 | A1-2 | 3:14 |
| 2018-0002842 | 12/09/2018 | A1-2 | 8:35 |
| 2018-0002831 | 12/08/2018 | A1-2 | 5:57 |
| 2018-0002820 | 12/07/2018 | A1-2 | 7:05 |
| 2018-0002814 | 12/06/2018 | A1-2 | 5:51 |
| 2018-0002811 | 12/06/2018 | A1-2 | 6:41 |
| 2018-0002802 | 12/04/2018 | A1-2 | 10:20 |
| 2018-0002791 | 12/02/2018 | A1-2 | 5:28 |
| 2018-0002784 | 12/01/2018 | A1-2 | 8:50 |
| Number of Calls: 33 | | Avg Response Time: 7:32 | |
| Maytown | | | |
| 2018-0002986 | 12/28/2018 | A1-2 | 12:10 |
| 2018-2951 | 12/21/2018 | A1-2 | 15:48 |
| 2018-0002882 | 12/14/2018 | BN1-6 | 5:50 |
| 2018-0002876 | 12/13/2018 | BN1-6 | 4:32 |
| 2018-0002869 | 12/12/2018 | A1-2 | 10:20 |
| 2018-0002841 | 12/09/2018 | E1-2 | 10:16 |
| 2018-0002840 | 12/09/2018 | BN1-6 | 3:02 |

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| Incident Number | Date | Apparatus | Response Time |
|----------------------|------------|-----------|--------------------------|
| 2018-0002837 | 12/09/2018 | BN1-6 | 4:40 |
| 2018-0002804 | 12/05/2018 | A1-2 | 12:10 |
| 2018-0002801 | 12/04/2018 | CH1-1 | 6:58 |
| 2018-0002800 | 12/04/2018 | BN1-6 | 1:47 |
| 2018-0002785 | 12/02/2018 | E1-6 | 10:38 |
| 2018-0002778 | 12/01/2018 | BN1-6 | 10:45 |
| Number of Calls: 13 | | | Avg Response Time: 8:22 |
| Michigan Hill | | | |
| 2018-2956 | 12/21/2018 | A1-3 | 13:44 |
| Number of Calls: 1 | | | Avg Response Time: 13:44 |
| Rochester | | | |
| 2018-0003012 | 12/31/2018 | A1-3 | 7:17 |
| 2018-0003009 | 12/31/2018 | E1-3 | 10:27 |
| 2018-0003007 | 12/31/2018 | A1-1 | 5:46 |
| 2018-0003003 | 12/30/2018 | A1-3 | 3:04 |
| 2018-0002988 | 12/28/2018 | A1-3 | 6:11 |
| 2018-0002987 | 12/28/2018 | A1-3 | 10:21 |
| 2018-2980 | 12/27/2018 | A1-3 | 7:04 |
| 2018-2947 | 12/20/2018 | A1-3 | 3:38 |
| 2018-2945 | 12/20/2018 | CH1-1 | 4:21 |
| 2018-2939 | 12/19/2018 | A1-3 | 5:51 |
| 2018-2929 | 12/19/2018 | A1-3 | 8:04 |
| 2018-2916 | 12/17/2018 | A1-3 | 10:56 |
| 2018-2909 | 12/16/2018 | A1-1 | 4:08 |
| 2018-2905 | 12/16/2018 | E1-3 | 4:20 |
| 2018-2904 | 12/16/2018 | E1-3 | 5:44 |
| 2018-2900 | 12/15/2018 | A1-3 | 9:55 |
| 2018-2898 | 12/15/2018 | A1-3 | 7:29 |
| 2018-2894 | 12/14/2018 | A1-3 | 7:22 |
| 2018-0002883 | 12/14/2018 | A1-3 | 5:47 |
| 2018-0002880 | 12/13/2018 | A1-3 | 9:52 |
| 2018-0002879 | 12/13/2018 | A1-3 | 2:58 |
| 2018-0002875 | 12/13/2018 | A1-3 | 8:20 |
| 2018-0002853 | 12/10/2018 | A1-3 | 3:24 |
| 2018-0002834 | 12/08/2018 | A1-3 | 5:47 |
| 2018-0002822 | 12/07/2018 | E1-3 | 4:38 |
| 2018-0002816 | 12/07/2018 | A1-3 | 4:38 |
| 2018-0002813 | 12/06/2018 | A1-1 | 6:18 |
| 2018-0002808 | 12/06/2018 | A1-3 | 10:29 |
| 2018-0002806 | 12/05/2018 | A1-3 | 8:01 |
| 2018-0002803 | 12/04/2018 | A1-3 | 5:02 |

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| Incident Number | Date | Apparatus | Response Time |
|----------------------------|------------|-----------|-------------------------------|
| 2018-0002796 | 12/03/2018 | E1-3 | 8:12 |
| 2018-0002789 | 12/02/2018 | A1-3 | 4:29 |
| 2018-0002781 | 12/01/2018 | A1-3 | 5:34 |
| 2018-0002780 | 12/01/2018 | A1-3 | 9:20 |
| Number of Calls: 34 | | | Avg Response Time: 6:36 |
| Scott Lake | | | |
| 2018-2978 | 12/26/2018 | A1-2 | 10:16 |
| 2018-2941 | 12/20/2018 | A1-2 | 6:24 |
| 2018-0002867 | 12/12/2018 | A1-2 | 7:23 |
| 2018-0002849 | 12/10/2018 | A1-2 | 5:36 |
| 2018-0002833 | 12/08/2018 | E1-2 | 4:54 |
| 2018-0002829 | 12/08/2018 | A1-2 | 5:56 |
| 2018-0002807 | 12/06/2018 | A1-2 | 8:19 |
| 2018-0002779 | 12/01/2018 | A1-2 | 6:49 |
| Number of Calls: 8 | | | Avg Response Time: 6:57 |
| Total Number of Calls: 159 | | | Total Avg Response Time: 7:08 |

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