



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 13 at 1800 hrs – Sargent Rd Fire Station**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. PUBLIC COMMENT / PRESENTATIONS**
  - a. Oaths of Office (Culleton, Elkins)
- IV. ADDITIONS/DELETIONS TO AGENDA**
- V. LABOR MANAGEMENT TEAM REPORT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1. Expenditures: Accts Payable \$131,750.93 (pages 1-8) Payroll \$423,326.95 (pages 9-10) TOTAL: \$555,077.88 warrants \$218,751.50 EFTs \$336,326.38	Board	Approve/Reject
2. Meeting Minutes – December 9, 2019 (pages 11-14)	Board	Approve/Reject
3. Resolution #2020-001 Purchase Process (supersedes #2015-003) (pages 15-18)	Linda S/Board	Approve/Reject
4. Resolution #2020-002, Surplus Equipment (pages 19-22)	Linda S/Board	Approve/Reject
5. IAFF Local 3825 Collective Bargaining Agreement for Jan 2020 – Dec 2021 (separate attachment)	Board	Approve/Reject
6. DRAFT Strategic Plan 2021 – 2026 (to be distributed at meeting)	Chief Kaleiwahea	Review/schedule work session

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

ITEM	RESPONSIBLE	OUTCOME
1. Station tour by board	Board	Schedule

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

<b>ITEM</b>	<b>RESPONSIBLE</b>	<b>OUTCOME</b>
1. Beaver Creek Property	Chief Scott	Update
2. Chehalis Tribe negotiations	Chief Kaleiwahea	Update
3. Weyerhaeuser/Mima Tree Farm	Chief Kaleiwahea	Update
4. Drone program	Chief Scott	Update
5. Tender/Brigade for Michigan Hill	Commr. Dahl?	Update
6. Continuity of Operations Plan (COOP)	Chief Kaleiwahea	Update

## **IX. COMMUNICATIONS (NONACTION ITEMS)**

<b>ITEM</b>	<b>RESPONSIBLE</b>	<b>OUTCOME</b>
1. Treasurer/Fund December 2019 Reports (pages 23-30)	Linda Shea	Informational
2. January 2020 Budget reports (pages 31-34)	Linda Shea	Informational
3. Operations Committee Update	Chief Scott	Informational
4. Policies 1.1009 and 1.2021 – FINAL (pages 35-48)	Linda Shea	Informational

## **X. CHIEFS REPORT (pages 49-71)**

## **XI. COMMISSIONERS REPORTS**

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

## **XII. GOOD OF THE ORDER**

- a. BVFF meeting to follow General BOFC meeting
- b. Special BOFC meeting on January 15, 8:00 AM at Mills Diner (to discuss chief's contract and succession planning)
- c. Legislative Day January 28
- d. Saturday Seminar February 22 (Spokane)

## **XIII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 14:38:54 Date: 01/15/2020

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200101001 911 Supply	98	01/13/2020	Claims	6700	11.87	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
83043 12/16/2019 01/13/2020 Name Tape/Installation (A. Pullin)					11.87	
200101002 ArchiveSocial	99	01/13/2020	Claims	6700	2,388.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
9635 12/16/2019 01/13/2020 2020 Archive Economy Pckg					2,388.00	
200101003 BIAS Software Inc	100	01/13/2020	Claims	6700	2,719.78	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
11019 12/16/2019 01/13/2020 2020 Maintenance Support					2,719.78	
200101004 Batteries Plus	101	01/13/2020	Claims	6700	395.19	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
P22777254 01/02/2020 01/13/2020 AA, C, D, 9V Batteries					149.26	
P22962855 01/02/2020 01/13/2020 C Batteries (SBA Packs)					245.93	
200101005 Board For Volunteer Firefighters	102	01/13/2020	Claims	6700	2,280.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2019 DISABILITY 12/16/2019 01/13/2020 2019 Disability & Pension					2,280.00	
200101006 Brightwire Networks LLC	103	01/13/2020	Claims	6700	3,489.10	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
16714 12/16/2019 01/13/2020 1-2 Littlerock Ethernet Switch					509.69	
16863 12/16/2019 01/13/2020 Jan 2020 Mnthly Srvc					2,979.41	
200101007 Capital Business Machines Inc	104	01/13/2020	Claims	6700	275.29	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
883925 01/02/2020 01/13/2020 1-1 Grand Mound Copies					17.61	
883924 01/02/2020 01/13/2020 1-2 Littlerock Copies					239.34	
883923 01/02/2020 01/13/2020 1-6 Maytown Copies					18.34	
200101008 Capitol Glass LLC	105	01/13/2020	Claims	6700	194.22	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
531 01/02/2020 01/13/2020 1-6 Maytown Training Rm Window Replacement					194.22	
200101009 Carefirst Bluecross Blueshield Payment Administrator	106	01/13/2020	Claims	6700	176.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
193390013433 12/16/2019 01/13/2020 M. Harris Medical Premium					176.00	
200101010 Cedar Creek Correction Center	107	01/13/2020	Claims	6700	311.70	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1911.1141 12/16/2019 01/13/2020 Nov 2019 CCCC Work Crew					311.70	
200101011 Central Mason Fire District #5	108	01/13/2020	Claims	6700	1,800.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
499 01/02/2020 01/13/2020 IAFF Peer Support Class					1,800.00	
200101012 Citi Cards	109	01/13/2020	Claims	6700	4,957.42	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
COSTCO 01/07/2020 01/13/2020 Facility Supplies (laundry detergent)					-14.01	
HARBOR FREIGHT 01/07/2020 01/13/2020 Voltage Tester (Fire Investigation)					-6.00	
PILOT 01/07/2020 01/13/2020 Duplicate payment - Fuel - Ch. K					-46.87	
PILOT 01/07/2020 01/13/2020 Duplicate payment - Fuel - Ch. K					-50.55	
OFFICE DEPOT 01/07/2020 01/13/2020 Duplicate payment Logistics supplies					-67.72	
AMAZON 01/07/2020 01/13/2020 Man vs. Machine Kit supplies					26.20	
AMAZON 01/07/2020 01/13/2020 Man vs. Machine Kit supplies					1,371.91	
1800 CEILING 01/07/2020 01/13/2020 1-2 Littlerock Ceiling Light Covers					326.01	

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AMAZON	01/07/2020	01/13/2020	Cpt. Smith Cell Phone Case		66.02	
AMAZON	01/07/2020	01/13/2020	Station Supplies		90.98	
AMAZON	01/07/2020	01/13/2020	1-2 Littlerock Office Supply (ink for Santa Breakfast		49.91	
AMAZON	01/07/2020	01/13/2020	Man vs. Machine Kit supplies		325.79	
AMAZON	01/07/2020	01/13/2020	Man vs. Machine Kit supplies		347.48	
AMAZON	01/07/2020	01/13/2020	Man vs. Machine Kit supplies		124.16	
AMAZON	01/07/2020	01/13/2020	1-1 Grand Mnd Tire Shine		12.01	
AMAZON	01/07/2020	01/13/2020	1-1 Grand Mnd Water Spot Remover		53.35	
CLASSMAKER	01/07/2020	01/13/2020	Mnthly Subscription		19.95	
COSTCO	01/07/2020	01/13/2020	CCCC Work Crew Meal		65.25	
DOL	01/07/2020	01/13/2020	Report of Sale of 1954 GMC Fire Truck		13.25	
IGHTERS BOOKSTO	01/07/2020	01/13/2020	IFSTA Essentials of FF		174.97	
FRED MEYER	01/07/2020	01/13/2020	Commissioner Jones Recognition		30.57	
LOWES	01/07/2020	01/13/2020	1-2 Littlerock Facility Repair items		64.16	
MECONIS	01/07/2020	01/13/2020	Maser Recognition		47.05	
OFFICE DEPOT	01/07/2020	01/13/2020	Santa Breakfast Photobooth ink		84.10	
OFFICE DEPOT	01/07/2020	01/13/2020	1-1 Grand Mnd & 1-2 Littlerock Office Supplies		131.01	
LYMPIA CARDLOCK	01/07/2020	01/13/2020	Fuel - Ch. K		41.64	
LYMPIA CARDLOCK	01/07/2020	01/13/2020	Fuel - Ch. K		43.13	
LYMPIA CARDLOCK	01/07/2020	01/13/2020	Fuel - Ch. K		44.94	
PELICAN.COM	01/07/2020	01/13/2020	Man vs. Machine Kit supplies		153.17	
RAM MOUNT	01/07/2020	01/13/2020	MDT Mounts for New Aid Units		185.89	
SAFEWAY	01/07/2020	01/13/2020	Gift Cards for EMT Graduation		50.00	
CRETARY OF STATE	01/07/2020	01/13/2020	WTFLS Annual Report		10.00	
USPS	01/07/2020	01/13/2020	Stamps		220.00	
USA EMERGENCY	01/07/2020	01/13/2020	Facility Supplies (Emergency Supply)		68.37	
WSP	01/07/2020	01/13/2020	Collision Reports for EF Recovery		52.50	
ZOOM	01/07/2020	01/13/2020	Mnthly communications Service		16.17	
CHEVRON	01/07/2020	01/13/2020	CCCC Work Crew Meal		9.68	
FIGAROS	01/07/2020	01/13/2020	EOC Training		140.98	
CITI CARD	01/07/2020	01/13/2020	Interest		43.17	
WIX.COM	01/07/2020	01/13/2020	Website - 1 yr 2020		204.00	
GALLS	01/07/2020	01/13/2020	GoldPlate Commendation Bar Life Saving (x25)		389.46	
QUILL	01/07/2020	01/13/2020	Tax Form Kit/Envelopes		45.34	

200101013 City Of Olympia 110 01/13/2020 Claims 6700 28,622.45

Invoice #	Rcvd Date	Due Date	Description	Amount
10403/17256	01/02/2020	01/13/2020	A62 E1-1 Repair for low Voltage	2,368.87
10403/17256	01/02/2020	01/13/2020	A63 E1-2 Qrtly PM Svc	1,356.43
10403/17256	01/02/2020	01/13/2020	A63 E1-2 Deck Gun Repair, Rear bumper, generator	9,260.95
10403/17256	01/02/2020	01/13/2020	A63 E1-2 Alignment	489.86
10403/17256	01/02/2020	01/13/2020	A07 E1-6 Replace Seat Belts, Repair Water Leaks	3,770.65
10403/17256	01/02/2020	01/13/2020	A11 T1-1 Check Hand Throttle, Water Leak at Pump	1,495.64
10403/17256	01/02/2020	01/13/2020	A09 B1-1 Replace Steering Stabilizer and Serp Belt	1,302.77
10403/17256	01/02/2020	01/13/2020	A68 B1-2 Annual PM Svc	2,742.01
10403/17256	01/02/2020	01/13/2020	A68 B1-2 Check Engine Light, Spray Bar, Pulling to	1,480.17
10403/17256	01/02/2020	01/13/2020	A20 A1-1 Parts only Replace front tires & Handles	938.96
10403/17256	01/02/2020	01/13/2020	A72 A1-3 Annual Svc	1,890.57
10403/17256	01/02/2020	01/13/2020	A72 A1-3 Replace Steering Wheel, shifter busings,	1,124.69
10403/17256	01/02/2020	01/13/2020	A23 BNI-6 Replace weather striping, tire pressure	400.88

200101014 City Sanitary Inc 111 01/13/2020 Claims 6700 140.30

Invoice #	Rcvd Date	Due Date	Description	Amount
DEC 2019	01/07/2020	01/13/2020	1-3 Rochester Recycle	18.85
DEC 2019	01/07/2020	01/13/2020	1-1 Grand Mnd Recycle	121.45

200101015 Comcast 112 01/13/2020 Claims 6700 1,269.78

Invoice #	Rcvd Date	Due Date	Description	Amount
1030	12/20/2019	01/13/2020	1-2 Littlrock Phone/Cable	343.90
1030	12/20/2019	01/13/2020	1-6 Maytown Phone/Cable	233.76
1030	12/20/2019	01/13/2020	1-1 Grand Mnd Phone/Cable	327.88

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	1030	12/20/2019	01/13/2020	1-4 Scott Lake Phone/Cable	188.96	
	1030	12/20/2019	01/13/2020	1-3 Rochester Phone/Cable	175.28	
200101016 Cummins Inc	113	01/13/2020	Claims	6700	5,473.24	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	04-6827	01/02/2020	01/13/2020	1-1 Grand Mnd Annual Maintenance	1,304.20	
	04-6828	01/02/2020	01/13/2020	Tax credit for 04-6827	-14.34	
	04-6830	01/02/2020	01/13/2020	1-2 Littlerock Generator Annual Maintenance	1,225.70	
	04-6832	01/02/2020	01/13/2020	Tax credit for 04-6830	-15.70	
	04-6834	01/02/2020	01/13/2020	1-4 Scott Lake Generator Annual Maintenance	1,869.67	
	04-6835	01/02/2020	01/13/2020	Tax credit for 04-6834	-23.95	
	04-6824	01/02/2020	01/13/2020	1-6 Maytown Generator Annual Maintenance	1,142.29	
	04-6825	01/02/2020	01/13/2020	Tax credit for 04-6824	-14.63	
200101017 DE Lage Landen	114	01/13/2020	Claims	6700	544.94	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	66209912	12/20/2019	01/13/2020	1-2 Littlerock Copier Lease	279.46	
	66209912	12/20/2019	01/13/2020	Reversal of Late Fee	-13.98	
	66371587	12/20/2019	01/13/2020	1-2 Littlerock Copier Lease (Jan 2020)	279.46	
200101018 DH Pace Company Inc.	115	01/13/2020	Claims	6700	1,116.77	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	78569	12/16/2019	01/13/2020	1-1 Grand Mnd Bays 6, 9, 10 Repairs, All Timers	1,116.77	
200101019 Delta Connects	116	01/13/2020	Claims	6700	4,059.52	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	SRVCE07891	12/16/2019	01/13/2020	1-1 Grand Mnd HVAC Software	4,059.52	
EFT Department Of Revenue	90	01/13/2020	Claims	6700	1,469.36	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	QR4 2019	01/07/2020	01/13/2020	Crown Castle	718.88	
	QR4 2019	01/07/2020	01/13/2020	LET	264.50	
	2019	01/07/2020	01/13/2020	Public Surplus	78.29	
	2019	01/07/2020	01/13/2020	Excise Tax	407.69	
200101020 Emergency Reporting Inc C/O Backdraft OpCo, LLC	117	01/13/2020	Claims	6700	545.97	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	FEB 2020	01/07/2020	01/13/2020	Feb 2020 Mnthly Srvc	545.97	
200101021 First Choice Health Network	118	01/13/2020	Claims	6700	158.95	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	90960	01/07/2020	01/13/2020	DEC2019 EAP	158.95	
200101022 Great Western Supply	119	01/13/2020	Claims	6700	77.69	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	56810	12/20/2019	01/13/2020	1-2 Littlerock Bark	77.69	
200101023 Home Depot Credit Services	120	01/13/2020	Claims	6700	503.18	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	1441982	01/02/2020	01/13/2020	Emergency Supplies	42.63	
	1071640	01/02/2020	01/13/2020	Facility Maintenance Supplies	114.51	
	9161748	01/02/2020	01/13/2020	Facility Maintenance Supplies	34.68	
	5212877	01/02/2020	01/13/2020	1-2 Littlerock & 1-6 Maytown CO Alarms	207.51	
	8021878	01/02/2020	01/13/2020	Facility Maintenance Supplies	39.23	
	202774	01/02/2020	01/13/2020	Emergency Supplies	64.62	
200101024 IMS Alliance	121	01/13/2020	Claims	6700	328.88	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Amount</b>	
	19-2409	01/02/2020	01/13/2020	Passport Collectors, Name tags	328.88	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200101025 Joes Refuse Inc	122	01/13/2020	Claims	6700	176.47	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
DEC 2019 01/07/2020 01/13/2020 1-1 Grand Mnd Refuse					137.35	
DEC 2019 01/07/2020 01/13/2020 1-3 Rochester Refuse					39.12	
200101026 John's Plumbing and Pumps Inc	123	01/13/2020	Claims	6700	818.90	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
15291 01/02/2020 01/13/2020 1-2 Littlerock Mens Urinal (dorm) Repair					818.90	
200101027 LN Curtis & Sons Inc	124	01/13/2020	Claims	6700	2,375.96	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
346322 01/02/2020 01/13/2020 Annual Compressor & Air Analysis					2,375.96	
200101028 Leco Supply, Inc.	125	01/13/2020	Claims	6700	61.18	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
169772 01/07/2020 01/13/2020 Station Supplies					61.18	
200101029 Lincoln Creek Lumber	126	01/13/2020	Claims	6700	237.61	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
382619 01/07/2020 01/13/2020 Salt Softner Solar					28.81	
382620 01/07/2020 01/13/2020 Return Salt Softner-exchngce Ice Melt					41.10	
382640 01/07/2020 01/13/2020 Bulk Fasteners - JD Mower					1.64	
382748 01/07/2020 01/13/2020 1-6 Maytown Round Up/Moss Out					166.06	
200101030 McLane Black Lake Fire Dept	127	01/13/2020	Claims	6700	571.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
363 12/20/2019 01/13/2020 SORT Trailer Project					571.00	
200101031 Mountain Mist Water	128	01/13/2020	Claims	6700	346.72	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
29585 01/02/2020 01/13/2020 1-2 Littlerock Water					165.84	
29585 01/02/2020 01/13/2020 1-6 Maytown Water					51.22	
29585 01/02/2020 01/13/2020 1-1 Grand Mnd Water					90.06	
29585 01/02/2020 01/13/2020 1-3 Rochester Water					33.41	
29585 01/02/2020 01/13/2020 1-4 Scott Lake Water					6.19	
200101032 Mullinax Ford Of Olympia	129	01/13/2020	Claims	6700	106.03	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
728460 01/02/2020 01/13/2020 A06 A1-4 Alignment					106.03	
200101033 Nisqually Towing Service Inc	130	01/13/2020	Claims	6700	98.19	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
170462 12/20/2019 01/13/2020 A66 BN-1 Towing					98.19	
200101034 Northwest Water Systems	131	01/13/2020	Claims	6700	450.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
19-17043 12/20/2019 01/13/2020 1-1 Grand Mnd Water Mnt Srv					150.00	
19-17042 12/20/2019 01/13/2020 1-2 Littlerock Water Mnt Srv					150.00	
19-17041 12/20/2019 01/13/2020 1-6 Maytown Water Mnt Srv					150.00	
200101035 Olympia Sheet Metal Inc	132	01/13/2020	Claims	6700	2,814.03	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
57492 12/20/2019 01/13/2020 1-1 Grand Mnd Delta Control Training					1,348.75	
57626 12/20/2019 01/13/2020 1-3 Rochester New Thermostat 'Work Out'					1,465.28	
200101036 Olympic Telephone Inc	133	01/13/2020	Claims	6700	231.99	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
14392 12/20/2019 01/13/2020 1-6 Maytown Phone Issue-Reset LAN Card					140.27	
14460 12/20/2019 01/13/2020 1-2 Littlerock new Phone for Bay					91.72	

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200101037 On-Hold Concepts Inc	134	01/13/2020	Claims	6700	19.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
501857 01/02/2020 01/13/2020 On hold Srvc					19.95	
200101038 Pacific Fire and Security, Inc.	135	01/13/2020	Claims	6700	323.70	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
70501 01/02/2020 01/13/2020 1-6 Maytown Annual Alarm Monitoring Srvc					323.70	
200101039 Pilot Travel Centers LLC	136	01/13/2020	Claims	6700	471.58	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
427248072 01/02/2020 01/13/2020 A66 BNI-1					63.17	
427248072 01/02/2020 01/13/2020 A19 A1-2					66.95	
427248072 01/02/2020 01/13/2020 A05 A1-6					54.29	
427248072 01/02/2020 01/13/2020 A70 STAF-1					101.67	
427248072 01/02/2020 01/13/2020 A23 BNI-6					72.19	
427248072 01/02/2020 01/13/2020 A25 TO1-1					60.35	
427248072 01/02/2020 01/13/2020 A11 T1-1					52.96	
200101040 Pioneer Fire And Security Inc	137	01/13/2020	Claims	6700	97.11	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
95119 12/20/2019 01/13/2020 1-1 Grand Mnd Monitoring Srv Qrt1 2020					97.11	
200101041 Propane Northwest	138	01/13/2020	Claims	6700	748.33	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1500481569 12/20/2019 01/13/2020 1-3 Rochester Generator Underground Line Install					748.33	
200101042 Puget Sound Energy	139	01/13/2020	Claims	6700	3,963.04	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
200017639499 12/20/2019 01/13/2020 1-1 Grand Mnd Nov 2019					1,627.27	
200016026946 12/20/2019 01/13/2020 1-2 Littlerock Dec 2019					671.26	
200012762536 12/20/2019 01/13/2020 1-3 Rochester Nov 2019					359.24	
220005346105 12/20/2019 01/13/2020 1-4 Scott Lake Dec 2019					389.11	
200020145567 12/20/2019 01/13/2020 1-6 Maytown Nov 2019					739.94	
220006625754 12/20/2019 01/13/2020 1-7 Old Hwy Dec 2019					176.22	
200101043 Pullin Andrew Lee	140	01/13/2020	Claims	6700	80.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
REIMBURSEMENT 01/07/2020 01/13/2020 NREMT Class Test					80.00	
200101044 Quinn & Quinn, P.S.	141	01/13/2020	Claims	6700	540.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2701 01/07/2020 01/13/2020 Dec 2019 Legal Srvc					540.00	
200101045 Rochester Lumber	142	01/13/2020	Claims	6700	67.31	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1105272 12/20/2019 01/13/2020 1-1 Grand Mnd Bolts					1.94	
1105655 12/20/2019 01/13/2020 1-1 Grand Mnd TCPC					15.08	
1106112 12/20/2019 01/13/2020 Paint Supplies - Maintenance					18.08	
1105993 12/20/2019 01/13/2020 Maintenance - paint supplies					32.21	
200101046 Rochester Water Association	143	01/13/2020	Claims	6700	49.50	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
100100 01/02/2020 01/13/2020 1-3 Rochester Water					49.50	
200101047 Scott Lake Maintenance Co C/O Northwest Water Syst	144	01/13/2020	Claims	6700	42.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2165 01/02/2020 01/13/2020 1-4 Scott Lake Water					42.00	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200101048 Sea-Western Inc	145	01/13/2020	Claims	6700	525.11	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
3914 01/02/2020 01/13/2020 Fire Hose (x2)					525.11	
200101049 Sound Guard Security Systems Inc	146	01/13/2020	Claims	6700	223.35	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
177546 01/02/2020 01/13/2020 1-3 Rochester Annual Alarm Monitoring					223.35	
200101050 Stanley Convergent Security Solutions	147	01/13/2020	Claims	6700	85.39	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
17077042 12/20/2019 01/13/2020 1-2 Littlerock Monitoring Srvc QR1 2020					85.39	
200101051 State Auditors Office	148	01/13/2020	Claims	6700	1,818.04	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
L134278 12/20/2019 01/09/2020 2018 Accountability/Financial Audit					1,818.04	
200101052 Stericycle Inc	149	01/13/2020	Claims	6700	10.36	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
3004916019 12/20/2019 01/13/2020 1-6 Maytown Hazo					10.36	
200101053 Systems Design West LLC	150	01/13/2020	Claims	6700	31,422.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
20191728 12/20/2019 01/13/2020 Nov 2019 Transports					1,422.95	
GEMT180063 12/20/2019 01/13/2020 PCG GEMT Cost Report Consulting Srvc					30,000.00	
200101054 TC Central Services Dept	151	01/13/2020	Claims	6700	733.72	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
19-541-414 01/07/2020 01/13/2020 1-6 Maytown Radio Repairs					388.44	
19-541-414 01/07/2020 01/13/2020 A14 CH1-1 Radio Repairs/Install					345.28	
200101055 Targetsolutions LLC	152	01/13/2020	Claims	6700	10,477.08	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
32668 12/20/2019 01/13/2020 Check It NPP Fire Vehicle/Station - Semi Annual					2,414.00	
2020 RENEWAL 12/20/2019 01/13/2020 2020 Membership Platform					8,063.08	
200101056 Terminix LP	153	01/13/2020	Claims	6700	270.83	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
391815949 12/20/2019 01/13/2020 1-1 Grand Mnd Pest Control					94.95	
391821397 12/20/2019 01/13/2020 1-3 Rochester Pest Control					91.72	
392053349 12/20/2019 01/13/2020 1-4 Scott Lake Pest Control					84.16	
200101057 Tumwater Printing	154	01/13/2020	Claims	6700	704.99	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
120854 01/07/2020 01/13/2020 WTRFA Envelopes					322.44	
120818 01/07/2020 01/13/2020 WTRFA Letterhead					382.55	
200101058 Verizon Wireless	155	01/13/2020	Claims	6700	1,377.39	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
9844075301 12/20/2019 01/13/2020 Apparatus Cells					307.37	
9844924011 12/20/2019 01/13/2020 Chief Cell phones					90.32	
9844924011 12/20/2019 01/13/2020 Captain Cell phones					138.93	
9844924011 12/20/2019 01/13/2020 Modems					840.77	
200101059 Visa Anchor Bank	156	01/13/2020	Claims	6700	41.06	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
FIGAROS 01/02/2020 01/13/2020 PACT Meal					41.06	

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# VOUCHER APPROVAL TRANSMITTAL

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200101060 Washington Automated Inc	157	01/13/2020	Claims	6700	283.24	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
4832-84826 12/20/2019 01/13/2020 1-1 Grand Mnd Gear Extractor Srvc					283.24	
200101061 Washington Fire Chiefs	158	01/13/2020	Claims	6700	1,100.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
R2020-331 12/20/2019 01/13/2020 2020 Membership Dues					1,100.00	
200101062 Washington Fire Comm Assn	159	01/13/2020	Claims	6700	2,519.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
34R02-2020 12/20/2019 01/13/2020 2020 Membership Dues					2,519.00	
200101063 Washington St Firefighters Assoc	160	01/13/2020	Claims	6700	110.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2020 MEMBERSHIP 12/20/2019 01/13/2020 2020 Membership Dues					110.00	
200101064 Wells Fargo Financial Leasing	161	01/13/2020	Claims	6700	159.69	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
5008414451 12/20/2019 01/13/2020 1-1 Grand Mnd Copier Lease					159.69	
200101065 Wilcox & Flegel	162	01/13/2020	Claims	6700	1,840.17	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
CL17064 12/20/2019 01/13/2020 A20 A1-1					110.88	
CL17064 12/20/2019 01/13/2020 A23 BN1-6					177.93	
CL17064 12/20/2019 01/13/2020 A70 STAF-1					38.56	
CL17064 12/20/2019 01/13/2020 A14 CH1-1					54.68	
CL17064 12/20/2019 01/13/2020 A22 E1-3					124.65	
CL17064 12/20/2019 01/13/2020 A25 TO1-1					18.23	
CL17064 12/20/2019 01/13/2020 A06 A1-4					93.50	
CL17064 12/20/2019 01/13/2020 A57 UI-2					72.82	
CL17064 12/20/2019 01/13/2020 A72 A1-3					88.41	
CL19203 12/20/2019 01/13/2020 A71 STAF-2					16.31	
CL19203 12/20/2019 01/13/2020 A20 A1-1					78.50	
CL19203 12/20/2019 01/13/2020 A08 E1-4					65.38	
CL19203 12/20/2019 01/13/2020 A70 STAF-1					33.65	
CL19203 12/20/2019 01/13/2020 A14 CH1-1					55.40	
CL19203 12/20/2019 01/13/2020 A22 E1-3					22.99	
CL19203 12/20/2019 01/13/2020 A25 TO1-1					214.84	
CL19203 12/20/2019 01/13/2020 A62 E1-1					125.84	
CL19203 12/20/2019 01/13/2020 A72 A1-3					162.36	
0459928-IN 12/20/2019 01/13/2020 1-1 Grand Mnd & 1-2 Littlerock Diesel Tank Gauges					285.24	
200101066 Wilson Parts Corp	163	01/13/2020	Claims	6700	48.36	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
8752635 12/20/2019 01/13/2020 1-1 Grand Mnd, 1-2 Littlerock AntiFreeze					48.36	

67 Vouchers:

131,750.93

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West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200101067	164	01/13/2020	Payroll	6700	572.00	
200101105	78	01/15/2020	Payroll	6700	627.36	
200101068	165	01/13/2020	Payroll	6700	2,325.00	
EFT	8	01/15/2020	Payroll	6700	1,528.41	
EFT	21	01/31/2020	Payroll	6700	2,902.50	
200101085	58	01/15/2020	Payroll	6700	471.98	
EFT	22	01/31/2020	Payroll	6700	5,442.65	
200101106	79	01/15/2020	Payroll	6700	664.64	
200101107	80	01/15/2020	Payroll	6700	497.71	
EFT	23	01/31/2020	Payroll	6700	4,228.88	
EFT	24	01/31/2020	Payroll	6700	5,083.60	
EFT	59	01/15/2020	Payroll	6700		
EFT	60	01/15/2020	Payroll	6700	765.09	
EFT	25	01/31/2020	Payroll	6700	4,616.35	
EFT	91	01/13/2020	Payroll	6700	32,038.70	
EFT	92	01/13/2020	Payroll	6700	38,940.87	
EFT	93	01/13/2020	Payroll	6700	43,013.01	
EFT	94	01/13/2020	Payroll	6700	37,654.13	
EFT	26	01/31/2020	Payroll	6700	4,821.56	
200101069	166	01/13/2020	Payroll	6700	2,344.28	
200101108	81	01/15/2020	Payroll	6700	520.51	
EFT	27	01/31/2020	Payroll	6700	5,035.16	
EFT	28	01/31/2020	Payroll	6700	4,889.03	
EFT	61	01/15/2020	Payroll	6700	117.73	
EFT	95	01/13/2020	Payroll	6700	69.86	
EFT	96	01/13/2020	Payroll	6700	2,315.94	
200101089	62	01/15/2020	Payroll	6700	319.89	
EFT	63	01/15/2020	Payroll	6700	1,287.30	
200101070	167	01/13/2020	Payroll	6700	137.00	
EFT	9	01/15/2020	Payroll	6700	1,752.54	
EFT	29	01/31/2020	Payroll	6700	3,506.43	
EFT	82	01/15/2020	Payroll	6700	816.47	
EFT	83	01/15/2020	Payroll	6700	317.18	
200101071	168	01/13/2020	Payroll	6700	5,275.00	
EFT	10	01/15/2020	Payroll	6700	1,243.62	
EFT	30	01/31/2020	Payroll	6700	3,343.93	
200101091	64	01/15/2020	Payroll	6700	448.93	
EFT	31	01/31/2020	Payroll	6700	4,482.14	
200101111	84	01/15/2020	Payroll	6700	303.40	
200101072	169	01/13/2020	Payroll	6700	5,400.29	
200101092	65	01/15/2020	Payroll	6700	112.74	
200101093	66	01/15/2020	Payroll	6700	661.24	
200101112	85	01/15/2020	Payroll	6700	129.24	
EFT	67	01/15/2020	Payroll	6700	588.69	
EFT	32	01/31/2020	Payroll	6700	5,139.78	
EFT	11	01/15/2020	Payroll	6700	985.50	
EFT	33	01/31/2020	Payroll	6700	3,868.07	
EFT	12	01/15/2020	Payroll	6700	2,363.93	
EFT	34	01/31/2020	Payroll	6700	4,421.05	
EFT	68	01/15/2020	Payroll	6700	92.35	
EFT	35	01/31/2020	Payroll	6700	4,332.55	
200101113	86	01/15/2020	Payroll	6700	104.24	
EFT	13	01/15/2020	Payroll	6700	1,065.66	

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West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	36	01/31/2020	Payroll	6700	3,878.84	
EFT	69	01/15/2020	Payroll	6700	988.58	
200101114	87	01/15/2020	Payroll	6700	489.87	
EFT	88	01/15/2020	Payroll	6700	99.78	
200101097	70	01/15/2020	Payroll	6700	427.91	
EFT	37	01/31/2020	Payroll	6700	3,733.41	
EFT	38	01/31/2020	Payroll	6700	4,578.28	
200101098	71	01/15/2020	Payroll	6700	141.02	
EFT	14	01/15/2020	Payroll	6700	985.50	
EFT	39	01/31/2020	Payroll	6700	4,333.30	
EFT	40	01/31/2020	Payroll	6700	6,110.27	
EFT	15	01/15/2020	Payroll	6700	689.85	
EFT	41	01/31/2020	Payroll	6700	3,878.85	
EFT	42	01/31/2020	Payroll	6700	2,488.76	
EFT	43	01/31/2020	Payroll	6700	2,331.14	
200101099	72	01/15/2020	Payroll	6700	235.46	
200101100	73	01/15/2020	Payroll	6700	470.43	
EFT	44	01/31/2020	Payroll	6700	4,678.02	
EFT	45	01/31/2020	Payroll	6700	7,850.31	
EFT	46	01/31/2020	Payroll	6700	4,192.04	
EFT	47	01/31/2020	Payroll	6700	4,917.37	
EFT	48	01/31/2020	Payroll	6700	5,489.45	
EFT	16	01/15/2020	Payroll	6700	458.55	
EFT	49	01/31/2020	Payroll	6700	4,706.32	
EFT	50	01/31/2020	Payroll	6700	5,289.49	
EFT	74	01/15/2020	Payroll	6700	807.44	
200101116	89	01/15/2020	Payroll	6700	497.12	
200101102	75	01/15/2020	Payroll	6700	623.34	
200101103	76	01/15/2020	Payroll	6700	92.35	
200101105	51	01/31/2020	Payroll	6700	7,367.15	
EFT	17	01/15/2020	Payroll	6700	934.70	
EFT	52	01/31/2020	Payroll	6700	4,530.24	
200101104	77	01/15/2020	Payroll	6700	528.17	
EFT	53	01/31/2020	Payroll	6700	5,211.72	
EFT	54	01/31/2020	Payroll	6700	4,431.59	
200101073	170	01/13/2020	Payroll	6700	56,390.66	
EFT	55	01/31/2020	Payroll	6700	4,383.50	
EFT	97	01/13/2020	Payroll	6700	1,155.66	
EFT	56	01/31/2020	Payroll	6700	4,581.06	
200101074	171	01/13/2020	Payroll	6700	291.00	
EFT	57	01/31/2020	Payroll	6700	4,072.34	

94 Vouchers:

423,326.95

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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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December 9, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jernigan called the meeting to order at 15:00 hours. Commissioners Dahl, Elkins, Jones, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Union Representative Garza, Captain E. Smith, Tom Culleton, Admin Assistant Linda Patraca and Secretary Linda Shea were present.

**Public Comment/Presentations:** Commissioner Jernigan presented the annual Commissioner's Award to Lt. Isaac Garza.

**Additions/Deletions to the Agenda:** Commissioner Dahl requested a discussion on a Maintenance/Facilities Manager position (to be included with Unfinished Business item #7, Facility Maintenance List/Plan.)

**Labor Management Team Report:** Negotiations are pending the outcome of an updated comparables list being worked on by Miranda Panuska and Linda Shea.

**New Business:**

1. Expenditure Approval. Commissioner Elkins moved to approve the expenditures in the amount of \$599,055.49. Commissioner Jones seconded the motion. Motion carried 6-0.
2. Minutes. Commissioner Jones moved to approve the November 12, 2019 general board minutes. Commissioner Pethia seconded the motion. Motion carried 6-0.
3. Resolution #2019-016, Surplus Equipment. Linda Shea presented a list for approval to surplus an unused flatbed trailer and miscellaneous equipment. Commissioner Dahl moved to approve Resolution #2019-016. Commissioner Pethia seconded the motion. Motion carried 6-0.
4. 2020 Authorized Signature list. Linda Shea distributed the county's 2020 Authorized Signature List for updating signatures for 2020.
5. 2020 Transport Fee. Chief Kaleiwahea presented comparative data on regional transport fees, recommending the district remain at the current \$750 base fee/\$16 per mile for transports in 2020. Commissioner Dahl moved to leave transport fees at the current rate. Commissioner Pethia seconded the motion. Motion carried 6-0.
6. RFP – Legal Services. Linda Shea presented a summary of the proposals received for the recent RFP released last month for Legal Services. Linda recommended contracting with Eric Quinn. Commissioner Dahl moved to approve a contract with Eric Quinn for legal services. Commissioner Ricks seconded the motion. Motion carried 6-0.

**Unfinished Business (action items):**

1. Policy Approvals. Linda Shea presented three policies for final board approval (1.3006 Vehicle Collision; 1.2021 Leave policies; 1.1009 Purchasing). Union Representative Garza affirmed that the union membership had reviewed and approved the policies. Commissioner Dahl moved to approve all three policies. Commissioner Ricks seconded the motion. Motion carried 6-0.

2. Station tour by board. The board agreed to hold off on scheduling station tours until January.

**Unfinished Business (nonaction items):**

1. GEMT update. Linda Shea reported that the SFY2019 cost report had been finalized and the final SFY2019 GEMT transport fee increased from \$3,889 to \$5,172. She recommended \*not\* increasing the GEMT fee being added to transports at this time, to ensure the department doesn't over-collect GEMT funds which would necessitate a payback to the federal government. She recommended leaving the GEMT fee at \$3,889, with any additional GEMT funds due to the department being recovered via the "true-up" period when next year's report is filed. Commissioner Dahl moved to leave the GEMT fee at \$3,889. Commissioner Pethia seconded the motion. Motion carried 6-0.
2. Beaver Creek property. Chief Scott reported we are still waiting for the county re-inspection report.
3. Chehalis Tribe negotiations. Chief Kaleiwahea reported that he was informed by the tribal chief that they will be signing a contract on December 17, although we have not seen a contract as of yet.
4. Weyerhaeuser meeting. Chief Kaleiwahea reported the contract has gone through legal review, and he will be notifying Weyerhaeuser to proceed.
5. Maytown well plan. Chief Kaleiwahea presented documentation for the well permit at Maytown, reporting that he met onsite with county personnel, who noted the well was too close to the drainfield. Chief Kaleiwahea recommended drilling test holes to find water and re-file a plan with the county. Commissioner Dahl will schedule time to meet the driller onsite.
6. Ham Radio installation/equipment. Chief Kaleiwahea presented a quote from Day Wireless for the installation of ham radio equipment at four stations. He recommends installing at Grand Mound and Littlerock only at this time, and then conducting training. The board had reservations about the cost, and recommended contacting Whisler Communications for a quote, with further discussion at the January board meeting.
7. Facility Maintenance List/Plan. Chief Kaleiwahea distributed a packet of facility maintenance items that were noted during the chiefs' station tours last month. He reported he has engaged Chris Heilman (support unit volunteer) as a temporary employee to oversee the correctional crews. He has also received confirmation from the DOC correctional crew supervisor that the crews can now do tasks that were previously restricted due to height restrictions. Discussion was held on the benefit of hiring a facility supervisor/maintenance person to handle these tasks, and provide better management of preventative maintenance tasks. Chief Kaleiwahea asked for a three-month trial period to see if the changes he has implemented improve the situation. It was suggested that perhaps an agreement could be made with the school district to share a maintenance person.

**Communications:**

1. Thurston County Treasurer November 2019 reports were presented as per RCW 52.16.050(4).
2. December 2019 budget reports were distributed. Linda Shea noted the department ended up with a surplus of almost \$206k, which includes use of \$15k of Wildland Reserve for the purchase of wildland equipment and \$260 GEMT Reserve funds used to offset unbudgeted facility and vehicle maintenance costs (as previously approved by the board.)
3. Operations Committee Update. Chief Scott reported he met with Braun on the aid unit build, and he anticipates completion mid-summer.
4. 2018 Audit Report. Linda Shea reported the 2018 state audit was completed, with no findings, exceptions or exit items reported.

**Chief Reports:** Refer to printed reports.

1. Chief Scott reported on the above-average call volume to-date.

2. Chief Scott reported he met with the Smart Solar representative and was able to contract for the R22 solar blanket at \$1.66/SF.

**Commissioner Reports:**

1. EMS Council. Commissioner Ricks reported the current EMT class has 25 students, with graduation set for December 18. He also reported the EMS Operations plan is under review.
2. West Thurston Admin Board. No report.
3. Thurston County Fire Commissioners. No report.
4. Washington Fire Commissioners. Commissioner Pethia distributed the 2020 Legislative Priorities list.
5. Training Consortium. No report.
6. Community Communications. No report.

**Good of the Order:**

1. Chief Kaleiwahea recognized and thanked Commissioner Jones for his 34 years of service with the fire district.
2. Commissioner Ricks reported the recent EOC drill went very well.
3. Chief Kaleiwahea reported the Continuity of Operations Plan (COOP) should be ready for review by mid-2020.

**Adjournment:** The board adjourned the meeting at 16:18 hours.

Submitted for Board approval by:

\_\_\_\_\_  
Linda Shea, Secretary

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

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

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

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

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

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Jeff Jernigan, Board Member

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Proposed



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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West Thurston Regional Fire Authority

**RESOLUTION #2020-001**

**A RESOLUTION ESTABLISHING A UNIFORM PROCESS FOR AWARDING CONTRACTS FOR THE PURCHASE OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES, AND ESTABLISHING A PROCEDURE FOR SECURING TELEPHONE OR WRITTEN QUOTATIONS FROM VENDORS TO ASSURE COMPETITIVE PRICING AND AWARD OF CONTRACTS, WHEN THE ESTIMATED COST OF THE PROCUREMENT IS OVER FORTY THOUSAND DOLLARS (\$40,000) AND UP TO SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00)**

**WHEREAS**, the State Legislature by RCW 39.04.190 has established a uniform process available to fire protection districts for using a vendor list for purchases of materials, equipment, supplies or services up to \$75,000; and

**WHEREAS**, the Commissioners of the West Thurston Regional Fire Authority desire an efficient, competitive method for procuring materials, equipment and supplies which exceed \$40,000 but are less than \$75,001;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** as follows:

**Section 1.** The Commissioners of the West Thurston Regional Fire Authority have established that a reasonable solicitation includes quotes from at least three different vendors (by phone or by written quote) whenever possible. The invitations for quotations shall include a description of the items or services to be purchased. The staff is hereby given discretion to solicit or receive less than three quotations when there are not reasonably three or more vendors to offer quotations on any particular purchase.

**Section 2.** The staff is authorized to obtain vendor names from an approved vendor list maintained by the department or its designed source (such as the MRSC), or other small works roster established in accordance with RCW 39.04.190.

**Section 3.** After the award of a contract is made from the vendor list, all quotations obtained shall be recorded in the records of the District, open to public inspection, and kept available for telephone inquiries from any person.

**Section 4.** This authorization may only be used for purchases estimated to cost no more than \$75,000. For purchases in excess of \$75,000, sealed bids must be used pursuant to statute.

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 13th day of January, 2020, the following majority of commissioners being present and voting:

**Thurston County Fire  
Protection District No. 11**

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

\_\_\_\_\_  
David Pethia, Commissioner

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

\_\_\_\_\_  
Linda Shea, Secretary

**Thurston County Fire  
Protection District No. 1**

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

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

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

Current



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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West Thurston Regional Fire Authority

**RESOLUTION #2015-03**

**A RESOLUTION ESTABLISHING A UNIFORM PROCESS FOR AWARDING CONTRACTS FOR THE PURCHASE OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES, AND ESTABLISHING A PROCEDURE FOR SECURING TELEPHONE OR WRITTEN QUOTATIONS FROM VENDORS TO ASSURE COMPETITIVE PRICING AND AWARD OF CONTRACTS, WHEN THE ESTIMATED COST OF THE PROCUREMENT IS BETWEEN TEN THOUSAND DOLLARS (\$10,000) AND FIFTY THOUSAND DOLLARS (\$50,000.00).**

**WHEREAS**, the State Legislature by RCW 39.04.190 has established a uniform process available to fire protection districts for using a vendor list for purchases of materials, equipment, supplies or services up to \$50,000; and

**WHEREAS**, the Commissioners of the West Thurston Regional Fire Authority desire an efficient, competitive method for procuring materials, equipment and supplies which exceed \$10,000 but are less than \$50,000;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** as follows:

**Section 1.** The Commissioners of the West Thurston Regional Fire Authority have established that a reasonable solicitation includes quotes from at least three different vendors (by phone or by written quote) whenever possible. The invitations for quotations shall include a description of the items or services to be purchased. The staff is hereby given discretion to solicit or receive less than three quotations when there are not reasonably three or more vendors to offer quotations on any particular purchase.

**Section 2.** The staff is authorized to obtain vendor names from the State of Washington Department of Enterprise Services (DES) master contract list, Thurston County or other small works roster established in accordance with RCW 39.04.190.

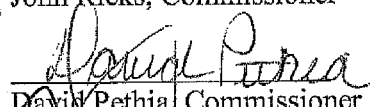
**Section 3.** After the award of a contract is made from the vendor list, all quotations obtained shall be recorded in the records of the District, open to public inspection, and kept available for telephone inquiries from any person.

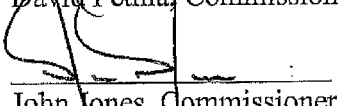
**Section 4.** This authorization may only be used for purchases estimated to cost no more than \$50,000. For purchases in excess of \$50,000, sealed bids must be used pursuant to statute.

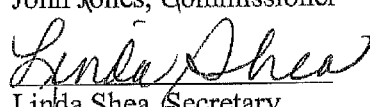
Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 9<sup>th</sup> day of November, 2015, the following majority of commissioners being present and voting:

**Thurston County Fire  
Protection District No. 11**

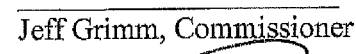
  
John Ricks, Commissioner

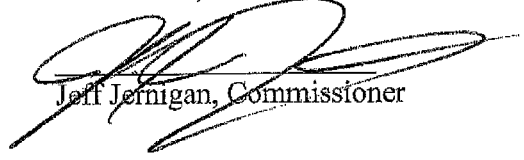
  
David Pethia, Commissioner

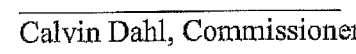
  
John Jones, Commissioner

  
Linda Shea, Secretary

**Thurston County Fire  
Protection District No. 1**

  
Jeff Grimm, Commissioner

  
Jeff Jernigan, Commissioner

  
Calvin Dahl, Commissioner



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



10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614

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**RESOLUTION NO. 2020-002**

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

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

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

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

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

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

Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 13th  
day of January, 2020, the following majority of commissioners being present and voting:

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

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

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

\_\_\_\_\_  
David Pethia, Commissioner

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

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

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

\_\_\_\_\_  
Linda Shea, Secretary

(19)

# EXHIBIT 1 – Surplus Property

## Addendum to Resolution #2020-002

Item	Value	Serial #	Reason
SONY CCD-IRIS B&W security camera and related VHS recording and monitoring equipment	Unknown	Model #SSC-M183/M383 (Camera) Model SVT-S168P recorder	Outdated; no longer needed
Black folding chairs (4) from Sta 1-2	Unknown		Broken; unsafe. Have already been disposed of in trash
Motorola HT1250 Portable radio, and accessories – FEDERAL	Unknown	746HEUJ036, Dept Tag	Out of service

### Plus Items submitted by Matt Bennett:

Item	Serial #	Reason
Whelen 4000 series lightbar rotator bulb assembly - P/N 01-041633-00	None	No Use
10 x Code 3 Optix 3 LED lighbar modules Red & Amber	None	No Use
3 x Code 3 Traffic Buster Siren/Lighting controller	None	No Use
Whelen strobe power supply - Model #CS450	None	No Use
Whelen strobe power supply - Model #4PS-64C	None	No Use
2 x Optix 6 LED warning light module - Red	None	No Use
Box of misc. 12V flasher modules	None	No Use
Whelen 64 series light covers - 4 x Red / 1 x Clear	None	No Use
7 x Whelen 700 series LED warnign lights - Red	None	No Use
3 x Whelen 700 series chrome flanges	None	No Use
SAE-STIAR 75 Brake/Reverse cover	None	No Use
5 x Truck-Lite Modekl 40700 rubber grommets	None	No Use
2 x Misc. rubber grommets	None	No Use
6 x Whelen 64 series rubber gaskets	None	No Use
Whelen 700 series light covers - 5 x Red / 1 x Amber / 1 x Red/White	None	No Use
Whelen clear light covers P/N 01-0463228-02	None	No Use
2 x Whelen 600 series chrome flanges P/N 01-0442626-00	None	No Use

Misc. Red lightbar rotator covers - 6 x Red / 1 x Amber	None	No Use
Federal Signal LED module covers - 2 x Red / 2 x Amber	None	No Use
Whelen 64 series cover - Clear	None	No Use
Weldon 1010 light covers - 1 x Red / 2 x Clear	None	No Use
Havis DE-DELL-211 powered laptop car mount	None	No Use
General Dynamics Itronix Model #IX605 MDT	S/N ZZGEG8197ZZ2703; Tag #0280	No Use
Havie UT-101 tablet mount	None	No Use
General Itronix IX600 vehicle powerd vehicle docl	S/N ZZTPE8066ZN0010	No Use
Lenovo Yoga tablet Model #60075	S/N HA0DWPBP (10); Tag #0297	No Use
ASUS EEE Slate tablet Model B121	S/N CBOKAS091322; Tag #0290	No Use
ASUS EEE Slate tablet Model B121	S/N CBOKAS091337; Tag #0291	No Use
Toshiba Encore tablet Model WT10-A	S/N 9E117412S; Tag #0293	No Use
Toshiba Encore tablet Model WT10-A	S/N 9E117415S; Tag #0294	No Use
Toshiba Encore tablet Model WT10-A	S/N XE051907S; Tag #0296	No Use
Gambler Johnson MDT side panel mount	None	No Use
Box of misc. metal brackets	None	No Use
Box of Halogen sweeping warning light assemblies	None	No Use
Box of misc. 110V to USB plugs / mini-USB charging cables	None	No Use
2 x LIND 12V power supplies Model AS1935-3454 FA for ASUS EEE Slate tablet	None	No Use
Box of misc. USB female to Male extensions	None	No Use
Box of misc. coaxial cables	None	No Use
Wilson data antenna Model 301104	None	No Use
Radio Shack 20 Amp Noise Filter	None	No Use
Motorola CDM 120 mobile radio Model AAM25KKD90020N	S/N 103TCG9410; Tag #0407	Bad Display
Motorola CDM 120 mobile radio Model AAM25KKD90020N	S/N 103TJLE962; Tag #0356	Broken

6 x Bendix King GPH series AA clam shell battery case	None	No Use
Motorola NRN 4952A 110V charger	None	No Use
Box of misc. Bendix King parts/manuals	None	No Use
Box of misc. Streamlight Survivor parts	None	No Use
4 x Streamlight Survivor 12V chargers	None	No Use
Streamlight Litebox Halogen flashlight	S/N 416209; Tag #TCFD1 1109	No Use
Streamlight Litebox Halogen flashlight	S/N 114284	No Use
8 x Bendix King GOH series 12V charger Model #LAA 350	None	No Use
DELL desktop monitor speakre Model AS501	S/N CN-0UH837-48220-79F-07AT	No Use
8 x Whelen alley light wire harness P/N 46-0703576-03	None	No Use
Sigtonics to Bendix King Portable Radio adapter Model #PRA-101	None	No Use
2 x Right angle antenna mounts	None	No Use
Motorola Kit #BDN6676D	None	No Use
2 x Streamlight Litebox flashlight 12V charger	None	No Use
Box of Motorola HT1250 portable radio dust covers	None	No Use
Able 2 12V 3 plug adapter	None	No Use
3 x Motorola HT 1250 12V charger Model #RLN5233 w/brackets	None	No Use
Radiotech Leather radio sling	None	No Use
2 x Bendix King GPH series lapel mics	None	Broken
2 x Motorola HT1250 Leather radio cases Model #KAA0415	None	No Use
Bendix King GLN7324AR radio mount	None	No Use
Motorola SSN4020A mobile radio speakers	None	No Use
Motorola HSN4031A mobile radio speaker	None	No Use
BIO Systems Model #54-49-103-1 cover	None	No Use





**Thurston County Treasurer**  
**December 2019 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A0 - W THURSTON RFA GENERAL FUND**

**Cash Activity**

Date	Description	Amount	Notes
12/01/2019	Beginning Cash Balance	\$5,013,491.39	
	<b>Receipts/Deposits/Refunds:</b>		
12/02/2019	District Deposit \$864.83 / 6701	864.83	
12/03/2019	District Deposit \$3,272.32 / 6701	3,272.32	
12/04/2019	Credit Card Deposit \$750.66 / 6701	750.66	
12/04/2019	District Deposit \$1,663.39 / 6701	1,663.39	
12/04/2019	District Deposit \$3,252.11 / 6701	3,252.11	
12/04/2019	District Deposit \$3,415.26 / 6701	3,415.26	
12/05/2019	Credit Card Deposit \$146.36 / 6701	146.36	
12/06/2019	Credit Card Deposit \$242.20 / 6701	242.20	
12/06/2019	District Deposit \$13,356.12 / 6701	13,356.12	
12/09/2019	District Deposit \$408.67 / 6701	408.67	
12/11/2019	District Deposit \$241.33 / 6701	241.33	
12/11/2019	District Deposit \$361.09 / 6701	361.09	
12/11/2019	District Deposit \$5,300.93 / 6701	5,300.93	
12/12/2019	District Deposit \$938.23 / 6701	938.23	
12/13/2019	District Deposit \$3,515.70 / 6701	3,515.70	
12/16/2019	District Deposit \$3,161.04 / 6701	3,161.04	
12/18/2019	District Deposit \$3,570.72 / 6701	3,570.72	
12/18/2019	District Deposit \$702.36 / 6701	702.36	
12/18/2019	District Deposit \$983.16 / 6701	983.16	
12/20/2019	Credit Card Deposit \$1,044.40 / 6701	1,044.40	
12/20/2019	District Deposit \$370.42 / 6701	370.42	
12/20/2019	Payment in Lieu of Tax	497.96	336-02-31-000
12/23/2019	District Deposit \$502.64 / 6701	502.64	
12/24/2019	District Deposit \$12,612.77 / 6701	12,612.77	
12/26/2019	District Deposit \$358.58 / 6701	358.58	
12/26/2019	District Deposit \$929.20 / 6701	929.20	
12/27/2019	Interest on Tax Refunds	(0.10)	361-40
12/30/2019	District Deposit \$391.12 / 6701	391.12	
12/30/2019	District Deposit \$665.88 / 6701	665.88	
12/30/2019	District Deposit \$781.33 / 6701	781.33	
12/31/2019	District Deposit \$3,333.01 / 6701	3,333.01	
12/31/2019	District Deposit \$520.00 / 6701	520.00	
12/31/2019	District Deposit \$793.00 / 6701	793.00	
12/31/2019	Leasehold Excise Tax	366.87	337-00
12/31/2019	Tax & Assessment Receipts	23,715.45	
12/31/2019	Interest Paid	7,902.69	361-40
	<b>Total Deposits</b>	<b>\$100,931.70</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
12/03/2019	Transfer	(3,705.30)	
12/10/2019	Issued Warrants	(290,035.77)	
12/11/2019	Electronic Disbursement	(21,370.53)	
12/13/2019	Electronic Disbursement	(13,172.15)	
12/31/2019	Electronic Disbursement	(274,477.04)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$602,760.79)</b>	✓
12/31/2019	Ending Cash Balance	\$4,511,662.30	* 12/31/2018 EB = 3,599,344.09

**Warrant Activity**

Reviewed by:

*[Handwritten signature]*

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**Thurston County Treasurer**  
**December 2019 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A0 - W THURSTON RFA GENERAL FUND**

<b>12/01/2019</b>	<b>Beginning Warrants Outstanding</b>	<b>\$47,415.68</b>
	Total Warrants Issued	290,035.77
	Total Warrants Redeemed	(316,941.51)
	Total Warrants Voided	-
<b>12/31/2019</b>	<b>Ending Warrants Outstanding</b>	<b>\$20,509.94</b>

**Investment Activity**

<b>12/01/2019</b>	<b>Beginning Interest Receivable</b>	<b>\$13,283.63</b>
	Interest Earned	7,279.12
	Cash Paid	(7,902.69)
<b>12/31/2019</b>	<b>Ending Interest Receivable</b>	<b>\$12,660.06</b>

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	1.69%

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Thurston County Treasurer  
December 2019 Statement  
West Thurston Regional Fire Authority  
Fund 67A1 - W THURSTON RFA BOND DEBT -201

### Cash Activity

Date	Description	Amount	Notes
12/01/2019	Beginning Cash Balance	\$1,201,399.24	
	Receipts/Deposits/Refunds:		
12/03/2019	Transfer	3,705.30	
12/20/2019	Payment in Lieu of Tax	64.87	336-02-31-201
12/27/2019	Interest on Tax Refunds	(0.02)	361-40-20-000
12/31/2019	Tax & Assessment Receipts	4,595.85	
12/31/2019	Interest Paid	1,408.53	361-40-20-000
	Total Deposits	\$9,774.53	
	Warrant Issues & Voids/Fees/ACH/Wires:		
12/02/2019	Debt Payment	(755,680.30)	*
	Total Warrants and Electronic Disbursements	(\$755,680.30)	
12/31/2019	Ending Cash Balance	\$455,493.47	

### Warrant Activity

12/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
12/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

12/01/2019	Beginning Interest Receivable	\$2,948.50
	Interest Earned	716.48
	Cash Paid	(1,408.53)
12/31/2019	Ending Interest Receivable	\$2,256.45

TCIP Yield (used to calculate interest earnings) 1.78%  
LGIP Yield (budget benchmark) 1.69%

\* Principal 710,000.00

\* Interest 45,680.30



**Thurston County Treasurer**  
**December 2019 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A3 - W THURSTON RFA CAPITAL PROJ**

### Cash Activity

Date	Description	Amount	Notes
12/01/2019	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	
12/31/2019	Ending Cash Balance	\$0.00	

### Warrant Activity

12/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
12/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

12/01/2019	Beginning Interest Receivable	\$0.00
	Interest Earned	-
	Cash Paid	-
12/31/2019	Ending Interest Receivable	\$0.00

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	1.69%

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**Thurston County Treasurer**  
**December 2019 Statement**  
**West Thurston Regional Fire Authority**  
**Fund 67A4 - W THURSTON RFA RESERVE FUND**

### Cash Activity

Date	Description	Amount	Notes
12/01/2019	Beginning Cash Balance	\$660,043.37	
	Receipts/Deposits/Refunds:		
12/31/2019	Interest Paid	1,196.86	361-40-02-000
	Total Deposits	\$1,196.86	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
12/31/2019	Ending Cash Balance	\$661,240.23	

### Warrant Activity

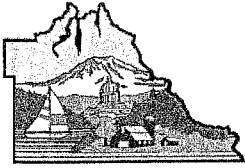
12/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
12/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

12/01/2019	Beginning Interest Receivable	\$2,115.96
	Interest Earned	998.26
	Cash Paid	(1,196.86)
12/31/2019	Ending Interest Receivable	\$1,917.36

TCIP Yield (used to calculate interest earnings)	1.78%
LGIP Yield (budget benchmark)	1.69%

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# THURSTON COUNTY

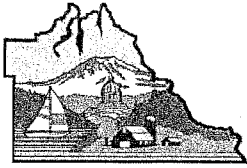
## Property Tax/Special Assessment Fund Activity

From 12-01-2019 To 12-31-2019

District: W THURSTON RFA

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>Fund: 67A0 W THURSTON RFA GENERAL FUND</b>					
2019	67A00000121100	\$707.24	\$0.00	\$0.00	\$707.24
2018	67A00000121100	\$28,595.72	(\$49.05)	\$1,485.05	\$27,061.62
2017	67A00000121100	\$14,817.77	(\$49.64)	\$907.91	\$13,860.22
2016	67A00000121100	\$1,882.80	\$0.00	\$524.75	\$1,358.05
2015	67A00000121100	\$821.24	\$0.00	\$411.45	\$409.79
2014	67A00000121100	\$372.57	\$0.00	\$0.00	\$372.57
2013	67A00000121100	\$235.16	\$0.00	\$0.00	\$235.16
2012	67A00000121100	\$224.78	\$0.00	\$0.00	\$224.78
2011	67A00000121100	(\$0.46)	\$0.00	\$0.00	(\$0.46)
<i>311-11-00-000</i> Fund Total:		\$47,656.82	(\$98.69)	\$3,329.16	\$44,228.97
<b>Fund: 67A6 W THURSTON RFA M&amp;O FUND</b>					
2015	67A60000121100	\$182.02	\$0.00	\$91.23	\$90.79
<i>311-11-03-000</i> Fund Total:		\$182.02	\$0.00	\$91.23	\$90.79
District Total:		\$47,838.84	(\$98.69)	\$3,420.39	\$44,319.76

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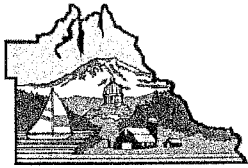
# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 12-01-2019 To 12-31-2019

District: FIRE DISTRICT #01

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>001 Fund: 6610 EXPENSE FUND/ROCHESTER FD #1</b>					
2019	66100000121100	\$35,617.62	\$1,825.06	\$8,368.48	\$29,074.20
2011	66100000121100	(\$0.01)	\$0.00	\$0.00	(\$0.01)
2010	66100000121100	\$0.10	\$0.00	\$0.00	\$0.10
2009	66100000121100	\$0.14	\$0.00	\$0.00	\$0.14
2008	66100000121100	\$0.01	\$0.00	\$0.00	\$0.01
2007	66100000121100	\$0.06	\$0.00	\$0.00	\$0.06
2006	66100000121100	\$0.19	\$0.00	\$0.00	\$0.19
2005	66100000121100	(\$0.04)	\$0.00	\$0.00	(\$0.04)
2004	66100000121100	(\$0.06)	\$0.00	\$0.00	(\$0.06)
2003	66100000121100	(\$0.09)	\$0.00	\$0.00	(\$0.09)
2001	66100000121100	\$0.04	\$0.00	\$0.00	\$0.04
<b>311-11-01-001 Fund Total:</b>		\$35,617.96	\$1,825.06	\$8,368.48	\$29,074.54
<b>201 Fund: 6614 F.D.#1 BOND ROCHESTER</b>					
2019	66140000121100	\$11,602.98	\$809.33	\$2,834.82	\$9,577.49
2018	66140000121100	\$5,098.07	(\$0.21)	\$300.57	\$4,797.29
2017	66140000121100	\$2,609.49	\$0.00	\$0.00	\$2,609.49
2016	66140000121100	\$191.60	\$0.00	\$2.50	\$189.10
2015	66140000121100	\$120.82	\$0.00	\$0.00	\$120.82
2014	66140000121100	\$115.35	\$0.00	\$0.00	\$115.35
2013	66140000121100	\$13.79	\$0.00	\$0.00	\$13.79
2012	66140000121100	\$12.67	\$0.00	\$0.00	\$12.67
2011	66140000121100	\$0.01	\$0.00	\$0.00	\$0.01
2010	66140000121100	\$0.03	\$0.00	\$0.00	\$0.03
2009	66140000121100	\$0.09	\$0.00	\$0.00	\$0.09
2008	66140000121100	\$0.05	\$0.00	\$0.00	\$0.05
2007	66140000121100	(\$0.17)	\$0.00	\$0.00	(\$0.17)
<b>311-11-20-000 Fund Total:</b>		\$19,764.78	\$809.12	\$3,137.89	\$17,436.01
<b>001 Fund: 6615 F.D.#1 M&amp;O ROCHESTER</b>					
2019	66150000121100	\$13,911.69	\$971.06	\$3,401.28	\$11,481.47
2018	66150000121100	\$6,329.48	(\$0.26)	\$373.16	\$5,956.06
2017	66150000121100	\$3,534.99	\$0.00	\$0.00	\$3,534.99
<b>311-11-01-003 Fund Total:</b>		\$23,776.16	\$970.80	\$3,774.44	\$20,972.52
<b>District Total:</b>		\$79,158.90	\$3,604.98	\$15,280.81	\$67,483.07



# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 12-01-2019 To 12-31-2019

District: FIRE DISTRICT #11

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>001 Fund: 6710 EXPENSE FUND/LITTLEROCK FD#11</b>					
2019	67100000121100	\$34,471.64	\$230.64	\$5,370.84	\$29,331.44
2012	67100000121100	(\$0.01)	\$0.00	\$0.00	(\$0.01)
2011	67100000121100	\$0.02	\$0.00	\$0.00	\$0.02
2010	67100000121100	\$0.02	\$0.00	\$0.00	\$0.02
2009	67100000121100	(\$0.05)	\$0.00	\$0.00	(\$0.05)
2008	67100000121100	(\$0.08)	\$0.00	\$0.00	(\$0.08)
2007	67100000121100	\$0.02	\$0.00	\$0.00	\$0.02
2006	67100000121100	\$0.09	\$0.00	\$0.00	\$0.09
2005	67100000121100	\$0.12	\$0.00	\$0.00	\$0.12
2004	67100000121100	\$0.15	\$0.00	\$0.00	\$0.15
2003	67100000121100	\$0.16	\$0.00	\$0.00	\$0.16
2002	67100000121100	(\$0.08)	\$0.00	\$0.00	(\$0.08)
2001	67100000121100	(\$0.03)	\$0.00	\$0.00	(\$0.03)
<b>311-11-02-001 Fund Total:</b>		<b>\$34,471.97</b>	<b>\$230.64</b>	<b>\$5,370.84</b>	<b>\$29,331.77</b>
<b>201 Fund: 6712 BOND DEBT SERVICE FUND/FD #11</b>					
2019	67120000121100	\$6,190.71	\$54.83	\$982.29	\$5,263.25
2018	67120000121100	\$2,769.96	(\$9.56)	\$126.21	\$2,634.19
2017	67120000121100	\$1,307.54	(\$9.23)	\$168.87	\$1,129.44
2016	67120000121100	\$246.96	\$0.00	\$101.35	\$145.61
2015	67120000121100	\$82.09	\$0.00	\$79.24	\$2.85
2014	67120000121100	\$3.20	\$0.00	\$0.00	\$3.20
2013	67120000121100	\$42.91	\$0.00	\$0.00	\$42.91
2012	67120000121100	\$34.24	\$0.00	\$0.00	\$34.24
2011	67120000121100	\$0.19	\$0.00	\$0.00	\$0.19
2010	67120000121100	\$0.03	\$0.00	\$0.00	\$0.03
2008	67120000121100	\$0.11	\$0.00	\$0.00	\$0.11
2007	67120000121100	(\$0.02)	\$0.00	\$0.00	(\$0.02)
2006	67120000121100	(\$0.07)	\$0.00	\$0.00	(\$0.07)
2005	67120000121100	\$0.20	\$0.00	\$0.00	\$0.20
2004	67120000121100	(\$0.13)	\$0.00	\$0.00	(\$0.13)
2003	67120000121100	\$0.12	\$0.00	\$0.00	\$0.12
2002	67120000121100	\$0.09	\$0.00	\$0.00	\$0.09
2001	67120000121100	\$0.01	\$0.00	\$0.00	\$0.01
<b>311-11-20-000 Fund Total:</b>		<b>\$10,678.14</b>	<b>\$36.04</b>	<b>\$1,457.96</b>	<b>\$9,256.22</b>
<b>001 Fund: 6715 M&amp;O FUND/LITTLEROCK FD #11</b>					
2019	67150000121100	\$13,256.46	\$117.86	\$2,111.47	\$11,262.85
2018	67150000121100	\$6,024.28	(\$20.89)	\$275.85	\$5,727.54
2017	67150000121100	\$3,050.67	(\$21.54)	\$393.98	\$2,635.15
<b>Fund Total:</b>		<b>\$22,331.41</b>	<b>\$75.43</b>	<b>\$2,781.30</b>	<b>\$19,625.54</b>
<b>311-11-02-003 District Total:</b>		<b>\$67,481.52</b>	<b>\$342.11</b>	<b>\$9,610.10</b>	<b>\$58,213.53</b>

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West Thurston Regional Fire Authority

Budget Report as of:

Jan-20

8% of Year Expended

Title	January	YTD Collected / Expended	Total Budget	Budget	
				Remaining	% Rev/Exp
GENERAL FUND					
Beg Bal-Unresv GF 67A0		-	1,152,175		
Beg Bal-Oper Res 67A0		-	2,812,301		
Beg Bal-Wildland Res 67A0		-	204,334		
Beg Bal-GEMT Res 67A0		-	342,852		
BEGINNING BALANCES	-	-	4,511,662		
Property Tax-Regular District #1		-	1,611,841	1,611,841	
Property Tax-M&O #1 6615		-	1,185,462	1,185,462	
Property Tax-Regular District #11		-	1,581,551	1,581,551	
Property Tax-M&O #11 6715		-	1,235,777	1,235,777	
GEMT		-	262,000	262,000	
State Grant-Dept Of Health		-	1,200	1,200	
Interlocal Grants (incl. Timber Harvest Tax & Medic 1 BLS support)		-	59,000	59,000	
Intergov't/Tribal		-	373,139	373,139	
Ambulance & Emer Aid Fees		-	433,000	433,000	
Other Interest		-	20,000	20,000	
Space & Fac Leases (short and long-term)		-	49,050	49,050	
Misc Revenue - Incident Cost Recovery		-	8,000	8,000	
TOTAL REVENUE	-	-	6,820,020	6,820,020	-
TOTAL FUNDS AVAILABLE			11,331,683		
Admin-Salaries-Commissioner	2,453	2,453	27,648	25,195	
Admin-Salaries-Admin	46,821	46,821	570,589	523,768	
Admin-Salaries-Temporary Adm	1,233	1,233	27,378	26,145	
Admin-Benefits-Commissioner	205	205	2,232	2,027	
Admin-Benefits-Admin	15,763	15,763	226,213	210,450	
Admin-Benefits-Temporary Adm	134	134	2,298	2,164	
Admin-Office & Oper Supplies	824	824	3,570	2,746	
Admin-Minor Equip (noninv)	705	705	7,344	6,639	
Admin-Small & Attractive Assets (inventoriable)	-	-	10,000	10,000	
Admin-Software	6,393	6,393	29,015	22,622	
Admin-Prof Services	17,228	17,228	84,064	66,836	
Admin-Communication	110	110	1,080	970	
Admin-Advertising	-	-	500	500	
Admin-Insurance	159	159	74,713	74,554	
Admin-Equipment Maint	275	275	6,140	5,865	
Admin-Misc-Commissioner	112	112	9,290	9,178	
Admin-Misc-Admin	605	605	6,000	5,395	
Admin-Dues & Membership	3,729	3,729	11,770	8,041	
Admin-Elections	-	-	10,000	10,000	

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Title	January	YTD Collected / Expended	Total Budget	Budget Remaining	% Rev/Exp
Suppr-Salaries-Career FF	225,382	225,382	2,840,220	2,614,838	
Suppr-Salaries-Vol Pts	11,811	11,811	136,472	124,661	
Suppr-Salaries-Mobe OT	-	-	-	-	
Suppr-Salaries-Training OT	778	778	23,884	23,106	
Suppr-Benefits-Career FF	111,104	111,104	1,144,958	1,033,854	
Suppr-Benefits-Volunteer	1,137	1,137	11,880	10,743	
Suppr-Benefits-Mobe OT	221	221	-	(221)	
Suppr-Benefits-Training OT	12	12	1,619	1,607	
Suppr-Bunker Gear	-	-	37,200	37,200	
Suppr-Uniforms	795	795	15,000	14,206	
Suppr-Rehab Supplies	-	-	2,500	2,500	
Suppr-Small Tools	2,349	2,349	23,000	20,651	
Suppr-Minor Equipment	986	986	28,500	27,514	
Suppr-Health & Wellness Equip	-	-	5,000	5,000	
Suppr-Small & Attractive Assets (inventoriable)	-	-	-	-	
Suppr-Wildland tools/gear	-	-	-	-	
Suppr-Comm/Modems	1,287	1,287	19,200	17,913	
Suppr-Advertising	-	-	500	500	
Medical Costs	-	-	35,200	35,200	
Suppr-Insurance	2,280	2,280	14,657	12,377	
Suppr-Miscellaneous	2,947	2,947	16,600	13,653	
Suppr-Misc-Volunteer	-	-	-	-	
Fire Inv-Salaries	338	338	6,000	5,663	
Fire Inv-Benefits	29	29	600	571	
Fire Prev-Pub Ed (public)	297	297	8,100	7,803	
Fire Inv-Professional Svcs	(6)	(6)	8,000	8,006	
Fire Inv-Small & Attractive Assets (inventoriable)	-	-	-	-	
Training-Supplies	195	195	8,000	7,805	
Training-Pub Ed/EMS (dept)	129	129	1,500	1,371	
Training-Travel/Registrations (Fire)	1,800	1,800	58,500	56,700	
Training Reimb-Residents	-	-	25,000	25,000	
Training-Travel/Registrations (EMS)	80	80	4,000	3,920	
Facilities-Operating Supplies General	345	345	23,750	23,405	
Facilities Station 1-1 Kitchen	-	-	250	250	
Facilities Station 1-2 Kitchen	-	-	250	250	
Facilities Station 1-3 Kitchen	-	-	250	250	
Facilities Station 1-4 Kitchen	-	-	250	250	
Facilities Station 1-6 Kitchen	-	-	250	250	
Facilities-Heating Fuels	-	-	40,000	40,000	
Facilities-Water	438	438	5,500	5,062	
Facilities-Phone/Cable	1,502	1,502	15,800	14,298	

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Title	January	YTD Collected / Expended	Total Budget	Budget Remaining	% Rev/Exp
Facilities-Electricity	3,963	3,963	42,349	38,386	
Facilities-Garbage	327	327	4,500	4,173	
Facilities-Repairs & Maint	18,923	18,923	154,340	135,417	
Vehicle & Equip-Fuel	2,069	2,069	50,500	48,431	
Vehicle & Equip-Repairs & Maint	29,863	29,863	225,680	195,817	
Refunds/Fund Bal Adjusts	-	-	-	-	
Payroll Clearing	5,815	5,815	-	(5,815)	
Payroll Draw Clearing	-	-	-	-	
Capital Expenditures	-	-	426,000	426,000	
Transfers-Out - Other Costs Allocations	-	-	173,918	173,918	
<b>TOTAL GF EXPENDITURES/OTHER</b>	<b>523,945</b>	<b>523,945</b>	<b>6,749,521</b>	<b>6,225,576</b>	<b>8%</b>
<b>GENERAL FUND ENDING BALANCE</b>	<b>(523,945)</b>	<b>(523,945)</b>	<b>4,582,162</b>		
<b>EMERGENCY RESERVE FUND</b>					
Beg Bal-Emerg Res 67A4			661,240	661,240	
Other Interest-Emergency Res			10,000	10,000	
Property Tax-M&O			-	-	
<b>EMERGENCY RESERVE ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>671,240</b>		

<b>BOND DEBT FUND</b>					
Beg Bal-Reserved Debt Srv		-	455,493		
Property Tax-Bond Debt		-	844,750	844,750	
Sale of Tax Title Property Debt Svc		-		-	
Interlocal Grants		-		-	
Other Interest-Debt Srv		-	10,000	10,000	
Transfers In-Debt Svc		-	173,918	173,918	
Debt Svcs-Principal Debt Srv Fund		-	923,212	923,212	
Debt Svc-Interest And Other Debt Srv Fund		-	83,455	83,455	
<b>BOND DEBT ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>477,494</b>		

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## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Administrative – Purchasing and Inventory/Surplus

Policy: 1.1009 Version 5

Effect Date: 12/1/2019

Applies to: All Department Members

Policy Administrator: Office Manager

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### PURCHASING and INVENTORY/SURPLUS

#### 1.0 PURPOSE:

- 1.1 Budget requirements and responsibilities require restrictions to be placed on members purchasing materials and equipment under the Department name.
- 1.2 Capitalized and small & attractive assets require a strong control for ensuring inventory records of the department are accurate and complete.
- 1.3 Disposition of surplus property/equipment requires compliance with state and federal law.

#### 2.0 POLICY - PURCHASING:

- 2.1 Officers have the authority to purchase up to \$1,000 of equipment or items necessary to conduct the business of the department. This practice will be monitored and the privilege may be revoked at any time.
- 2.2 All purchases require a Purchase Request to be submitted to the Purchasing office. The Purchase Request should be submitted using the department's purchase request system.
- 2.3 Purchase approval thresholds are as follows:
  - a. Up to \$1,000 – officer approval
  - b. Over \$1,000 up to \$9,999 – Fire Chief approval plus three bids
  - \* c. \$10,000 up to \$40,000—Board approval plus three bids

*(was \$10,000 up to \$75,000)*

d. \$40,001 up to \$75,000 – Board approval PLUS three bids PLUS use of vendor from approved vendor list maintained by the department or its designated source (such as the Municipal Resources Service Center/MRSC.) In selecting any vendor from the applicable vendor list, the RFA may utilize best value criteria, pursuant to RCW 39.04.190.

e. Over \$75,000 – Board approval PLUS use of sealed bid process, unless the Department is engaged in piggybacking or cooperative purchasing, pursuant to RCW 39.34.030 (5).

f. Purchases which will result in over-expending a budget line item by \$5,000 or more – Board approval

2.4 Public works projects thresholds are as follows:

a. Up to \$30,000 – no approval or bid requirements

b. \$10,000 - \$30,000 – Fire Chief approval PLUS three bids.

c. Over \$30,000 up to \$350,000 – the Department shall establish and use the Department's adopted Small Works Roster.

d. Over \$350,000 – Board approval PLUS use of sealed bid process, unless the Department is engaged in piggybacking or cooperative purchasing, pursuant to RCW 39.34.030 (5).

2.5 All public works up to \$350,000 must be performed by a contractor obtained off the Small Works Roster maintained by the department or its designated source (such as the Municipal Resources Service Center/MRSC). Prevailing wages apply (per RCW 39.12.020).

2.6 All repair, maintenance, or other projects needed to be performed on a department facility must be recorded through the department's facility maintenance tracking system for proper reporting and scheduling of the work by the designated personnel.

2.7 Purchase order and facility maintenance records will be managed in accordance with state records retention laws.

*Removed 2.8 (referencing BOFC resolution)*

### **3.0 POLICY – INVENTORY:**

3.1 A physical inventory count will be conducted annually with quarterly confidence inspections. The Inventory Officer will work with the Office Manager to delegate inventory count assignments and reporting. An annual reconciliation to accounting records will also be conducted to ensure new assets have been recorded appropriately.

3.2 All capital assets of \$5000.00 or more, or items that would be at higher risk for theft (small & attractive) or would cause a disruption to operations for the organization if lost/stolen will be inventoried by the Inventory Officer prior to issue.

- a. The inventory officer shall be an officer who has not been charged with custody of any assets other than personally-assigned gear which will be physically counted by someone other than the inventory officer.
- b. Personal Protective Equipment (PPE) will be tracked and issued by the PPE officer or designee.
- c. Computers will be tracked by the department's external IT vendor but assigned a department tag number for department control.
- d. EMS equipment under the \$5,000 capital asset threshold and not considered small & attractive will be tracked by the EMS Director.
- d The purchasing officer will not have access to delete items from the inventory management system, to ensure strong internal controls over inventory.

3.3 Capital assets include land/land rights, buildings, furnishings, fixtures and furniture, machines, vehicles and tools, or any real and personal property used in operations which is intended to be used for more than one year and meet the threshold of \$5,000 or more

3.4 Small & Attractive assets include the following defined equipment classes:

a Communications Equipment (cell phones, radios, pagers). *Note: Policy 1.2010 provides guidance on issuance and use.*

b Computer Equipment (PCs, laptops, Ipads, tablets, software, printers – excludes monitors, keyboards and mouse)

c. Optical devices (binoculars, infrared viewers/cameras)

d. Cameras and projection equipment

e. Audio-visual equipment (TVs, stereos, sound systems, VCR/DVRs)

f. Handheld electronic devices (non-mounted GPS units,, weather/wind meters)

g. Chainsaws and portable generators.

h. Facility and apparatus maintenance tools (lawn equipment, hydraulic tools, portable air compressors, battery chargers, floor jacks)

3.5 Small & Attractive assets are not to include items which are used for menial tasks and/or are of minimal monetary value such as apparatus tools which are checked on a daily basis (shovels, wrenches, axes, fans) or office equipment (shredders, staplers, desks, chairs, etc.) Additionally, consumables are not inventoried.

3.6 Items to be entered into the inventory management system must be marked with a department-issued inventory tag prior to being placed in service. The entry must include a description of the asset, the model number, serial number, acquisition date and cost, date of replacement, and location and/or holder of asset. A copy of the purchase order, invoice, or other purchasing documentation must be provided to the Inventory Officer by the accounting office.

3.7 Assets which change location, assignment or are significantly altered must be reported to the Inventory Officer immediately via written communication (email, memo, or copy of alteration invoice.)

3.8 Assets found to be damaged or missing must be reported to the Inventory Officer immediately via written communication (email or written memo.) Report must include description of asset, last known location, and date/time of discovery that asset was missing. The board will be notified of missing assets and final resolution/determination on an annual basis.

3.9 Replacement of assets will occur in accordance with the designated depreciation schedules established in the inventory management system unless otherwise approved by the Governing Board.

3.10 Donated capitalized or small & attractive assets will be recorded in the inventory management system at fair market value.

3.11 Assets purchased with federal funds are to be recorded in accordance with applicable federal regulations, and identified clearly as federal assets

#### **4.0 POLICY - SURPLUS & DISPOSITION:**

4.1 Surplus & disposition of personal property means any tangible personal property owned by WTRFA which is not needed at present, or for the foreseeable future, or that is no longer of value or use to the RFA if items have been placed out-of-service or no longer serviceable. The item must be stored/secured and placed on a surplus list by the Inventory Officer, including a brief description, model/serial and fixed asset numbers if available.

4.2 The Governing Board is responsible for declaring department personal property surplus. Disposal of surplus property will occur periodically and at least once per year.

4.3 Surplus personal property with a resale value of at least \$10 will be disposed of in a cost effective and efficient manner which achieves the highest net resale proceeds for the department.

4.4 Surplus personal property with an estimated value exceeding \$1,000 will be sold by public auction, sealed bid, negotiated sale, by transfer to another government agency, lease or loan only.

4.5 Surplus property with a resale value of less than \$10, or where the disposal and sales efforts are judged more costly than estimated net proceeds, may be transferred, donated, or eventually disposed of through salvage contracts or other cost effective and efficient means. Items that are



broken, unusable or have no commercial, salvage or donation value may be declared as "trash" and efficiently and safely disposed of as such, at the discretion of the chief.

4.6 Surplus personal property which does not sell or is unable to be disposed of through the usual means may be sold to the highest bidding department member or donated to a nonprofit organization as approved by the chief. In accordance with RCW 42.23.030, no board member or officer administering the sale may bid on surplus items unless the board member recused themselves from the administration of the sale and did not vote on the surplus resolution.

4.7 Sales of surplus personal property valued at \$50,000 or more to other governmental agencies are governed by Chapter 39.33 RCW and will not be completed without compliance to that law.

4.8 All personal property that has been approved for surplus must have all identifying marks, personal and/or confidential information or logos of fire district removed prior to transfer to the purchasing or acquiring party.





## WEST THURSTON REGIONAL FIRE AUTHORITY

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**Section:** Personnel – Career Employees Benefits, Leave, Disability and Shared Leave

**Policy:** 1.2021    **Version:** 2 (*replaces policies 1.1018, 1.2015, 1.2016*)

**Effect Date:** 12/1/2019

**Applies to:** All Paid Career Employees

**Policy Administrator:** Office Manager

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### 1.0 POLICY:

1.1 It is the policy of West Thurston Regional Fire Authority that any career employee has the right to request leave, including an extended leave of absence. Requests for leave do not guarantee approval to use leave. Authorization to take leave is not a confirmation that the employee has adequate leave time.

1.2 Career Firefighters will receive benefits, and accrue/use leave, in accordance with the bargained labor agreement (unless otherwise noted) and with state/federal laws, including RCW 49.46.

1.3 Administrative, Exempt and Non-union permanent full-time employees will receive a benefits package consistent with the labor agreement, unless otherwise defined in a separate employment agreement. Permanent Part-time employees are eligible for group medical/dental/life/disability insurance and employer paid retirement and deferred compensation benefits. Part-time employees scheduled to work less than 15 days per month and/or less than 30 hours per week are eligible for only those benefits required by law.

1.4 Administrative, Exempt and Non-union employees will be awarded vacation, sick and other leave time consistent with this policy and individual employment agreements (if applicable) and state/federal laws, including RCW 49.46. Part-time permanent employees will accrue on a pro-rated basis.

1.5 The department will provide monthly notifications of leave accrued, taken and balances to each employee, in accordance with state rule.

### 2.0 RESPONSIBILITIES:

2.1 It is the responsibility of each member to understand and comply with this policy.

2.2 It is the responsibility of each supervisor to ensure their subordinates are compliant with this policy.

2.3 Employees are responsible for monitoring their leave balances and not exceeding the amounts available.

2.4 Supervisors must ensure that all personnel on extended leave return equipment, and that such equipment is properly inventoried, with documentation forwarded to proper personnel.

### **3.0 LEAVE POLICIES**

#### **3.1 BEREAVEMENT LEAVE:**

3.1.a. For the death of an immediate family member, all Administrative, Exempt and Nonunion full-time employees are authorized 40 hours paid time off. Part-time employees will be authorized on a pro-rated basis.

3.1.b. For purposes of travel, an additional three days/shifts of paid sick leave may be considered for bereavement purposes.

#### **3.2 CIVIL LEAVE:**

3.2.a Employees summoned for jury duty or other civic leave related to a department matter will be granted paid leave for such service.

3.2.b. Employees will be paid their regular wage for civil leave, with any compensation received by the employee from their service to be remitted back to the department (excluding personal mileage reimbursement.)

3.2.c. Employees fully released from jury duty must report back to work or use accrued vacation leave for the time not worked post-release from jury duty.

#### **3.3 COMPENSATORY TIME / OVERTIME:**

3.3.a. Administrative, Exempt and Non-union employees may be considered exempt from FLSA section 13(a)(1) overtime requirements as documented by their job description and wage.

3.3.b. All FLSA-exempt employees are required to work or use paid leave for at least the minimum amount of work hours each month (160 – 184 hours, depending on the month) unless otherwise stated in a separate employment agreement.

3.3.c. FLSA-exempt employees who are scheduled to work additional hours may earn compensatory time at a rate of 1:1, or if the employee works out of their primary classification may be compensated at an overtime rate.

3.3.d. Overtime and Compensatory time for FLSA-exempt employees requires prior approval of the Fire Chief except under emergency conditions.

3.3.e. Compensatory time must be taken by the end of the month following the one in which it is earned or it will be forfeited unless specifically approved by the Fire Chief to carry-over.

3.3.f. Only salaried FLSA-exempt employees are eligible for compensatory time.

3.3.g. Employees will not be paid for unused compensatory time upon separation from service.

3.3.h. Overtime or extra hours worked, whether compensated or not, does not increase the amount of leave accumulated.

3.3.i. Exempt employees on-call will receive 2 hours compensatory time for 24 hours of on-call status when off- schedule, or 1.3 hours compensatory time for 24 hours of on-call status when on-schedule.

#### 3.4 DISABILITY LEAVE:

3.4.a. Employees on long term disability leave (12 weeks or more) will be required to draw a minimum of fifty percent wage from their paid leave bank or work at least fifty percent of their regularly scheduled shifts to maintain other benefits including medical, dental, vacation and sick leave accrual.

3.4.b. Members will be notified of COBRA benefits as required by law, if necessary.

*3.4.c Removed (referencing buyback option)*

#### 3.5 LEAVE OF ABSENCE and EXTENDED LEAVE

3.5.a. Requests for a leave of absence must be in writing to the Fire Chief, who will forward to the Board for consideration in cases not authorized in this policy. Generally, leave of absence requests to pursue outside employment will not be approved.

3.5.b Extended medical leave will be granted to an eligible employee up to a total of twelve weeks in accordance with the Family and Medical Leave Act of 1993 (29 USC 2601 et seq) and its implementing rules, 29 CFR Part 825, and additional amendments and subsequent regulations.

3.5.c. Employees who request an extended leave of absence anticipating to last more than six months, must make available all department owned equipment issued to the member. These include, but are not limited to; personal protective equipment, pagers, radios, phones, uniforms, badges, and department identification cards.

3.5.d. Career Firefighters on leave six months or longer will be required to demonstrate they are "fit-for-duty" relative to their employment classification. This includes fulfilling all entry level requirements prior to returning to work including: background, physical agility, drug screening, medical physical and all minimum training compliance requirements (fire and EMS). The employee will be responsible for all fees associated with return to work requirements.

### 3.6 LEAVE WITHOUT PAY:

3.6.a. Leave without pay may be granted for prolonged illness, maternity causes, educational pursuit, or other reasons as approved. Though the employee may retain his or her relative job status, no pay or other compensation is received during this leave.

3.6.b. Leave without pay may be allowed for any of the reasons referenced in Washington Administrative Code (WAC) 357-31-330.

### 3.7 MILITARY LEAVE

3.7.a. Military leave will be allowed in accordance with WAC 357-31-360 through 357-31-373.

3.7.b. An employee entering military service, U.S. Peace Corps, or U.S. Public Health Service for active duty is entitled to leave of absence without pay.

3.7.c. Any person who is a resident of this state or is employed within this state, and who voluntarily or upon order, vacates a position for service in the military, will be re-employed in accordance with RCW 73.16.033. The employee will be restored to his or her position, or one of similar classification and salary, if reinstatement is requested within 90 days after release from active duty.

3.7.d. Seniority dates, anniversary dates, unbroken service dates, leave accrual rates or incremental salary increase dates will not be adjusted while an employee is on military leave.

### 3.8 SICK LEAVE:

3.8.a. The department will notify employees of their rights to paid sick leave no later than March 1 of every year, in accordance with state rule.

3.8.b. Full-time Permanent Administrative, Exempt and Non-union employees will accumulate sick leave at the rate of 12 hours per month for the first year and 8 hours per month thereafter, unless bargained in a separate employment agreement. Part-time employees will accrue on a pro-rated basis.

3.8.c. Sick leave use will be allowed in accordance with RCW 49.46.210.

3.8.d. The department is prohibited from using an employee's use of sick leave as a negative factor in any employment action such as evaluation, promotion, or termination, or otherwise subject an employee to discipline for the exercise of any rights provided RCW 49.46.

3.8.e. Administrative, Exempt and Non-union employees may not accrue more than 1040 hours of sick leave unless bargained in a separate employment agreement.

3.8.f. If ill or injured, the employee is required to report any anticipated sick leave to the Department by phone or email as soon as practical.

3.8.g. Sick leave of more than three consecutive days may require verification that the use of paid sick leave was for an authorized purpose, as allowable under RCW 49.46.210(g).

3.8.h. Permanent Administrative, Exempt and Non-union employees are eligible for 8 hours additional vacation leave as a wellness incentive if sick leave is not used for a period of six months (periods defined as January-June and July-December). Part time employees will be eligible for a pro-rated accrual.

3.8.i. A shared sick leave bank is established for purposes of employees sharing sick leave.

3.8.j. Twice per year (January and June), employees may donate to the shared bank as long as they maintain a minimum of 300 hours in their personal sick leave bank.

3.8.k. The bank is shared hour for hour regardless of rank or rate of pay.

3.8.l. The Board will authorize shared sick leave bank access, and maximum annual contributions. The Board may impose a Shared Leave Bank cap and may establish limitations to each request.

3.8.m. In no case may employees separating from service be authorized to grant sick leave to the bank within one year of separation of service.

3.8.n. Employees must exhaust all leave prior to the Board consideration of bank access.

3.8.o. Employees will utilize their short and long term disability and may request bank access up to 100% of their full wage, less disability and/or any other time loss compensation. A personal financial report may be required by the Board to determine authorization and limitations.

3.8.p. No employee may profit from the shared leave bank. The intent of the shared bank is to temporarily assist an employee in need to maintain typical wages.

### 3.9 VACATION LEAVE:

3.9.a. Full-time, Permanent Administrative, Exempt and Non-union employees will accumulate Vacation leave at the rates outlined below unless otherwise stated in a separate employment agreement (permanent part time employees will accrue on a pro-rated basis):

Year 1= 96 hours	Year 4,5,6,7 = 124	Year 12 =144	Year 15 = 168
Year 2 =104	Year 8,9,10 = 128	Year 13 =152	Year 16 plus = 176
Year 3 =112	Year 11= 136	Year 14 =160	

3.9.b. Vacation Accrual Rates are based on consecutive full-time employment, and will be credited monthly.

3.9.c. No employee may accrue more than 240 hours of vacation leave unless otherwise stated in a separate employment agreement. An employee who attains the maximum allowable hours will be allowed a thirty day grace period to use any leave in excess of the maximum. Employees nearing the vacation cap may be required to take scheduled time off by the Fire Chief or designee.

3.9.d. Upon termination of service, accumulated vacation leave not to exceed 240 hours will be paid to the employee.

3.9.e. Vacation leave must be scheduled in advance through the employee's supervisor.



#### 4.0 DEFINITIONS:

Benefit Package: For purposes of this policy, a benefits package includes group medical/dental/vision/life insurance, disability insurance, VEBA, deferred compensation, longevity pay, holidays and personal leave. Permanent full-time employees may elect a proportionate amount to be applied to another benefit in lieu of MERP or other benefit contained in the labor agreement to which they are not entitled.

Family Member: For purposes of this policy, a family member is defined in accordance with RCW 49.46.210(2)) and RCW 49.12.265

Permanent Full Time Employee: A salaried (exempt) employee with supervisor, management, administrative or executive duties working or scheduled to work an average 40 hours per week.

Permanent Part Time Employee: A non-response, non-suppression, nonemergency functions, non-supervisory, non-management or non-executive administrative employee who is scheduled more than 15 days a month and at least 30 hours or more per week and fulfills essential functions as defined by the Employer.

Temporary/Seasonal Employee: A non-response, non-suppression, non-emergency functions, non-supervisory, non-management or non-executive administrative employee who is hired to cover for absent administrative employees (such as those who are on maternity or disability leave), or to fill gaps in the Department's nonunion workforce. Temporary employees may work full or part-time, and may work for more than one agency at a time. Temporary employees are not entitled to any employer paid benefits or leave except as provided in accordance with RCW 49.46.

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# WEST THURSTON REGIONAL FIRE AUTHORITY

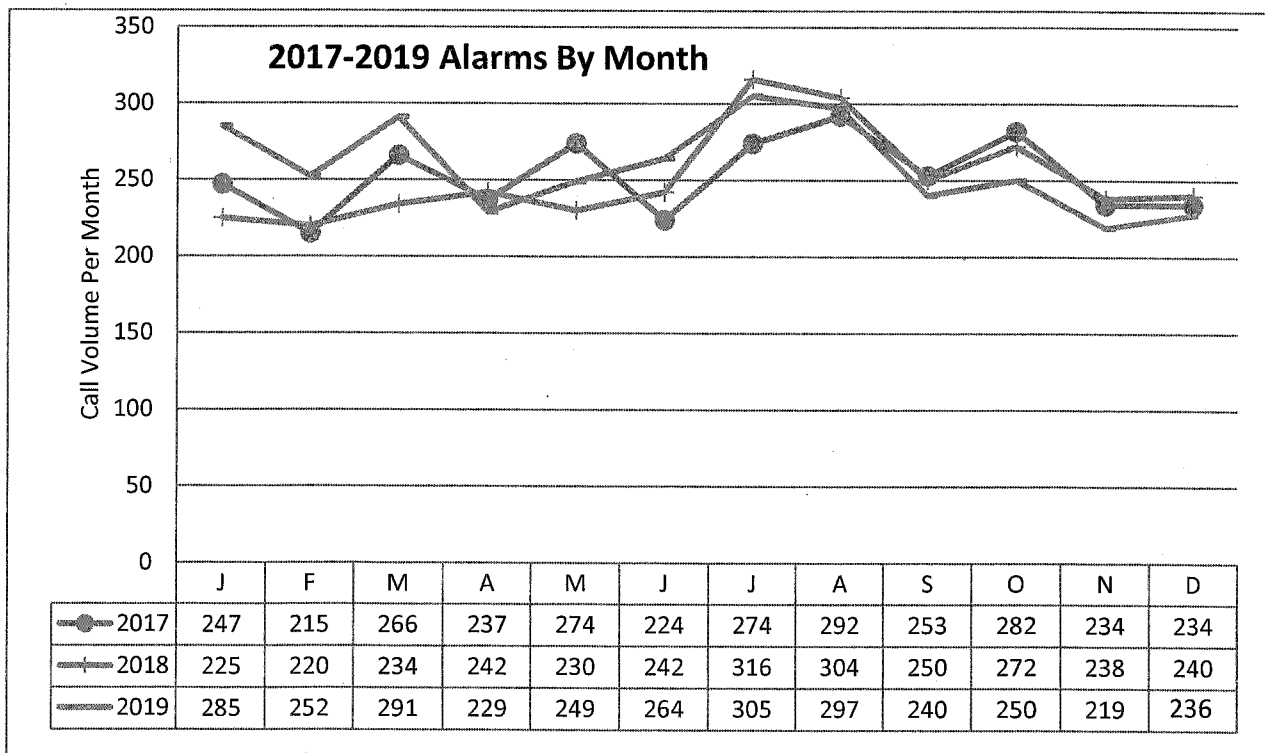
Thurston County Fire Protection District #1, #11 & #14

## CHIEF'S REPORT

Month of Report: December 2019

Annual Alarm Information:

MONTH	CALL VOLUME	EMS RESCUE	FIRE	OTHER	TOTAL VOLUME	MUTUAL AID	WTRFA TRANSPORTS	TOTAL TRANSPORTS
JAN	285	194	08	83	285	15	63	93
FEB	252	186	06	60	537	14	61	89
MAR	291	217	12	62	828	25	75	120
APR	229	172	06	51	1057	10	60	93
MAY	249	188	07	54	1306	10	73	101
JUN	264	193	12	59	1570	12	78	101
JUL	305	196	27	82	1875	21	64	95
AUG	297	213	12	72	2172	14	61	95
SEP	240	176	05	59	2412	12	66	86
OCT	250	190	06	54	2662	06	64	96
NOV	219	172	04	43	2881	07	57	81
DEC	236	183	04	49	3117	10	72	93
YEAR	3117	2280	109	728	3117 (3)	144	794	1143





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

- Weyerhaeuser Property Acquisition (legal review complete) Chief Kaleiwahea returned the Quinn comments to Weyerhaeuser for final review.
- On December 6<sup>th</sup> the Chehalis Tribe informed Chief Kaleiwahea that a 2020 Emergency Services agreement should be signed and delivered by December 17<sup>th</sup>. No update from the Tribe has been provided since.

**Planning/Budget/Finance:**

- Strategic plan addendum 2020/2021 (DRAFT) – January 13<sup>th</sup> Meeting

**Expenditure Planning:**

- Stryker Power Load Systems was received \$20,000 from medic one funds
- Disaster food supplies have been acquired: Next year we will utilize \$5000 budget to acquire non-perishable goods
- Ham Radio installation bid from Day wireless: \$16,000 walk through with Whisler communication quote pending.
- Station wear uniforms \$6500; Class A's are being ordered for 6-7 career employee's- \$4200

**Development Services (New Construction) Tracking**

- Chehalis Tribe broke ground on 93<sup>rd</sup> Ave. truck stop

**Fire Investigation and Fire Loss Reports**

- December 17<sup>th</sup>- RO190003009 – 2050 hours – 3200 block 107<sup>th</sup> Ave. SW – 40x30 shop fire Cause: Accidental Origin: Heat lamp. \$25,000 damage Report submitted by: Chief Fire Investigator Gary Stone

**Grant/Donations/Unanticipated Revenue:**

- EMW-2014-FF-00386-SAFER Grant – has ended, a final reimbursement request was submitted for \$10,234
- EMW-2017-FO-07118- NFPA 1582 Annual Fitness and Screening Grant was extended until December 22<sup>nd</sup> 2019

**Health & Safety Activities (see Safety Officer Report)**

- Jan 9<sup>th</sup> All-department meeting was well attended a special presentation -Suicide prevention training was arranged by Shea. Lt. Swecker gave
- All smoke extraction systems were inspected and tested at 1-1,1-3,1-4,1-6 and passed inspection. 1-3 door timers at 1-1 and 1-3 will be set to time out in 4 minutes.
- Chief K met and toured all staff-able facilities with KDS air quality consultant to obtain a quote for testing all station; quote for all five stations is \$9,000.

**Accidents, Incidents, and Injury**

- None Reported this month



### IT/Web Development:

- Microsoft 10 and Office 365 migration and computer replacement ongoing. A IT new service agreement will become effective in 2020.

### Labor Management Report

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

- FF Panuska and FF Santee received the First Responder Certificate of Commendation at the All-Department Meeting from the American Legion (Rochester Post).

STATION UPTIME REPORT	December 2019
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	2 resident(s)
Station 6	Staffing of 2 = 22%
Career Battalion (Station 6)	100%

Certified Responders- Personnel Count	Man-Hours Worked December 2019
(31) Career-Union	Regular Hours; 5340; Overtime Hours: 246; Sick Leave Hours;150 (includes paternity and FMLA); Kelly Day Hours:816; Vacation Hours 489; Personal Leave: 360; Training OT: 0; Bereavement ; Mob;0,
(26) Volunteer Responders	1673 Regular Hours
(13) PACT	
(04) Residents	255 Regular Hours
(03) Maintenance/Logistics PT	46 Regular Hours

### Legal Issues:

- Legal Opinion regarding response to Tribal Properties (pending tribe determination of contract).

### Policy/ Procedures & Guidelines:

- 1.1009 - Purchasing and Inventory (review process)

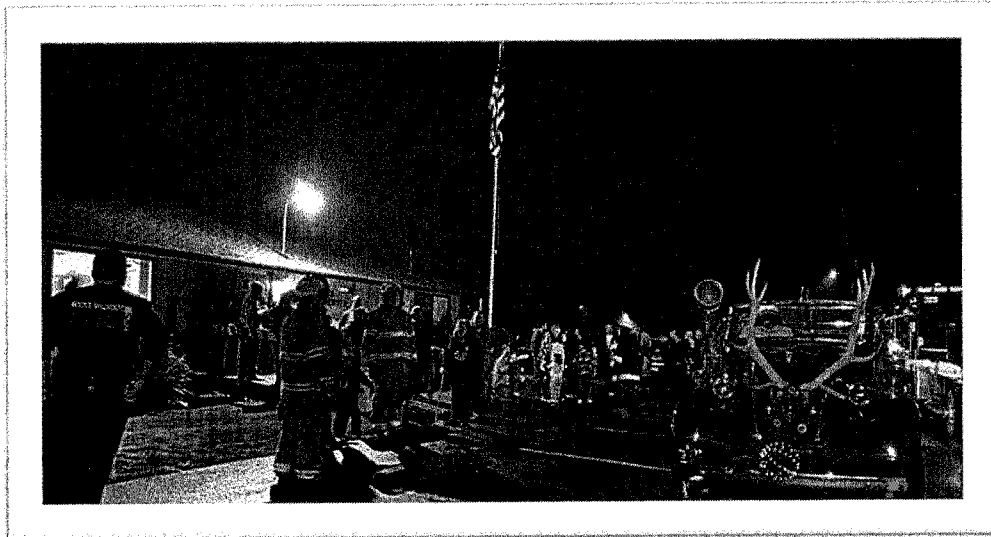
### Risk Management:

### Action/ Review/ Discussion Items:

- Strategic plan addendum (DRAFT) – request board workshop
- Facility maintenance progress

### Public Education/ Public Relations Activities:

- December 6th Xmas Tree Lighting and Fire
- December 7th Boot Drive for Christmas Kids
- December 8<sup>th</sup> Winterfest
- December 8<sup>th</sup> and 9<sup>th</sup> Boot Drive
- December 14th Santa Pancake Breakfast
- December 14th Santa Mobile and Food Drive
- December 19th Christmas Family Wrapping Party



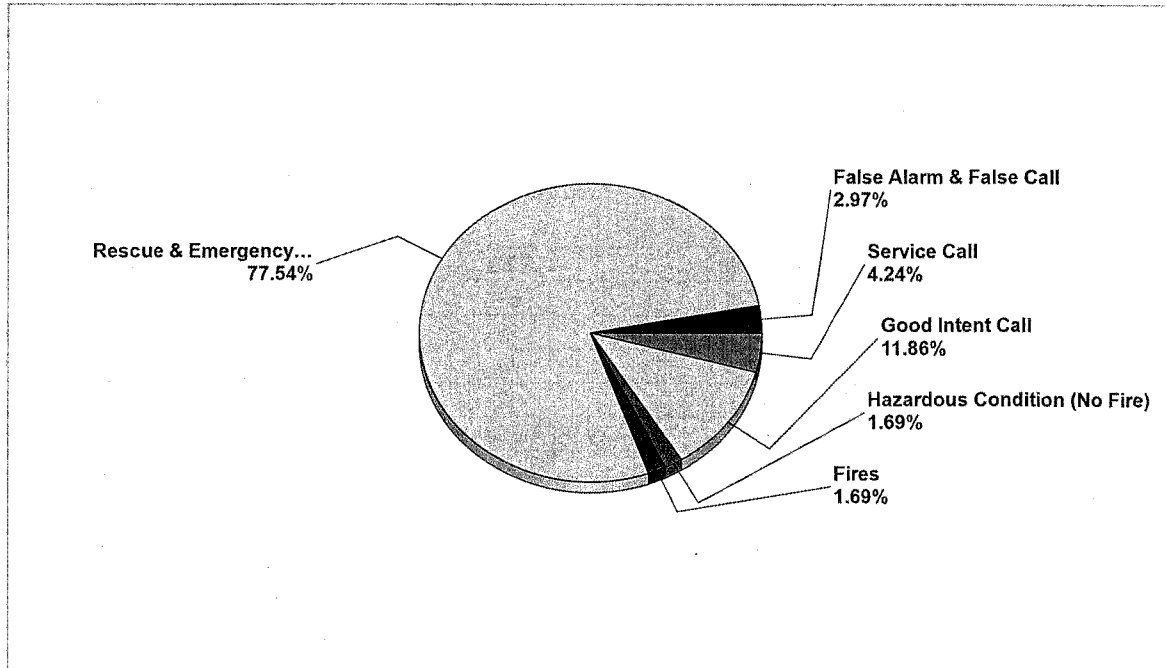
### Department and community members gather food and gifts for the Christmas Families.

2019 we adopted 32 kids. BrightWire was once again an amazing partner by adopting 5 kids. Families being able to enjoy a holiday meal and extra groceries are just as important, so each family was given a Christmas dinner with the trimmings and a Fred Meyer Gift Card for groceries. Department Members, like Tom Sexton, really stood out when he showed up with bags and bags of needed groceries for the families. When Tom saw that we had 2 babies under 6 months this year, he took a second trip to get baby food, diapers and miscellaneous baby items. This is an example of the amazing people we have working for us!

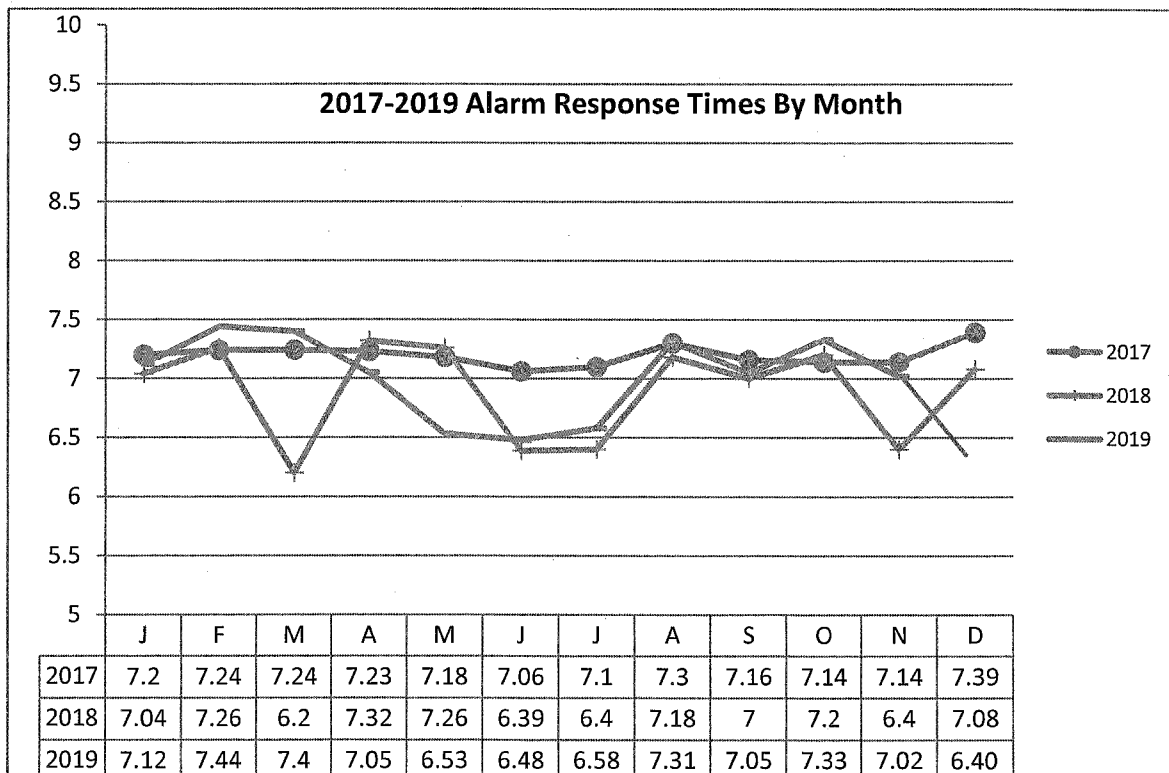




**West Thurston Monthly-YTD Alarm Information**  
*ER report #553-Major Incident Types*



**Average Response Time: 6:40 Minutes**  
No mutual aid, I-5 or Capitol Forest (first arriving-priority incidents)





WTRFA CHIEFS REPORT  
December 2019

**WTRFA Monthly/ YTD Operations Summary**

Description	Monthly Call Volume	YTD Call Volume
EMS/RESCUE	183	2280 (73%)
Fire	04	109 (4%)
Other	49	728 (24%)
<b>For Month</b>	<b>236</b>	<b>3117</b>
<b>WT- Transports</b>	<b>72</b>	<b>(39%) of EMS</b>

Hospital	Monthly	YTD
SPH	40	542
PHC	37	426
CMC	04	74
MAMC	00	00
Harborview	00	05
GH	00	00
Other	00	03
<b>Total</b>	<b>81</b>	<b>1050</b>

Tribal Property	Monthly	YTD
Lucky Eagle (12888)	07	69
Eagles Landing (12840)	00	15
Great Wolf Lodge (20500)	12	74
Fairfield Inn (6223)	00	02
<b>Total</b>	<b>19</b>	<b>WTRFA 160 (5.1%)</b>

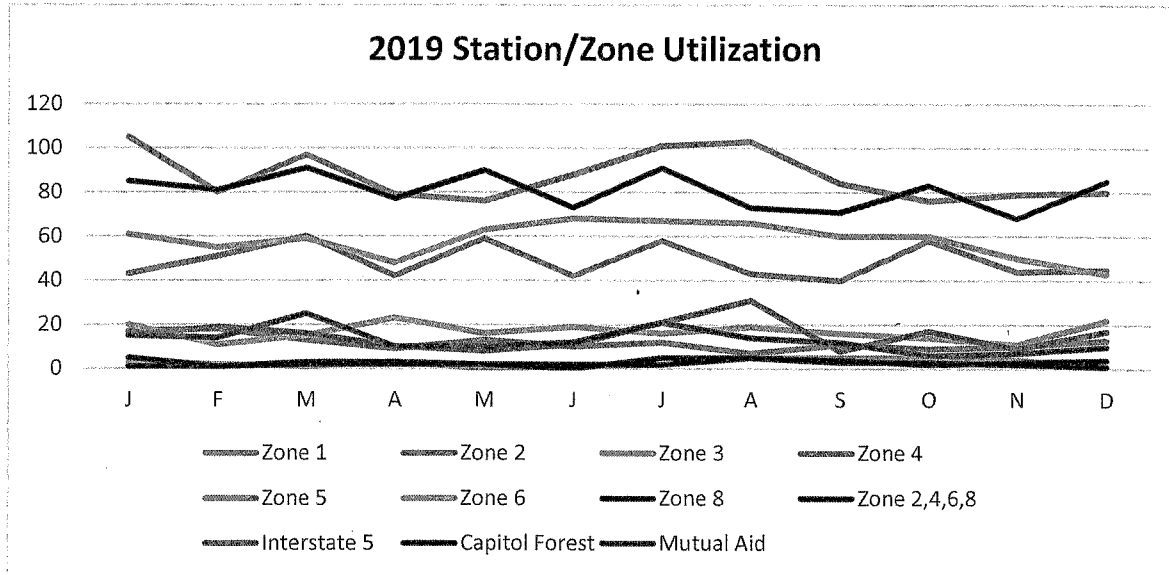
Aid Unit Utilization	Transports For Month	YTD
Aid 1-1 – App 05	22	245
Aid 1-2 – App 06	32	306
Aid 1-3 – App 03	18	247
Aid 1-6 – App 55	00	00
Aid 1-4	00	01
Transported ALS	17	300
Airlift	00	04
Private Ambulance	02	38
Other FD	02	06

Station Zone	Monthly	AVG. Response Time (Month)	*YTD	Percentage YTD
1 – Grand Mound/Sargent	80	6:00	971	31%
2 – Littlerock Rd	45 (85)	6:25	586 (970)	19% (31%)
3 – Albany Street	43	6:35	704	23%
4 – Scott Lake- Sta. 1-2	13	8:11	142	5%
5 – Michigan Hill- Sta.1-3	01	11:53	30	<1%
6 – Maytown Rd.	22	8:19	203	6%
8 – Bordeaux- Sta.1-2	04	6:44	36	1%
I-5 1-1	06	8:35	81	3%
I-5 1-2	02	4:45	24	<1%
I-5 1-6	09	8:03	78	2%
Capitol Forest	01	16:40	26	<1%
Mutual Aid	10	N/A	156	5%
<b>Average Response time</b>	<b>236</b>	<b>6:40</b>	<b>3117</b>	<b>100%</b>

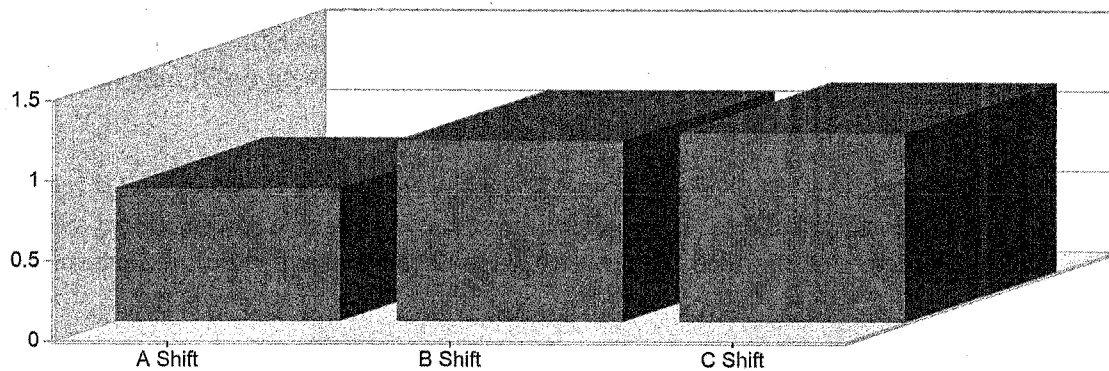
*Average response time for first arriving unit; does not include Mutual aid, Interstate 5 or Capitol Forest incidents (priority calls-ER report #1605)*

54





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



**A Shift 0:50- B Shift 1:08- C Shift 1:11**  
Start Date: 12/01/2019 | End Date: 12/31/2019  
Doc Id: 654  
Emergencyreporting



### ***Project Work Status:***

**Strategic Plan Addendum- Vision 2020** – A draft is complete and will be presented to the Board for review at the January Board Meeting; Chief Kaleiwahea will request a Board workshop to discuss the plan elements including succession planning.

**IAFF 3825 Collective Bargaining Agreement** – Contract negotiations have wrapped up and info will be forwarded to the Board in this packet for review. – **To be presented.**

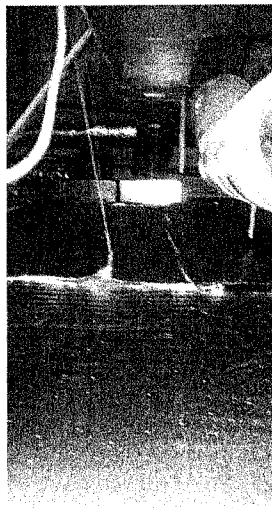
**Facility Maintenance:** In late 2019 a facilities maintenance survey was conducted at all seven (7) RFA facilities. The survey identified approximately 105 maintenance, repair, organization and construction needs. A facility repair/maintenance plan was implemented in late December and as of January 9th, - 21 of the 105 items have been completed. CCC is scheduled for 6 more work days in January. The goal is to have the list and other construction projects completed by mid-year.

**New Aid Unit Bid Spec & Bid process**–Additional follow up from December meeting – the timeline for delivery is still set for early August for the two new units– **In Progress.**

**New Engine Spec Build** – Will be meeting with the operations group and True North for Engine design parameters so it will be narrowed down for consideration of moving forward. – **In Progress.**

**Replacement Brush Unit** – Ops committee has met and will be bringing forward a spec standard for the replacement of 1 wildland unit and to retro-fit our existing brush units with controlled monitors. The Officers will be briefed on this at the meeting on Monday morning – **Scheduled.**

**Sargent Rd Energy Study** – The vendor Smart Solar has completed the work and it has been inspected. R-22 was installed above the drop ceiling on the admin side and the dorm side of the building. We will not set and monitor the power bills to determine and future reductions – **Monitor.**





**Amateur Radio Project** –Whisler Communications toured the 4 stations with Chief Kaleiwahea on Dec.19<sup>th</sup> a quote is pending for all four stations. – **In Progress.**

**CAD Run-Card Changes** – We have worked to make some changes to our CAD run cards during December – our ops group members met with TCOMM reps to discuss changes to reflect our responses and staffing levels for our zones. Some zones were adjusted to reflect these changes – **In Progress.**

**Beaver Creek Property** – Notification was sent into the County after the changes that Thurston County made – still waiting for Thurston County – **Awaiting TC**

**Environmental Design, LLC.**  
*Septic Design • Wetlands • Site Planning • Excavation*  
901 L Street, Centralia, WA 98531 Phone: (360) 219-3343

December 16, 2019

Fire District #11  
10828 Littlerock Road SW  
Olympia, WA 98512

Thank you for choosing Environmental Design, LLC for your septic design services. Enclosed you will find copies of your design stamped preliminary for your use. Signed copies have been submitted to Thurston County.

Please remember Environmental Design needs to be called to schedule an appointment for the final inspection. We will do our best to schedule the appointment so that the installer, county official and us are all on site to go over the final inspection of the system. After the inspection an as-built will be submitted to the county for you with the information needed and a copy mailed to you.

Please do not hesitate to call with any questions or concerns, (360) 219-3343.

Sincerely,

*Becky Rieger*

Becky Rieger  
Licensed Designer

**Thurston County Emergency Alerting System & Smart 911:**  
Administrative staff training – **Pending**



**Operations Policy Review** – Capt. Smith and Chief Scott will be reviewing the existing operational policies to ensure they are up to date and reflect the latest legal requirements and department practices. Goal is to be complete with review by the end of January and submitted for Board review at the February meeting – **In Progress**

**West Thurston Vision 2020** – An updated teamwork standards and expectations has been developed and communicated to staff. This will be an ongoing process to better coordinate/manage our day to day actions and plan for future project work. This dynamic document is also a reiteration on how our personnel portray themselves and conduct themselves in day to day operations within the department. Document rolled out in November - **Monitor**

**Maytown Water:**

Projected date to drill test hole(s) was 1<sup>st</sup> week in January. Commissioner Dahl offered to clear the recommended well location. We are waiting on a date from Advanced Drilling. **In Process**

**Planning & Project list update:** A review of the current project list and update – priority list was completed for the 2020 budget. A review of the Strategic Plan update is underway with an emphasis of reviewing response strategy, volunteer program, and other program areas to seek improvements. - **In Process**

***WTRFA Operations Report:***

**Notable Fire Incidents:**

December 17th- RO190003009 – 2050 hours – 3200 block 107<sup>th</sup> Ave. SW – 40x30 shop fire  
Cause: Accidental Origin: Heat lamp. \$25,000 damage

**Commendation Letters** – Letters of commendation were recently sent out to personnel who participated in a multi-semi truck accident in which the crew performed life saving measures for one of the drivers. Letters went out to the following personnel;

- Rob Smith
- Brian Christenson
- Isaac Garza
- Aaron Hall
- Miranda Panuska
- Thomas Trott
- Chris White
- Mike Morales
- Josh Howe

They will be recognized at the all department meeting with a reading of the letter and a presentation of a life-saving commendation bar.



WEST THURSTON REGIONAL FIRE AUTHORITY  
10828 Littlerock RD SW, Olympia WA 98512  
(360) 352-1614 • Fax: (360) 352-1696 • www.westthurstonfire.org

December 2, 2019

Captain Rob Smith  
3017 Amhurst St SE  
Olympia, WA 98501

Dear Rob:

I am very proud to write to you a letter of commendation for the actions of you and your crewmembers who operated on the scene of a multiple semi-truck accident on Interstate 5 on October 21, 2019. It is this type of incident that we train for in which life is counted in minutes and seconds. The complexity of this incident was such that it upon arrival there were multiple hazards including complex patient access and extrication, ecological hazards, hazardous materials and scene safety concerns.

The most severely injured patient was pinned in a truck and had an immediate life threatening blood loss condition to which the crews were able to quickly recognize and react to. The reaction of you and your crew to these types of incident was done swiftly and with outstanding communication between all members to identify the immediate hazards. You calculated an incident action plan and quickly moved to execute it. It was this quick reaction that saved the drivers life.

I look forward to publically recognizing you and your crew at the upcoming all department meeting in January.

Sincerely,

Robert W. Scott  
Fire Chief - Operations  
West Thurston Regional Fire

cc: personnel file



December 2019, Monthly Training Report | Prepared by Training Captain, Rob Smith

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"><li>December 3 – IFSAC Written Exam Proctor @SPSCC 1800-2030</li><li>December 4 - 451 Ignite Leadership – The High Reliability Officer at Station 1-2 – 1200-1430</li><li>December 5 – Thursday Night Drill – Emergency Operations Center Drill at Station 1-1 – 1800-2100</li><li>December 17 - B Shift Drill – Hazard Zone Accountability 1000-1500</li><li>December 18 – C Shift Drill – Hazard Zone Accountability 1000-1500</li><li>December 19 – A Shift Drill – Hazard Zone Accountability 1000-1500</li></ul>	<ul style="list-style-type: none"><li>January 16 – B Shift Drill – Engine Co Ops</li><li>January 23 – C Shift Drill – Engine Co Ops</li><li>January 30 – A Shift Drill – Engine Co Ops</li><li>March 10 - County MCO – 0900-1200 – location TBD</li><li>March 11 – Railcar Incident Response @Station 1-2</li></ul>	<p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"><li>NFPA 1403 Live Fire Acquired Structure Burn – <i>date pending</i></li><li>Training with Mutual Aid Partners (Riverside Fire Authority – Lewis County) dates TBD</li><li>Technical Rescue Training – Rope Rescue Operations Level – Scheduling for 2Q 2020 with Department SORT Members – <i>date pending</i></li></ul> <p><b>Major / Ongoing Projects</b></p> <ul style="list-style-type: none"><li>Operations Policies 4000 Section Review and recommend revisions as needed – Target Completion date January 31, 2020.</li><li>Revise PPG Orientation Tests – Target Completion date January 31, 2020.</li><li>Thurston County Training Officers: Fire Behavior and Building Construction stand-alone class offering – planning stages</li><li>Thurston County Training Officers: Coordinate/lead MCO's multiple dates 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Q 2020 with all Thurston County Departments in the Cooperative.- in planning</li><li>WTRFA Training Division: New Target Solutions Platform improvements to help end-user experience – in progress and target rollout for 1Q - 2020.</li><li>Ladder Truck Training: Develop Advanced Functions Task Book Training (phase 2) – in progress</li><li>Apparatus / Equipment Committee – January - TBD</li><li>Training Tower: Reconsider plans – Reactivate 30 days</li><li>Training Task Books – review and revision – target completion end of 2Q 2020</li><li>EFO Program Application – Opens January 2020.</li></ul>

4<sup>th</sup> Quarter 2019 Training Requirements: Posted – in progress  
Annual Training Requirements (WAC) 2019: Posted – in progress

LED



JANUARY 2020  
Engine Company Operations  
Forward Supply/Attack

<b><u>Monthly Summary *Training Events Scheduled (subject to change)*</u></b>		
<b><i>Subject</i></b>	<b><i>Dates</i></b>	<b><i>Description and Requirement</i></b>
WAC Annual Training	Ongoing/expires <b>12/31/2020</b>	TCTC Annual Training Requirements
Rehab Training	TBD	Station 1-2 - TBD
Nozzle Forward – Training for Function	Jan 11	Sponsored by SWWA FOOLS – at SPSCC Olympia Campus 0830-1700. \$25
<b><u>Monthly Shift Drills *Required by All Line Personnel*</u></b>		
<b><i>Subject</i></b>	<b><i>Dates</i></b>	<b><i>Description and Equipment Needed</i></b>
B Shift – ENG CO OPS	January 16	Satisfies 1 <sup>st</sup> Q 1000-1200 @Station 1-2, 1300-1500 @Station 1-1
C Shift – ENG CO OPS	January 23	Satisfies 1 <sup>st</sup> Q 1000-1200 @Station 1-2, 1300-1500 @Station 1- 1
A Shift – ENG CO OPS	January 30	Satisfies 1 <sup>st</sup> Q 1000-1200 @Station 1-2, 1300-1500 @Station 1- 1





# West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 1/7/2020 10:34:46 AM



## Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2019 | End Date: 12/31/2019

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: Call Type (Required)</b>	
ALS	60
BLS	139
FIRE	37
<b>TOTAL</b>	<b>236</b>

<b>USER-DEFINED FIELD: Patient Dispo? (Required)</b>	
AMA	10
Cancelled	11
DOA	5
FIRE	33
No Medical Need	27
POV	10
T & R	43
TRANSPORT	93
UTL	4
<b>TOTAL</b>	<b>236</b>

<b>USER-DEFINED FIELD: Transport BLS or ALS? (Required)</b>	
ALS	17
BLS	77
N/A	142
<b>TOTAL</b>	<b>236</b>

<b>USER-DEFINED FIELD: Unit that transported? (Required)</b>	
A1-1	22
A1-2	32
A1-3	18
FD #4	2
Medic Unit	17
Private Amb	2
N/A	143
<b>TOTAL</b>	<b>236</b>

WTREA

72

TOTAL

93

<b>USER-DEFINED FIELD: Transport Location (Not POV)? (Required)</b>	
Centralia Providence	36
CMC	9
Madigan	1
SPH	47
N/A	143
<b>TOTAL</b>	<b>236</b>

<b>USER-DEFINED FIELD: 2nd Patient Dispo?</b>	
TRANSPORT	2
<b>USER-DEFINED FIELD: 2nd Patient transport by?</b>	
A1-1	1
Medic Unit	1
<b>USER-DEFINED FIELD: 2nd Patient Transport Location?</b>	
SPH	2
<b>USER-DEFINED FIELD: 3rd Patient Dispo?</b>	
TRANSPORT	1

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# West Thurston Regional Fire Authority

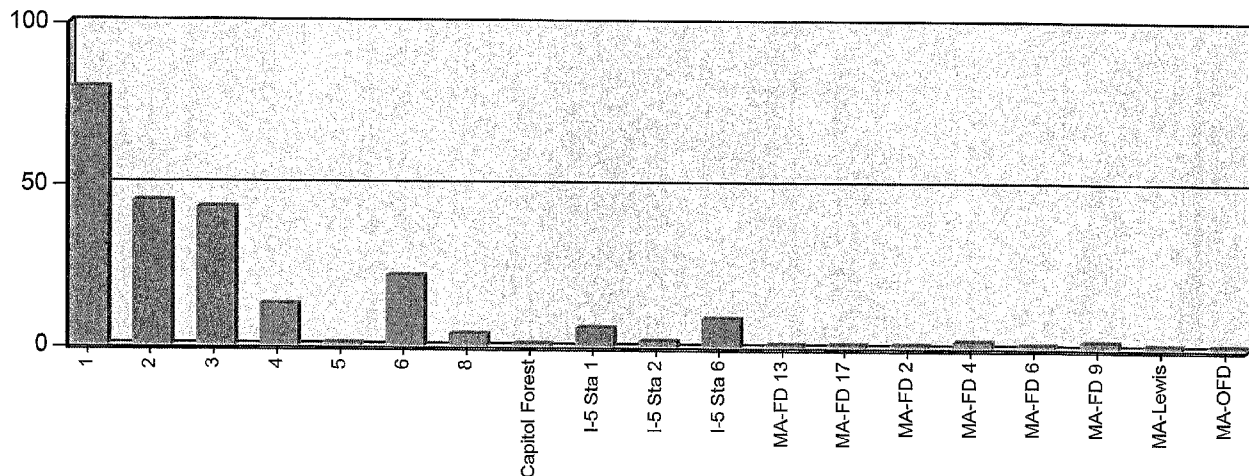
Olympia, WA

This report was generated on 1/7/2020 10:42:54 AM



## Incident Count per Zone for Date Range

Start Date: 12/01/2019 | End Date: 12/31/2019



ZONE	# INCIDENTS
1 - Grand Mound	80
2 - Littlerock	45
3 - Rochester	43
4 - Scott Lake	13
5 - Michigan Hill	1
6 - Maytown	22
8 - Bordeaux / Mima / Gate	4
Capitol Forest - Capitol Forest Zone	1
I-5 Sta 1 - I-5 Station 1-1 Area	6
I-5 Sta 2 - I-5 Station 1-2 Area	2
I-5 Sta 6 - I-5 Station 1-6 Area	9
MA-FD 13 - TCFD 13 - Griffin FD	1
MA-FD 17 - TCFD 17 - Bald Hills Fire	1
MA-FD 2 - TCFD 2 - Yelm / Rainier	1
MA-FD 4 - TCFD 4 - Tenino	2
MA-FD 6 - TCFD 6 - East Olympia	1
MA-FD 9 - TCFD 9 - McLane / Black Lake	2
MA-Lewis - Lewis County	1
MA-OFD - Olympia FD	1

**TOTAL: 236**

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

lele

# West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 1/10/2020 10:33:53 AM



## 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: 12/01/2019 | End Date: 12/31/2019

Incident Number	Date	Apparatus	Response Time
<b>Bordeaux / Mima / Gate</b>			
2019-0003115	12/31/2019	A1-2	6:44
		<b>Number of Calls: 1</b>	<b>Avg Response Time: 6:44</b>
<b>Grand Mound</b>			
2019-0003119	12/31/2019	A1-3	8:37
2019-0003118	12/31/2019	A1-1	6:01
2019-0003114	12/31/2019	A1-1	5:32
2019-0003111	12/30/2019	A1-1	6:05
2019-0003108	12/29/2019	A1-1	4:37
2019-0003104	12/28/2019	A1-1	5:52
2019-0003090	12/27/2019	E1-1	6:49
2019-0003087	12/26/2019	A1-1	5:27
2019-0003084	12/26/2019	BN1-6	5:58
2019-0003082	12/26/2019	BN1-6	5:45
2019-0003081	12/26/2019	A1-1	7:02
2019-0003080	12/26/2019	A1-1	2:59
2019-0003079	12/26/2019	A1-1	4:23
2019-0003075	12/25/2019	A1-1	6:04
2019-0003074	12/25/2019	A1-1	6:44
2019-0003073	12/25/2019	A1-1	7:09
2019-0003071	12/25/2019	A1-1	2:45
2019-0003068	12/25/2019	A1-1	7:02
2019-0003066	12/24/2019	A1-1	5:56
2019-0003061	12/23/2019	E1-1	5:04
2019-0003057	12/23/2019	E1-1	1:42
2019-0003053	12/23/2019	A1-1	6:19
2019-0003049	12/22/2019	A1-1	6:05
2019-0003045	12/22/2019	A1-1	6:32
2019-0003036	12/21/2019	A1-1	6:39
2019-0003035	12/20/2019	A1-1	4:35
2019-0003034	12/20/2019	A1-1	6:03
2019-0003030	12/20/2019	A1-1	5:45
2019-0003020	12/19/2019	E1-1	7:11
2019-0003016	12/18/2019	E1-1	6:12
2019-0003012	12/18/2019	A1-1	5:31

First Apparatus on scene for reviewed reports. Response time calculated by using earliest Dispatched time for the incident to first apparatus arrived time.



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Incident Number	Date	Apparatus	Response Time
2019-0003010	12/18/2019	A1-1	6:09
2019-0003007	12/17/2019	A1-1	1:34
2019-0003004	12/17/2019	A1-1	3:50
2019-0003001	12/16/2019	A1-1	6:46
2019-0002999	12/16/2019	A1-1	8:08
2019-0002998	12/15/2019	A1-1	3:08
2019-0002992	12/14/2019	E1-1	7:06
2019-0002990	12/14/2019	A1-1	7:56
2019-0002983	12/13/2019	A1-1	4:36
2019-0002982	12/13/2019	E1-1	5:33
2019-0002980	12/12/2019	A1-1	17:38
2019-0002974	12/11/2019	A1-1	4:29
2019-0002973	12/11/2019	E1-1	5:55
2019-0002960	12/09/2019	E1-1	7:39
2019-0002945	12/07/2019	A1-1	6:44
2019-0002939	12/07/2019	A1-1	7:46
2019-0002937	12/07/2019	E1-1	7:01
2019-0002932	12/06/2019	E1-3	4:40
2019-0002931	12/06/2019	A1-1	9:12
2019-0002924	12/05/2019	A1-1	6:15
2019-0002917	12/04/2019	A1-1	4:41
2019-0002916	12/04/2019	A1-1	6:18
2019-0002914	12/04/2019	E1-1	5:59
2019-0002911	12/04/2019	A1-1	8:24
2019-0002909	12/03/2019	BN1-6	6:29
2019-0002898	12/02/2019	A1-1	6:30
2019-0002892	12/01/2019	A1-1	6:22
2019-0002891	12/01/2019	A1-1	6:13
2019-0002886	12/01/2019	E1-3	0:00
2019-0002885	12/01/2019	A1-1	9:27

Number of Calls: 61

Avg Response Time: 6:00

**Littlerock**

2019-0003106	12/28/2019	A1-2	2:08
2019-0003096	12/27/2019	BN1-6	7:40
2019-0003095	12/27/2019	E1-2	8:51
2019-0003085	12/26/2019	A1-2	2:01
2019-0003052	12/22/2019	E1-2	5:40
2019-0003050	12/22/2019	A1-2	5:48
2019-0003048	12/22/2019	A1-2	2:50
2019-0003046	12/22/2019	E1-2	5:52
2019-0003031	12/20/2019	A1-2	8:44

First Apparatus on scene for reviewed reports. Response time calculated by using earliest Dispatched time for the incident to first apparatus arrived time.



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Incident Number	Date	Apparatus	Response Time
2019-0003027	12/20/2019	E1-2	9:49
2019-0003022	12/19/2019	A1-2	8:11
2019-0003019	12/19/2019	A1-2	7:54
2019-0003017	12/18/2019	A1-2	9:33
2019-0003009	12/17/2019	E1-2	10:01
2019-0003002	12/16/2019	A1-2	3:43
2019-0002991	12/14/2019	A1-2	2:16
2019-0002985	12/13/2019	A1-2	6:16
2019-0002984	12/13/2019	BN1-6	10:09
2019-0002978	12/12/2019	A1-2	5:52
2019-0002976	12/12/2019	E1-2	8:35
2019-0002970	12/11/2019	B1-2	1:09
2019-0002956	12/08/2019	B1-2	14:23
2019-0002953	12/08/2019	A1-2	5:52
2019-0002952	12/08/2019	A1-2	1:56
2019-0002944	12/07/2019	A1-2	8:07
2019-0002943	12/07/2019	A1-2	5:05
2019-0002933	12/06/2019	A1-2	4:05
2019-0002929	12/06/2019	A1-2	7:31
2019-0002927	12/05/2019	E1-2	8:25
2019-0002920	12/05/2019	A1-2	8:02
2019-0002919	12/04/2019	E1-2	7:52
2019-0002910	12/03/2019	A1-2	4:09
2019-0002908	12/03/2019	A1-2	6:28
2019-0002903	12/03/2019	A1-2	5:57
2019-0002901	12/03/2019	A1-2	6:09
2019-0002897	12/02/2019	A1-2	5:01
2019-0002887	12/01/2019	A1-2	5:33

Number of Calls: 37

Avg Response Time: 6:25

**Maytown**

2019-0003107	12/28/2019	BN1-6	5:47
2019-0003100	12/28/2019	BN1-6	8:13
2019-0003092	12/27/2019	BN1-6	4:40
2019-0003070	12/25/2019	BN1-6	8:28
2019-0003059	12/23/2019	BN1-6	3:12
2019-0003013	12/18/2019	BN1-6	9:05
2019-0003003	12/16/2019	BN1-6	5:05
2019-0002994	12/14/2019	A1-2	9:23
2019-0002989	12/14/2019	A1-2	14:19
2019-0002969	12/10/2019	BN1-6	6:47
2019-0002962	12/09/2019	A1-2	11:01

First Apparatus on scene for reviewed reports. Response time calculated by using earliest Dispatched time for the incident to first apparatus arrived time.



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Incident Number	Date	Apparatus	Response Time
2019-0002950	12/08/2019	BN1-6	9:41
2019-0002938	12/07/2019	A1-2	14:27
2019-0002936	12/06/2019	BN1-6	9:02
2019-0002934	12/06/2019	A1-1	8:17
2019-0002930	12/06/2019	A1-2	12:32
2019-0002918	12/04/2019	BN1-6	3:53
2019-0002915	12/04/2019	A1-2	9:28
2019-0002896	12/02/2019	BN1-6	3:56
Number of Calls: 19			Avg Response Time: 8:19
Michigan Hill			
2019-0002997	12/15/2019	A1-3	11:53
Number of Calls: 1			Avg Response Time: 11:53
Rochester			
2019-0003120	12/31/2019	A1-3	8:59
2019-0003113	12/31/2019	A1-3	6:27
2019-0003094	12/27/2019	A1-1	10:52
2019-0003093	12/27/2019	A1-3	8:25
2019-0003088	12/27/2019	A1-3	3:43
2019-0003083	12/26/2019	A1-3	7:30
2019-0003078	12/26/2019	A1-3	6:22
2019-0003065	12/24/2019	A1-3	7:06
2019-0003056	12/23/2019	A1-3	4:34
2019-0003054	12/23/2019	E1-3	3:51
2019-0003041	12/21/2019	A1-3	3:44
2019-0003040	12/21/2019	E1-3	7:34
2019-0003038	12/21/2019	A1-3	6:19
2019-0003029	12/20/2019	A1-3	7:02
2019-0003018	12/19/2019	A1-3	5:26
2019-0003011	12/18/2019	A1-3	5:18
2019-0003008	12/17/2019	A1-3	7:11
2019-0003005	12/17/2019	A1-3	3:30
2019-0002988	12/14/2019	A1-3	5:32
2019-0002981	12/13/2019	A1-3	5:12
2019-0002972	12/11/2019	A1-1	5:18
2019-0002947	12/07/2019	A1-3	7:25
2019-0002935	12/06/2019	A1-3	7:33
2019-0002928	12/06/2019	A1-3	8:08
2019-0002923	12/05/2019	A1-3	2:35
2019-0002922	12/05/2019	A1-3	8:14
2019-0002921	12/05/2019	A1-3	8:46
2019-2912	12/04/2019	A1-3	3:05

First Apparatus on scene for reviewed reports. Response time calculated by using earliest Dispatched time for the incident to first apparatus arrived time.



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Incident Number	Date	Apparatus	Response Time
2019-0002907	12/03/2019	A1-1	15:36
Number of Calls: 29			Avg Response Time: 6:35
<b>Scott Lake</b>			
2019-0003109	12/29/2019	A1-2	8:20
2019-0003069	12/25/2019	A1-2	9:15
2019-0003039	12/21/2019	A1-2	7:07
2019-0003033	12/20/2019	E1-2	9:05
2019-0003014	12/18/2019	BN1-6	6:02
2019-0002979	12/12/2019	A1-2	6:46
2019-0002961	12/09/2019	A1-2	15:32
2019-0002949	12/08/2019	A1-2	6:06
2019-0002940	12/07/2019	A1-2	8:47
2019-0002902	12/03/2019	B1-2	4:58
Number of Calls: 10			Avg Response Time: 8:11
Total Number of Calls: 158			Total Avg Response Time: 6:40

First Apparatus on scene for reviewed reports. Response time calculated by using earliest Dispatched time for the incident to first apparatus arrived time.



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