



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, September 9, 2019 at 1800 hrs – Sargent Rd Fire Station**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. PUBLIC COMMENT/PRESENTATIONS**
  - a. Bob Willey, Emergency Radio Equipment Presentation
- IV. ADDITIONS/DELETIONS TO AGENDA**
- V. LABOR MANAGEMENT TEAM REPORT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1. Expenditures: Accts Payable \$ 56,334.71 (pages 1-6) Payroll \$ 371,278.89 (pages 7-8) TOTAL: \$427,613.60 warrants \$140,887.37 EFTs \$286,726.23	Board	Approve/Reject
2. Meeting Minutes – August 12, 2019 (pages 9-12)	Board	Approve/Reject
3. Purchase Requests		
a. Service Award (\$250 Gen. Fund) (page 13)	Board	Approve/Reject
b. Nozzles (\$12k GEMT) (page 14)	Board	Approve/Reject
c. Office 365 Migration & Computer Replacement (\$34k GEMT)	Board	Approve/Reject
d. Gas Detector (\$XXX Gen. Fund)	Board	Approve/Reject
e. Two (2) aid units ( <i>specs for review at meeting</i> )	Board	Approve/Reject
1. 2020 Budget – DRAFT (to be distributed at meeting)	Board	Review/Feedback
4. Leave, Disability and Shared Leave Bank policies consolidation (pages 15-22)	Board	Review/Feedback
5. Resolution #2019-010, Surplus of 1954 GMC Fire Pumper AND Recommendation for Bid Price (pages 23-24)	Board	Approve/Reject AND Advisement

6. TCSO lease renewal	Board	Advisement
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## **VII. UNFINISHED BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1.		

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

ITEM	RESPONSIBLE	OUTCOME
1. GEMT update	Linda Shea	Update
2. Beaver Creek Property	Chief Scott	Update
1. Chehalis Tribe negotiations (pages 25-26)	Chief Kaleiwahea	Update
3. Weyerhaeuser/Mima Tree Farm	Chief Kaleiwahea	Update

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

ITEM	RESPONSIBLE	OUTCOME
2. Treasurer/Fund August 2019 Reports (pages 27-35)	Chief Scott/Linda	Informational
2. September 2019 Budget reports (to be distributed at meeting)	Chief Scott/Linda	Informational
3. Operations Committee Update	Chief Scott	Informational
4. MOU – Temporary FF (pages 36-37)	Chief Scott	Informational
5. Comprehensive Plan Amendment (pages 38-47)	Chief Kaleiwahea	Informational
6. Amateur Radio Quote (pages 48-49)	Chief Kaleiwahea	Informational
7. Regional Fire & EMS Study (pages 50-59)	Chief Kaleiwahea	Informational

## **X. CHIEFS REPORT (pages 60-70)**

## **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

## **XIII. ADJOURNMENT**

# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:26:21 Date: 09/11/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190901001 Batteries Plus	1421	09/09/2019	Claims	6700	208.71	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>P18144403 08/30/2019 09/09/2019 1-3 Rochester 123NUCR, all station C batteries</i>						<i>208.71</i>
190901002 Capital Business Machines Inc	1422	09/09/2019	Claims	6700	297.64	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>874327 09/05/2019 09/09/2019 1-2 Littlerock Copies</i>						<i>41.73</i>
<i>874327 09/05/2019 09/09/2019 VOL R&amp;R Grant Copies</i>						<i>166.92</i>
<i>874326 09/05/2019 09/09/2019 1-6 Maytown Copies</i>						<i>18.34</i>
<i>874328 09/05/2019 09/09/2019 1-1 Grand Mnd Copies</i>						<i>70.65</i>
190901003 Carefirst Bluecross Blueshield Payment Administrator	1423	09/09/2019	Claims	6700	176.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>192170014111 08/16/2019 09/09/2019 M. Harris Medical Premium</i>						<i>176.00</i>
190901004 Cedar Creek Correction Center	1424	09/09/2019	Claims	6700	470.86	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>1907.1082 08/16/2019 09/09/2019 July 2019 Work Crews</i>						<i>470.86</i>
190901005 Champion Cleaning Services LLC	1425	09/09/2019	Claims	6700	3,605.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>0819A 08/16/2019 09/09/2019 1-1 Grand Mnd 2019 Semi Annual Carpet Cleaning</i>						<i>1,241.00</i>
<i>0821 08/16/2019 09/09/2019 1-2 Littlerock 2019 Semi Annual Carpet Cleaning</i>						<i>1,174.00</i>
<i>0819B 08/16/2019 09/09/2019 1-3 Rochester 2019 Semi Annual Carpet Cleaning</i>						<i>272.00</i>
<i>0820B 08/16/2019 09/09/2019 1-4 Scott Lake 2019 Semi Annual Carpet Cleaning</i>						<i>214.00</i>
<i>0820C 08/16/2019 09/09/2019 1-6 Maytown 2019 Semi Annual Carpet Cleaning</i>						<i>704.00</i>
190901006 Citi Cards	1426	09/09/2019	Claims	6700	3,197.48	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
<i>ALASKA AIR 09/05/2019 09/09/2019 National Fire/Emergency Mgmt - Maryland (L.Dyer)</i>						<i>447.60</i>
<i>MERICAS BEST INN 09/05/2019 09/09/2019 Nevada MOB - C. Lyon</i>						<i>104.15</i>
<i>AMAZON 09/05/2019 09/09/2019 1-1 Grand Mnd Facility Supplies</i>						<i>152.80</i>
<i>AMAZON 09/05/2019 09/09/2019 Rehab/Support Protien Bars</i>						<i>28.94</i>
<i>COSTCO 09/05/2019 09/09/2019 Facility Supplies</i>						<i>253.78</i>
<i>COSTCO 09/05/2019 09/09/2019 1-1 Grand Mound Facility Supplies</i>						<i>89.94</i>
<i>COSTCO 09/05/2019 09/09/2019 Facility Supplies</i>						<i>221.96</i>
<i>COSTCO 09/05/2019 09/09/2019 Teitzel Promotion/BOFC Mtng</i>						<i>12.99</i>
<i>NTRY INN &amp; SUITES 09/05/2019 09/09/2019 Nevada MOB - C. Lyon</i>						<i>132.36</i>
<i>COURAGE COFFEE 09/05/2019 09/09/2019 SWWF Pub-Ed (Kondrack, McGreary)</i>						<i>11.25</i>
<i>COURAGE COFFEE 09/05/2019 09/09/2019 SWWF Pub-Ed (Dyer, Santee)</i>						<i>12.08</i>
<i>FRED MEYER 09/05/2019 09/09/2019 1-2 Littlerock Facility Supply (BBQ)</i>						<i>295.10</i>
<i>HOME DEPOT 09/05/2019 09/09/2019 1-2 Littlerock Sprinkler Heads (x3)</i>						<i>34.36</i>
<i>HOME DEPOT 09/05/2019 09/09/2019 1-2 Littlerock Facility Supply (Utility Shed)</i>						<i>13.64</i>
<i>IMS ALLIANCE 09/05/2019 09/09/2019 Name tags</i>						<i>48.34</i>
<i>OSSUS GYROS INTL 09/05/2019 09/09/2019 SWWF Pub-Ed (Joslin)</i>						<i>11.00</i>
<i>IPPLIANCE OF CHE 09/05/2019 09/09/2019 1-1 Grand Mnd Admin Stove Repair</i>						<i>106.72</i>
<i>SALEES THAI FOOD 09/05/2019 09/09/2019 SWWF Pub-Ed (Dyer)</i>						<i>6.05</i>
<i>MECON'TS 09/05/2019 09/09/2019 BOFC Mtng</i>						<i>166.68</i>
<i>MECON'TS 09/05/2019 09/09/2019 Chief Interview Meals</i>						<i>70.23</i>
<i>OFFICE DEPOT 09/05/2019 09/09/2019 1-2 Littlerock station supplies</i>						<i>46.91</i>
<i>OFFICE DEPOT 09/05/2019 09/09/2019 Station Supplies</i>						<i>97.10</i>
<i>OLYMPIA CARD 09/05/2019 09/09/2019 Fuel - Ch. K</i>						<i>48.01</i>
<i>OLYMPIA CARD 09/05/2019 09/09/2019 Fuel - Ch. K</i>						<i>49.45</i>
<i>PILOT 09/05/2019 09/09/2019 Fuel - Ch. K</i>						<i>44.84</i>
<i>NIFI 09/05/2019 09/09/2019 Fire Investigator Certification Test (J. Spiegelberg)</i>						<i>125.00</i>
<i>SEARS 09/05/2019 09/09/2019 1-1 Grand Mound Dishwasher Repair</i>						<i>113.30</i>
<i>WINDY CITY 09/05/2019 09/09/2019 Pub Ed Fire Hats</i>						<i>276.00</i>
<i>ZOOM 09/05/2019 09/09/2019 Mnthly communications Service</i>						<i>16.17</i>

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
'G - THE FIRE STOR	09/05/2019	09/09/2019	Carbon Shield Hood (x6)		160.73	
190901007 City Of Olympia	1427	09/09/2019	Claims	6700	20,092.81	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
10403/17256	08/16/2019	09/09/2019	A62 E1-1 Blown Radiator Hose Repair		592.44	
10403/17256	08/16/2019	09/09/2019	A63 E1-2 Coolant Leak Repair		671.91	
10403/17256	08/16/2019	09/09/2019	A22 E1-3 ACV outlet/water level light/QR PM		2,694.88	
10403/17256	08/16/2019	09/09/2019	A21 E1-7 Hydraulic Leak, Pump Primer, Misc items		8,681.26	
10403/17256	08/16/2019	09/09/2019	A06 B1-1 6 New Tires, QR PM Service, Misc items,		5,776.38	
10403/17256	08/16/2019	09/09/2019	Sales Tax		1,675.94	
190901008 City Sanitary Inc	1428	09/09/2019	Claims	6700	140.30	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
AUG 2019	08/30/2019	09/09/2019	1-3 Rochester Recycle		18.85	
AUG 2019	08/30/2019	09/09/2019	1-1 Grand Mnd Recycle		121.45	
190901009 Clearwater Utility Services LLC	1429	09/09/2019	Claims	6700	463.65	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
13563	08/16/2019	09/09/2019	1-1 Grand Mound Water Srvc		154.55	
13548	08/16/2019	09/09/2019	1-2 Littlerock Water Srvc		154.55	
13541	08/16/2019	09/09/2019	1-6 Maytown Water Srvc		154.55	
190901010 Color Graphics Inc	1430	09/09/2019	Claims	6700	644.71	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
15195-1	08/23/2019	09/09/2019	Polo Shirts & Logos (G. Stone, K. Frasl, B. Maser, J.		644.71	
190901011 Comcast	1431	09/09/2019	Claims	6700	1,298.42	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1030	08/23/2019	09/09/2019	1-2 Littlerock Phone/Cable		321.61	
1030	08/23/2019	09/09/2019	1-6 Maytown Phone/Cable		229.71	
1030	08/23/2019	09/09/2019	1-1 Grand Mnd Phone/Cable		321.61	
1030	08/23/2019	09/09/2019	1-4 Scott Lake Phone/Cable		243.98	
1030	08/23/2019	09/09/2019	1-3 Rochester Phone/Cable		181.51	
190901012 Complete Repair Services LLC	1432	09/09/2019	Claims	6700	931.13	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
12872	08/16/2019	09/09/2019	A58 B1-6 Honda Pump Repair		187.61	
12940	08/16/2019	09/09/2019	A58 B1-6 Install Safety Switch		115.31	
12874	08/16/2019	09/09/2019	277 - Echo Trimer Throttle Repair		48.04	
12937	08/16/2019	09/09/2019	264 - Honda Push Mower Service		158.38	
12960	08/16/2019	09/09/2019	0277 & 0427 Echo Weedeater Blades		13.01	
12977	08/16/2019	09/09/2019	0278 Echo Trimmer Head		54.92	
12975	08/16/2019	09/09/2019	0267 Kubota Repairs		353.86	
190901013 DE Lage Landen	1433	09/09/2019	Claims	6700	293.44	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
64788126	08/23/2019	09/09/2019	1-2 Littlerock Copier		279.46	
64788126	08/23/2019	09/09/2019	Late fee		13.98	
190901014 Ecotope	1434	09/09/2019	Claims	6700	2,909.88	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
16350	08/30/2019	09/09/2019	1-1 Grand Mnd Energy Consultant		2,909.88	
190901015 Emergency Reporting Inc C/O Backdraft OpCo, LLC	1435	09/09/2019	Claims	6700	545.97	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2019_7084	08/30/2019	09/09/2019	Oct 2019 Mnthly Srvc		545.97	
190901016 First Choice Health Network	1436	09/09/2019	Claims	6700	158.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
AUG 2019	09/05/2019	09/09/2019	Aug 2019 EAP		158.95	
190901017 Home Depot Credit Services	1437	09/09/2019	Claims	6700	106.74	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
3620022	09/05/2019	09/09/2019	1-2 Littlerock Utility Shed Shelving Brackets/Storage		106.74	
190901018 Huff Landscaping Inc	1438	09/09/2019	Claims	6700	555.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
23051	08/23/2019	09/09/2019	1-1 Grand Mnd Sprinkler System Repair		555.00	
190901019 Joes Refuse Inc	1439	09/09/2019	Claims	6700	176.47	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
AUG 2019	08/30/2019	09/09/2019	1-1 Grand Mnd Refuse		137.35	
AUG 2019	08/30/2019	09/09/2019	1-3 Rochester Refuse		39.12	
190901020 Kent D Bruce Co LLC	1440	09/09/2019	Claims	6700	566.48	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
5331	08/16/2019	09/09/2019	A05 A1-6 Pre-Emption Emitter, Linear--Strobe		566.48	
190901021 Lincoln Creek Lumber	1441	09/09/2019	Claims	6700	266.54	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
376121	08/16/2019	09/09/2019	A57 U1-2 Fuel Vent Tubing		3.55	
376091	08/16/2019	09/09/2019	Sprinkler, Hose, Rags, Glass Cleaner		45.43	
377143	08/16/2019	09/09/2019	1-4 Scott Lake Pump House Light Bulbs		15.39	
377194	08/16/2019	09/09/2019	1-2 Littlerock 6' Ladder, Corn Broom, Windshield		202.17	
190901022 Meehan Timothy	1442	09/09/2019	Claims	6700	917.20	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
REIMBURSEMENT	08/23/2019	09/09/2019	Refund for acct. 115-190280533:1		917.20	
190901023 Mountain Mist Water	1443	09/09/2019	Claims	6700	246.88	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
029585	08/30/2019	09/09/2019	1-4 Scott Lake Water		11.04	
029585	08/30/2019	09/09/2019	1-6 Maytown Water		36.65	
029585	08/30/2019	09/09/2019	1-2 Littlerock Water		85.20	
029585	08/30/2019	09/09/2019	1-3 Rochester Water		38.27	
029585	08/30/2019	09/09/2019	1-1 Grand Mnd Water		75.72	
190901024 Olympia Sheet Metal Inc	1444	09/09/2019	Claims	6700	1,138.35	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
56561	08/16/2019	09/09/2019	1-1 Grand Mnd Annual Exhaust Fan System		172.64	
56493	08/16/2019	09/09/2019	1-2 Littlerock Annual HVAC Maintenance		447.79	
56560	08/16/2019	09/09/2019	1-3 Rochester Annual Exhaust Fan System		172.64	
56563	08/16/2019	09/09/2019	1-4 Scott Lake Annual Exhaust Fan System		172.64	
56562	08/16/2019	09/09/2019	1-6 Maytown Annual Exhaust Fan System		172.64	
190901025 Olympic Telephone Inc	1445	09/09/2019	Claims	6700	140.27	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
13930	08/23/2019	09/09/2019	1-3 Rochester Phone Lines not Working, Hard Reset		140.27	
190901026 On-Hold Concepts Inc	1446	09/09/2019	Claims	6700	19.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
492379	08/30/2019	09/09/2019	Mnthly On Hold Srvc		19.95	
190901027 Paladin Background Screening LLC	1447	09/09/2019	Claims	6700	220.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1821	08/30/2019	09/09/2019	Background Checks (A. George, K. Canoy, A. Pullin,		220.00	
190901028 Pilot Travel Centers LLC	1448	09/09/2019	Claims	6700	244.20	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
<hr/>						
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	410344866	08/30/2019	09/09/2019	A66 BN-1	37.39	
	410344866	08/30/2019	09/09/2019	A70 STAF-1	47.57	
	410344866	08/30/2019	09/09/2019	A22 E1-3	44.00	
	410344866	08/30/2019	09/09/2019	A23 BN1-6	53.26	
	410344866	08/30/2019	09/09/2019	A25 TO1-1	16.88	
	410344866	08/30/2019	09/09/2019	A06 A1-4	45.10	
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190901029 Puget Sound Energy	1449	09/09/2019	Claims	6700	2,216.53	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	200017639499	08/16/2019	09/09/2019	1-1 Grand Mnd Jul 2019	681.64	
	200016026946	08/16/2019	09/09/2019	1-2 Littlerock Aug 2019	664.14	
	200012762536	08/16/2019	09/09/2019	1-3 Rochester Jul 2019	279.91	
	220005346105	08/16/2019	09/09/2019	1-4 Scott Lake Aug 2019	92.04	
	200020145567	08/16/2019	09/09/2019	1-6 Maytown Jul 2019	399.30	
	220006625754	08/16/2019	09/09/2019	1-7 Old Hwy 99 Aug 2019	99.50	
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190901030 Rochester Lumber	1450	09/09/2019	Claims	6700	727.47	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	1097609	08/30/2019	09/09/2019	1-3 Rochester DEF, plug	15.30	
	1099179	08/30/2019	09/09/2019	Round up, 2 stroke oil	60.33	
	1099861	08/30/2019	09/09/2019	A57 U1-2 tape, stick, screens	9.86	
	1098706	08/30/2019	09/09/2019	1-1 Grand Mnd Lumber Supplies for hose rack	528.73	
	1099649	08/30/2019	09/09/2019	1-2 Littlerock Shelving	14.12	
	1100373	08/30/2019	09/09/2019	1-6 Maytown fence repair	12.86	
	1101348	08/30/2019	09/09/2019	1-1 Grand Mnd Ratchet Tie Downs (x5)	86.27	
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190901031 Rochester Water Association	1451	09/09/2019	Claims	6700	49.50	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	100100	08/23/2019	09/09/2019	1-3 Rochester Water	49.50	
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190901032 Scott Lake Maintenance Co	1452	09/09/2019	Claims	6700	42.00	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	2165	08/30/2019	09/09/2019	1-4 Scott Lake Water	42.00	
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190901033 Servpro Of Olympia, Inc	1453	09/09/2019	Claims	6700	3,004.26	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	3055	08/16/2019	09/09/2019	1-6 Maytown Drying Equip for Shower Water Leak	3,004.26	
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190901034 Systems Design West LLC	1454	09/09/2019	Claims	6700	1,570.55	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	20190969	08/23/2019	09/09/2019	July 2019 Transports	1,570.55	
<hr/>						
190901035 Travers Electric Inc	1455	09/09/2019	Claims	6700	270.92	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	141918	08/30/2019	09/09/2019	1-2 Littlerock Drop Cord Repair in App Bay	270.92	
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190901036 Tumwater Printing	1456	09/09/2019	Claims	6700	633.95	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	120293	08/16/2019	09/09/2019	Busines Cards (Swecker, Frasl, Stone, Joslin, Dyer)	355.23	
	12306	08/16/2019	09/09/2019	Window Envelopes	278.72	
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190901037 Verizon Wireless	1457	09/09/2019	Claims	6700	1,378.27	
	<i>Invoice #</i>	<i>Rcvd Date</i>	<i>Due Date</i>	<i>Description</i>	<i>Amount</i>	
	9835930264	08/23/2019	09/09/2019	Apparatus Cells	308.78	
	9836749443	08/23/2019	09/09/2019	Chief K Cell	45.11	
	9836749443	08/23/2019	09/09/2019	Chief Scott Cell	45.11	
	9836749443	08/23/2019	09/09/2019	Officer Cells	138.78	
	9836749443	08/23/2019	09/09/2019	Modems	840.49	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:26:21 Date: 09/11/2019

MCAG #: 2964

09/09/2019 To: 09/09/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190901038 Visa Anchor Bank	1458	09/09/2019	Claims	6700	595.74	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
MOBILE 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					57.00	
FLYING B36 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					53.70	
JACKS 4 CORNERS 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					29.92	
EXXON 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					26.46	
EXXON 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					21.97	
EXXON 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					21.41	
CHEVRON 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					80.46	
LOVES 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					30.00	
CHEVRON 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					34.50	
GOLDEN GATE 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					23.50	
CHEVERON 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					29.00	
SHELL 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					26.25	
SHELL 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					26.00	
SHELL 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					29.00	
GOLDEN GATE 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					40.30	
CHEVRON 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					10.00	
PRINEVILLE 08/30/2019 09/09/2019 Corta Mob Fuel (rental rig)					22.50	
EXXON 08/30/2019 09/09/2019 A57 U1-2 Juniper Mob Fuel					33.77	
190901039 Wells Fargo Financial Leasing	1459	09/09/2019	Claims	6700	234.69	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
5006838251 08/16/2019 09/09/2019 1-1 Grand Mnd Copier Lease and Document Fee					234.69	
190901040 West Thurston Fire Association	1460	09/09/2019	Claims	6700	1,050.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
AUG 7, 2019 08/16/2019 09/09/2019 CPR Class (14 students)					1,050.00	
190901041 West Thurston Reg Fire PETTY CASH	1461	09/09/2019	Claims	6700	126.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
COLBY LYON 08/30/2019 09/09/2019 Nevada Mobe advancement meals					126.00	
190901042 Wilcox & Flegel	1462	09/09/2019	Claims	6700	4,401.80	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
9599807-IN 08/16/2019 09/09/2019 1-1 Grand Mnd Diesel (500 gal)					1,374.23	
0412652-IN 08/16/2019 09/09/2019 1-2 Littlerock Diesel (650 gal)					1,786.53	
CL00342 08/16/2019 09/09/2019 A71 STAF-2					15.45	
CL00342 08/16/2019 09/09/2019 A20 A1-1					42.45	
CL00342 08/16/2019 09/09/2019 A08 E1-4					51.22	
CL00342 08/16/2019 09/09/2019 A05 A1-6					21.20	
CL00342 08/16/2019 09/09/2019 A70 STAF-2					20.41	
CL00342 08/16/2019 09/09/2019 A14 CHI-1					189.36	
CL00342 08/16/2019 09/09/2019 A58 B1-6					41.08	
CL00342 08/16/2019 09/09/2019 A22 E1-3					71.19	
CL00342 08/16/2019 09/09/2019 A23 BNI-6					353.33	
CL00342 08/16/2019 09/09/2019 A25 TOI-1					107.43	
CL00342 08/16/2019 09/09/2019 A57 U1-2					126.43	
CL00342 08/16/2019 09/09/2019 A62 E1-1					58.27	
CL00342 08/16/2019 09/09/2019 A72 A1-3					143.22	

42 Vouchers:

56,334.71

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:27:17 Date: 09/11/2019

MCAG #: 2964

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190901043	1463	09/09/2019	Payroll	6700	572.00	
190901044	1464	09/09/2019	Payroll	6700	2,250.00	
EFT	1340	09/13/2019	Payroll	6700	1,528.41	
EFT	1360	09/30/2019	Payroll	6700	3,415.09	
190901061	1396	09/11/2019	Payroll	6700	138.52	
EFT	1361	09/30/2019	Payroll	6700	6,061.02	
EFT	1362	09/30/2019	Payroll	6700	3,960.43	
EFT	1363	09/30/2019	Payroll	6700	4,371.61	
EFT	1397	09/11/2019	Payroll	6700		
190901063	1398	09/11/2019	Payroll	6700	166.57	
EFT	1364	09/30/2019	Payroll	6700	4,729.62	
EFT	1417	09/09/2019	Payroll	6700	29,443.24	
EFT	1418	09/09/2019	Payroll	6700	39,706.30	
EFT	1419	09/09/2019	Payroll	6700	43,413.86	
EFT	1365	09/30/2019	Payroll	6700	4,584.11	
190901045	1465	09/09/2019	Payroll	6700	3,347.97	
EFT	1366	09/30/2019	Payroll	6700	5,141.12	
EFT	1367	09/30/2019	Payroll	6700	4,748.70	
EFT	1399	09/11/2019	Payroll	6700	117.73	
190901065	1400	09/11/2019	Payroll	6700	319.92	
EFT	1401	09/11/2019	Payroll	6700	784.97	
190901046	1466	09/09/2019	Payroll	6700	137.00	
EFT	1341	09/13/2019	Payroll	6700	1,752.54	
EFT	1368	09/30/2019	Payroll	6700	3,006.40	
190901047	1467	09/09/2019	Payroll	6700	4,950.00	
EFT	1342	09/13/2019	Payroll	6700	1,243.62	
EFT	1369	09/30/2019	Payroll	6700	2,871.84	
190901048	1468	09/09/2019	Payroll	6700	5,171.76	
190901067	1402	09/11/2019	Payroll	6700	869.26	
EFT	1403	09/11/2019	Payroll	6700	117.69	
EFT	1370	09/30/2019	Payroll	6700	4,982.19	
EFT	1343	09/13/2019	Payroll	6700	985.50	
EFT	1371	09/30/2019	Payroll	6700	3,759.23	
EFT	1344	09/13/2019	Payroll	6700	2,363.93	
EFT	1372	09/30/2019	Payroll	6700	4,688.19	
EFT	1404	09/11/2019	Payroll	6700	92.35	
EFT	1373	09/30/2019	Payroll	6700	4,220.38	
EFT	1345	09/13/2019	Payroll	6700	1,065.66	
EFT	1374	09/30/2019	Payroll	6700	6,781.99	
EFT	1405	09/11/2019	Payroll	6700	821.97	
190901071	1406	09/11/2019	Payroll	6700	108.06	
EFT	1375	09/30/2019	Payroll	6700	4,724.58	
EFT	1376	09/30/2019	Payroll	6700	4,254.40	
190901072	1407	09/11/2019	Payroll	6700	358.55	
EFT	1346	09/13/2019	Payroll	6700	985.50	
EFT	1377	09/30/2019	Payroll	6700	3,571.80	
EFT	1378	09/30/2019	Payroll	6700	4,080.90	
EFT	1347	09/13/2019	Payroll	6700	689.85	
EFT	1379	09/30/2019	Payroll	6700	3,602.86	
EFT	1380	09/30/2019	Payroll	6700	2,074.90	
EFT	1381	09/30/2019	Payroll	6700	2,550.86	
190901073	1408	09/11/2019	Payroll	6700	270.15	
190901074	1409	09/11/2019	Payroll	6700	213.51	
EFT	1382	09/30/2019	Payroll	6700	5,455.59	
EFT	1383	09/30/2019	Payroll	6700	7,544.18	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 13:27:17 Date: 09/11/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	1384	09/30/2019	Payroll	6700	5,758.56	
EFT	1385	09/30/2019	Payroll	6700	4,665.46	
EFT	1386	09/30/2019	Payroll	6700	4,568.29	
EFT	1348	09/13/2019	Payroll	6700	458.55	
EFT	1387	09/30/2019	Payroll	6700	5,445.83	
EFT	1388	09/30/2019	Payroll	6700	5,006.27	
EFT	1410	09/11/2019	Payroll	6700	148.72	
190901076	1411	09/11/2019	Payroll	6700	595.96	
190901077	1412	09/11/2019	Payroll	6700	92.35	
190901080	1389	09/30/2019	Payroll	6700	5,548.55	
EFT	1349	09/13/2019	Payroll	6700	934.70	
EFT	1390	09/30/2019	Payroll	6700	4,377.41	
190901078	1413	09/11/2019	Payroll	6700	72.35	
EFT	1391	09/30/2019	Payroll	6700	4,316.30	
EFT	1392	09/30/2019	Payroll	6700	5,376.97	
190901049	1469	09/09/2019	Payroll	6700	59,105.18	
EFT	1393	09/30/2019	Payroll	6700	4,311.50	
EFT	1420	09/09/2019	Payroll	6700	1,155.66	
EFT	1394	09/30/2019	Payroll	6700	4,947.40	
190901050	1470	09/09/2019	Payroll	6700	265.00	
EFT	1395	09/30/2019	Payroll	6700	4,959.50	
76 Vouchers:					371,278.89	

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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



August 12, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jones called the meeting to order at 18:02 hours. Commissioners Dahl, Elkins, Pethia and Ricks, Chiefs Kaleiwahea, Scott and Stone, Captains Christenson and R. Smith, FF Douglass, Admin Asst. Linda Patraca and Secretary Linda Shea were present. Commissioner Jernigan and Union Representative Garza were absent (excused).

**Additions/Deletions to the Agenda:**

1. Linda Shea noted a BVFF meeting would be necessary after the close of the general BOFC meeting.
2. Chief Kaleiwahea requested adding “Maytown Well” under New Business.

**Labor Management Team Report:** Chief Scott reported that dates are being scheduled to begin negotiations.

**Public Comment/Presentations:** Morgan Heater from Ecotope presented a report on the energy audit he performed at the Grand Mound station 1-1 (see handout.)

**New Business:**

1. Expenditure Approval.
  - a. Linda Shea distributed a corrected report of account payables (\$104,182.33) to replace the report in the board packet which had duplicate entries.
  - b. Commissioner Pethia moved to approve the expenditures in the amount of \$499,298.69. Commissioner Ricks seconded the motion. Motion carried 5-0.
2. Minutes.
  - a. Commissioner Jones requested a correction to the July 8, 2019 minutes as follows:

**Commissioner Reports:**

    6. Community Communications. Commissioner Pethia distributed a hand-out addressing various elements of the Thurston Regional Disaster Recovery plans. Discussion was held on the importance of developing a district-level plan for communications and sustainability during a disaster, including citizen preparation. Commissioner Pethia will ask the Washington Fire Commissioners Association for assistance in reaching out to the appropriate federal government for assistance in development of such a plan. The board asked to have an RFP developed to obtain quotes for the purchase of a ham radio/emergency communications system (up to the \$5,000 that Commissioner Pethia reported in June 2019 to be an estimate of cost for such a system.)
  - b. Discussion was held on how to move the department forward in the area of emergency communications. Chief Kaleiwahea reported that Lt. Drake is reaching out to local organizations about systems. Chief Scott will contact Lewis County about their system.
  - c. Commissioner Dahl moved to approve the general board minutes as amended from July 8, 2019. Commissioner Elkins seconded the motion. Motion carried 5-0.

3. 2020 Budget Development. Linda Shea requested the board nominate a commissioner to serve on the 2020 Budget Development committee. The board nominated Ben Elkins to serve as their representative.
4. Resolution #2019-009, Surplus Bunker Gear. Linda Shea invited the board to visit the newly organized bunker gear room, thanks to the hard work of Jessica Joslin. She presented a list of expired bunker coats, pants, boots and Class B Uniforms to be surplus. Commissioner Ricks moved to approve Resolution #2019-009. Commissioner Pethia seconded the motion. Motion carried 5-0.
5. Surplus of 1954 GMC Fire Pumper. Linda Shea received a request from personnel to surplus the 1954 GMC Fire Pumper engine currently stored at Michigan Hill. Commissioner Elkins moved to surplus the 1954 GMC. Commissioner Pethia seconded the motion. Motion carried 4-0 (with Commissioner Dahl abstaining from the vote.)
6. Maytown Well. Chief Kaleiwahea reported the well on Old Dominion's property is at 900 feet, so installation of a Class B water system would be a challenge. Discussion was held on revisiting the original plan of drilling a well on the Maytown station property. Commissioner Dahl moved to begin the process by obtaining a drill permit. Commissioner Elkins seconded the motion. Motion carried 5-0.

#### **Unfinished Business (action items):**

1. Succession Planning. Chief Kaleiwahea reported no updates. The goal is to add the succession plan to the updated Strategic Plan.

The board recessed for a 20 minute break at 7:12 to conduct the swearing-in ceremony for newly-promoted Volunteer Captain Steve Teitzel. The board reconvened for general board business at 7:32.

#### **Unfinished Business (nonaction items):**

1. GEMT update. Linda reported that four of the five managed care organizations (MCOs) have made their GEMT payments from 2017; total GEMT collections now exceed \$465,000 for this year. The remaining MCO should have payment remitted by the end of August.
2. Beaver Creek property. Chief Scott reported no response from Environmental Design regarding the issues identified by the county during their review of the onsite sewage system permit design.
3. Chehalis Tribe negotiations. Chief Kaleiwahea reported there has been no contact from the tribe regarding the results of their financial analysis. He will reach out one more time for an update, and request board guidance based on the tribe's response. He will also request an update to the legal opinion regarding the department's obligation to provide fire protection service to the tribes without a contract.
4. Weyerhaeuser meeting. Chief Kaleiwahea reported no update.

#### **Communications:**

1. Thurston County Treasurer July 2019 reports were presented as per RCW 52.16.050(4).
2. August 2019 budget reports were distributed.
3. Levy Results. Chief Kaleiwahea distributed a handout which displayed the election results by precinct, as compared to the 2016 election.
4. 2020 Health Care Program Rates. Linda Shea reported there will be no increases to medical premiums for 2020.
5. Volunteer Officer Promotion. *See notes above regarding Captain Steven Teitzel.*
6. Operations Committee Update. Chief Scott reported the ops committee will be meeting on August 13 to review specs for aid units and brush trucks.
7. E1-7 Telesquirt repairs. Chief Kaleiwahea reported E1-7 will be going to True North in Oregon to repair the hydraulic leak (estimated \$13k repair.)
8. Medic One BLS funding contract. Chief Kaleiwahea presented the proposed amendments to the BLS Funding contract with Medic One, pointing out the key changes (Section IV.C regarding funding for merged

agencies; Section IV.H regarding billing for transport of ALS patient in BLS units). He noted this would be a good time to begin discussions regarding the funding for merged departments.

**Chief Reports:** Refer to printed reports. Chief Kaleiwahea reminded everyone of the upcoming Brent Strong 5K run on September 14.

**Commissioner Reports:**

1. EMS Council. Commissioner Ricks reported the director is scheduled to speak on the proposed tax increase on August 14. He also reported the SWAT contract was approved.
2. West Thurston Admin Board. Next meeting in October.
3. Thurston County Fire Commissioners. Commissioner Ricks reminded everyone of the annual potluck coming up on August 20 at Lake Lawrence.
4. Washington Fire Commissioners. Commissioners Ricks and Pethia reported they will be attending the annual conference at the Tulalip October 24-26.
5. Training Consortium. No update.
6. Community Communications. Commissioner Pethia reported he brought up the idea of assistance for development of an emergency preparedness plan at the county fire commissioners meeting; feedback received was to rule out the feds as they take too long, and the state has no funding for such a project. Pethia is continuing to work with county elections to put a PSA in the voters' pamphlet on emergency preparedness. He is also looking for other organizations to help get the message out to the public – it was suggested that he try contacting the Chronicle newspaper.

**Good of the Order:**

1. Linda Shea reported on several kudos received from the community thanking FF Santee, Devert, Peoples, McGeary, Hall, Captain Christenson, and Chief Stone for their response to various incidents, and a thank-you to FF Panuska for her assistance in a car seat safety check.
2. Chief Kaleiwahea reported he has reached out to the owner of the Gate Ranch to see if the department could hold the annual awards banquet at their location. Commissioner Dahl offered his river property as an alternative.
3. Commissioner Dahl recommended all projects that need to be completed during summer months (parking lot striping and sealing, curb repairs, roof repairs, etc.) be put out for bids to be presented at the next board meeting so they can be completed during the good weather months.

**Adjournment:** The board adjourned the meeting at 20:46 hours.

Submitted for Board approval by:

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

\_\_\_\_\_  
John Jones, Board Member

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

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

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

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

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

DRAFT

## Linda Shea

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**From:** Chief Kaleiwahea  
**Sent:** Friday, August 23, 2019 2:15 PM  
**To:** Linda Shea  
**Cc:** Linda Patraca  
**Subject:** Re: Recognition award for Randy Sanchez

Yes!

Get [Outlook for Android](#)

On Fri, Aug 23, 2019 at 1:16 PM -0700, "Linda Shea" <[Linda.Shea@westthurstonfire.org](mailto:Linda.Shea@westthurstonfire.org)> wrote:

Fitzgerald would like to purchase a special axe award for Randy, in recognition for his years of service. Policy 1.1005 allows us to do that as recommended by you and approved by the board. Fitz said the association is willing to pay half - estimated total cost is \$500 (department share would be \$250, so under the \$400 taxable limit from IRS for a length-of-service award.) Do you want me to put this on the agenda for the 9/9 board meeting?

Linda Shea, Office Manager  
West Thurston Regional Fire Authority  
10828 Littlerock Rd SW Olympia, WA 98512  
360.352.1614 Phone 360.352.1696 Fax  
Office Hours: 8A - 4P, Monday-Friday  
[linda.shea@westthurstonfire.org](mailto:linda.shea@westthurstonfire.org)

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West Thurston Regional Fire Authority  
Governing Board

REQUEST FOR QUOTE SUMMARY

RFQ Item/Service: Task Force Nozzles

**Background Information:** The Operations Committee has determined the Task Force nozzle to be the best standard for the department for this style of nozzle.

Contractor	Proposal	Warranty/Service included	Cost (excl. tax & shipping)	Notes
LN Curtis	<ul style="list-style-type: none"><li>• 16 TFT straight tip (1.5")</li><li>• 16 TFT swivel (2.5")</li><li>• 16 Vortex tip (1.5")</li></ul>	N/A	\$ 1,048 \$ 4,762 <u>\$ 5,333</u> \$11,143	
TheFireStore	SAME (excl. Vortex, doesn't carry)		\$ 7,320	
Hughes Fire Equipment	SAME		\$18,720	

RFQ sent to:

- Blue Line Innovations
- Braun NW
- Cascade Fire Equipment Co
- Cosco Fire Protection
- Hughes Fire Equipment
- LN Curtis
- Municipal Emergency Services (MES)
- Pacific NW Fire Protection
- Pioneer Fire & Security
- Rescue NW
- SeaWestern
- Washington Fire Protection

**Recommendation:** LN Curtis

- Lowest bid
- Vendor relationship already established (current supplier of fire equipment)





## WEST THURSTON REGIONAL FIRE AUTHORITY

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

**Policy:** 2.XXXX Version: 1 (*replaces policies 1.1018, 1.2015, 1.2016*)

**Effect Date:** 10/1/2019

**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. Employees have the option to buy-back paid vacation, personal or sick leave that was used while on disability leave. Buy back calculations are based on the rate of pay in effect at the time the employee submits a written request to buy back leave.

### 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)).

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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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. 2019-010**

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 12th  
day of August, 2019, 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

\_\_\_\_\_  
John Jones, Commissioner

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

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

**EXHIBIT 1 – Surplus Property**  
**Addendum to Resolution #2019-010**

Item	Orig Cost/Value	Serial #	Reason
1954 GMC Fire Pumper	Unknown	Lic #C48777 VIN #1245	No longer useful

(KF) → BDFC → ~~LEMM~~ LB

## Chief Kaleiwahea

---

**To:** Kelly Edwards  
**Subject:** RE: Emergency Services Contract

**From:** Kelly Edwards [mailto:kedwards@chehalistribe.org]  
**Sent:** Wednesday, August 14, 2019 12:50 PM  
**To:** Chief Kaleiwahea <russ.kaleiwahea@westthurstonfire.org>  
**Subject:** RE: Emergency Services Contract

Good afternoon

FCS group is complete. I have requested a finalized copy of their calculations. I will be meeting with the Tribal government in the near future. When I receive the Tribes direction I will be reaching out to you.

Kelly

**Chief K. Edwards**  
Chehalis Tribal Police Department  
[Kedwards@chehalistribe.org](mailto:Kedwards@chehalistribe.org)  
360.709.1608 Ph  
360.273.6318 Fax

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**From:** Chief Kaleiwahea <russ.kaleiwahea@westthurstonfire.org>  
**Sent:** Wednesday, August 14, 2019 10:19 AM  
**To:** Kelly Edwards <kedwards@chehalistribe.org>  
**Subject:** Emergency Services Contract

Hi Kelly,

The West Thurston Governing Board asked me for an update at their last meeting, can you tell me the status of the Emergency Services Contract?

Russ

Chief Russell Kaleiwahea  
West Thurston Regional Fire Authority  
10828 Littlerock Rd. SW  
Olympia Wa. 98512  
(360) 352-1614  
[russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)



**From:** Chief Kaleiwahea  
**Sent:** Thursday, May 09, 2019 11:23 AM  
**To:** 'Kelly Edwards' <[kedwards@chehalistribe.org](mailto:kedwards@chehalistribe.org)>  
**Subject:** RE: Fire Department Board Meeting

Hi Kelly,

Can you update me on the progress toward a new emergency (fire/rescue & medical) services contract. I would like to update the WTRFA Governing Board at the May 13<sup>th</sup> meeting.  
I did send all of the requested items to Mr. Moy but haven't received any feedback or additional requests. Also, I again want to extend the offer from the WTRFA Governing Board for a Chehalis Tribe Representative to have a seat at the Board Table.

Thanks,

Russ

Chief Russell Kaleiwahea  
West Thurston Regional Fire Authority  
10828 Littlerock Rd. SW  
Olympia Wa. 98512  
(360) 352-1614  
[russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)



**From:** Kelly Edwards [<mailto:kedwards@chehalistribe.org>]  
**Sent:** Tuesday, March 05, 2019 8:21 AM  
**To:** Chief Kaleiwahea <[russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)>  
**Subject:** RE: Fire Department Board Meeting

Good Morning,

We have signed a contract with the FCS group. We have assisted them with obtaining some preliminary data to begin the cost analysis. We are hopeful that the analysis will be complete by the end of the month.

Kelly



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

**Cash Activity**

Date	Description	Amount	Notes
08/01/2019	Beginning Cash Balance	\$3,900,836.94	
	<b>Receipts/Deposits/Refunds:</b>		
08/01/2019	District Deposit \$2,059.18 / 6701	2,059.18	✓
08/02/2019	District Deposit \$498.88 / 6701	498.88	✓
08/02/2019	District Deposit \$5,016.17 / 6701	5,016.17	✓
08/02/2019	District Deposit \$61,138.32 / 6701	61,138.32	✓
08/05/2019	District Deposit \$195.50 / 6701	195.50	✓
08/05/2019	District Deposit \$3,336.59 / 6701	3,336.59	✓
08/05/2019	District Deposit \$3,569.01 / 6701	3,569.01	✓
08/05/2019	District Deposit \$686.25 / 6701	686.25	✓
08/07/2019	Credit Card Deposit \$1,122.20 / 6701	1,122.20	✓
08/07/2019	District Deposit \$1,140.63 / 6701	1,140.63	✓
08/07/2019	District Deposit \$2,487.64 / 6701	2,487.64	✓
08/07/2019	District Deposit \$362.73 / 6701	362.73	✓
08/07/2019	District Deposit \$4,594.19 / 6701	4,594.19	✓
08/07/2019	Interest on Tax Refunds	✓(29.25)	✓
08/07/2019	Interest on Tax Refunds	✓(7.94)	✓
08/09/2019	District Deposit \$3,629.11 / 6701	3,629.11	✓
08/09/2019	District Deposit \$306.45 / 6701	306.45	✓
08/13/2019	Credit Card Deposit \$217.76 / 6701	217.76	✓
08/14/2019	District Deposit \$1,050.00 / 6701	1,050.00	✓
08/14/2019	District Deposit \$127.26 / 6701	127.26	✓
08/14/2019	District Deposit \$3,808.56 / 6701	3,808.56	✓
08/14/2019	Interest on Tax Refunds	✓(0.11)	✓
08/15/2019	Credit Card Deposit \$150.00 / 6701	150.00	✓
08/15/2019	District Deposit \$347.04 / 6701	347.04	✓
08/19/2019	District Deposit \$189.09 / 6701	189.09	✓
08/20/2019	District Deposit \$605.32 / 6701	605.32	✓
08/21/2019	District Deposit \$1,339.43 / 6701	1,339.43	✓
08/21/2019	District Deposit \$725.45 / 6701	725.45	✓
08/22/2019	Credit Card Deposit \$519.44 / 6701	519.44	✓
08/22/2019	Interest on Tax Refunds	✓(8.85)	✓
08/23/2019	District Deposit \$112.75 / 6701	112.75	✓
08/26/2019	District Deposit \$50,000.00 / 6701	50,000.00	✓
08/28/2019	District Deposit \$1,207.78 / 6701	1,207.78	✓
08/28/2019	District Deposit \$22,395.00 / 6701	22,395.00	✓
08/28/2019	District Deposit \$921.20 / 6701	921.20	✓
08/29/2019	District Deposit \$1,287.21 / 6701	1,287.21	✓
08/29/2019	Interest on Tax Refunds	✓(3.35)	✓
08/30/2019	District Deposit \$4,395.99 / 6701	4,395.99	✓
08/30/2019	District Deposit \$49,849.26 / 6701	49,849.26	✓
08/30/2019	Leasehold Excise Tax	✓346.15	✓
08/30/2019	Timber Harvest Tax	✓25,208.41	✓
08/31/2019	Tax & Assessment Receipts	16,169.24	
08/31/2019	Interest Paid	✓4,568.04	✓
	<b>Total Deposits</b>	<b>\$275,633.73</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
08/13/2019	Issued Warrants	(185,992.80)	
08/14/2019	Electronic Disbursement	(4,360.95)	
08/15/2019	Electronic Disbursement	(13,172.15)	



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

08/30/2019	Electronic Disbursement	(295,772.79)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$499,298.69)</b>	
08/31/2019	<b>Ending Cash Balance</b>	<b>\$3,677,171.98</b>	✓

**Warrant Activity**

08/01/2019	<b>Beginning Warrants Outstanding</b>	<b>\$10,421.95</b>
	Total Warrants Issued	185,992.80
	Total Warrants Redeemed	(177,230.12)
	Total Warrants Voided	-
08/31/2019	<b>Ending Warrants Outstanding</b>	<b>\$19,184.63</b>

**Investment Activity**

08/01/2019	<b>Beginning Interest Receivable</b>	<b>\$13,212.82</b>
	Interest Earned	6,509.21
	Cash Paid	(4,568.04)
08/31/2019	<b>Ending Interest Receivable</b>	<b>\$15,153.99</b>

TCIP Yield (used to calculate interest earnings)	1.98%
LGIP Yield (budget benchmark)	2.18%

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

### Cash Activity

Date	Description	Amount	Notes
08/01/2019	Beginning Cash Balance	\$847,484.71	
	<b>Receipts/Deposits/Refunds:</b>		
08/07/2019	Interest on Tax Refunds	(4.94)	
08/07/2019	Interest on Tax Refunds	(1.86)	
08/14/2019	Interest on Tax Refunds	(0.01)	
08/22/2019	Interest on Tax Refunds	(1.25)	
08/29/2019	Interest on Tax Refunds	(0.44)	
08/31/2019	Tax & Assessment Receipts	2,757.14	
08/31/2019	Interest Paid	928.71	
	<b>Total Deposits</b>	<b>\$3,677.35</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
	No Activity		
	<b>Total Warrants and Electronic Disbursements</b>	<b>\$0.00</b>	
08/31/2019	Ending Cash Balance	\$851,162.06	✓

### Warrant Activity

08/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

08/01/2019	Beginning Interest Receivable	\$2,582.30
	Interest Earned	1,427.33
	Cash Paid	(928.71)
08/31/2019	Ending Interest Receivable	\$3,080.92

TCIP Yield (used to calculate interest earnings)

1.98%

LGIP Yield (budget benchmark)

2.18%



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

### Cash Activity

Date	Description	Amount	Notes
08/01/2019	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	
08/31/2019	Ending Cash Balance	\$0.00	

### Warrant Activity

08/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

08/01/2019	Beginning Interest Receivable	\$0.00
	Interest Earned	-
	Cash Paid	-
08/31/2019	Ending Interest Receivable	\$0.00

TCIP Yield (used to calculate interest earnings)	1.98%
LGIP Yield (budget benchmark)	2.18%

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

### Cash Activity

Date	Description	Amount	Notes
08/01/2019	Beginning Cash Balance	\$655,751.89	
	Receipts/Deposits/Refunds:		
08/31/2019	Interest Paid	781.00	
	Total Deposits	\$781.00	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
08/31/2019	Ending Cash Balance	\$656,532.89	✓

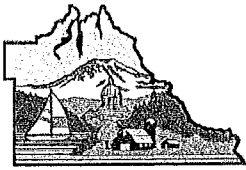
### Warrant Activity

08/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
08/31/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

08/01/2019	Beginning Interest Receivable	\$2,267.58
	Interest Earned	1,104.31
	Cash Paid	(781.00)
08/31/2019	Ending Interest Receivable	\$2,590.89

TCIP Yield (used to calculate interest earnings)	1.98%
LGIP Yield (budget benchmark)	2.18%



# THURSTON COUNTY

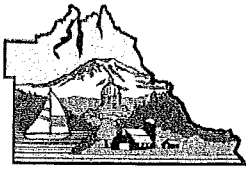
## Property Tax/Special Assessment Fund Activity

From 08-01-2019 To 08-31-2019

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	\$32,257.60	(\$460.54)	(\$158.59)	\$31,955.65
2017	67A00000121100	\$16,601.44	(\$342.16)	(\$136.65)	\$16,395.93
2016	67A00000121100	\$2,104.00	(\$9.29)	\$1.80	\$2,092.91
2015	67A00000121100	\$892.94	\$0.00	\$0.00	\$892.94
2014	67A00000121100	\$372.57	\$0.00	\$0.00	\$372.57
2013	67A00000121100	\$235.16	\$0.00	\$0.00	\$235.16
2012	67A00000121100	\$234.35	\$0.00	\$2.46	\$231.89
2011	67A00000121100	(\$0.46)	\$0.00	\$0.00	(\$0.46)
<b>Fund Total:</b>		\$53,404.84	(\$811.99)	(\$290.98) ✓	\$52,883.83
<b>Fund: 67A6 W THURSTON RFA M&amp;O FUND</b>					
2015	67A60000121100	\$182.02	\$0.00	\$0.00	\$182.02
<b>Fund Total:</b>		\$182.02	\$0.00	\$0.00 ✓	\$182.02
<b>District Total:</b>		\$53,586.86	(\$811.99)	(\$290.98)	\$53,065.85

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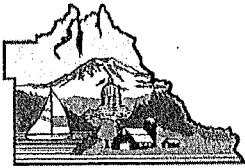
# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 08-01-2019 To 08-31-2019

District: FIRE DISTRICT #01

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>Fund: 6610 EXPENSE FUND/ROCHESTER FD #1</b>					
2019	66100000121100	\$718,187.68	(\$290.22)	\$7,070.92	\$710,826.54
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>Fund Total:</b>		<b>\$718,188.02</b>	<b>(\$290.22)</b>	<b>\$7,070.92 ✓</b>	<b>\$710,826.88</b>
<b>Fund: 6614 F.D.#1 BOND ROCHESTER</b>					
2019	66140000121100	\$229,737.07	(\$144.61)	\$2,148.35	\$227,444.11
2018	66140000121100	\$6,078.12	(\$114.38)	(\$7.02)	\$5,970.76
2017	66140000121100	\$3,000.66	(\$110.90)	(\$70.33)	\$2,960.09
2016	66140000121100	\$268.12	(\$102.94)	(\$99.10)	\$264.28
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	\$15.35	\$0.00	\$0.69	\$14.66
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>Fund Total:</b>		<b>\$239,349.29</b>	<b>(\$472.83)</b>	<b>\$1,972.59</b>	<b>\$236,903.87</b>
<b>Fund: 6615 F.D.#1 M&amp;O ROCHESTER</b>					
2019	66150000121100	\$275,629.35	(\$173.49)	\$2,577.63	\$272,878.23
2018	66150000121100	\$7,546.20	(\$142.00)	(\$8.71)	\$7,412.91
2017	66150000121100	\$4,064.88	(\$150.22)	(\$95.27)	\$4,009.93
<b>Fund Total:</b>		<b>\$287,240.43</b>	<b>(\$465.71)</b>	<b>\$2,473.65 ✓</b>	<b>\$284,301.07</b>
<b>District Total:</b>		<b>\$1,244,777.74</b>	<b>(\$1,228.76)</b>	<b>\$11,517.16 ✓</b>	<b>\$1,232,031.82</b>



# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 08-01-2019 To 08-31-2019

District: FIRE DISTRICT #11

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>Fund: 6710 EXPENSE FUND/LITTLE ROCK FD#11</b>					
2019	67100000121100	\$720,849.04	\$253.54	\$5,240.63	\$715,861.95
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>Fund Total:</b>		<b>\$720,849.37</b>	<b>\$253.54</b>	<b>\$5,240.63</b> ✓	<b>\$715,862.28</b>
<b>Fund: 6712 BOND DEBT SERVICE FUND/FD #11</b>					
2019	67120000121100	\$136,905.09	\$53.93	\$916.26	\$136,042.76
2018	67120000121100	\$2,960.80	(\$85.79)	(\$85.79)	\$2,960.80
2017	67120000121100	\$1,396.20	(\$61.70)	(\$45.92)	\$1,380.42
2016	67120000121100	\$246.96	\$0.00	\$0.00	\$246.96
2015	67120000121100	\$82.09	\$0.00	\$0.00	\$82.09
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>Fund Total:</b>		<b>\$141,672.02</b>	<b>(\$93.56)</b>	<b>\$784.55</b>	<b>\$140,793.91</b>
<b>Fund: 6715 M&amp;O FUND/LITTLE ROCK FD #11</b>					
2019	67150000121100	\$276,980.81	\$115.95	\$1,969.64	\$275,127.12
2018	67150000121100	\$6,441.43	(\$187.50)	(\$187.50)	\$6,441.43
2017	67150000121100	\$3,257.55	(\$143.94)	(\$107.12)	\$3,220.73
<b>Fund Total:</b>		<b>\$286,679.79</b>	<b>(\$215.49)</b>	<b>\$1,675.02</b> ✓	<b>\$284,789.28</b>
<b>District Total:</b>		<b>\$1,149,201.18</b>	<b>(\$55.51)</b>	<b>\$7,700.20</b> ✓	<b>\$1,141,445.47</b>

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# Memorandum of Understanding

By and Between  
West Thurston Regional Fire Authority  
& IAFF Local 3825

This Memorandum of Understanding ("MOU") is entered into this 28<sup>th</sup> day of August, 2019, by and between West Thurston Regional Fire Authority, herein after referred to as "RFA", and IAFF Local 3825, herein after referred to as "Union".

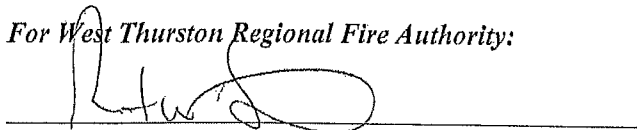
WHEREAS, The RFA and the Union believe it is in their best interest to enter into an agreement authorizing the utilization of a temporary employee, and in conformance of the current agreement Article 16, Section 16.1.

Further, the Union and the Agency agree to the following conditions:

1. A Temporary Employee will be utilized as a temporary employee under the existing CBA Article 16 to cover the position of FF Miranda Panuska
2. The term of this agreement will not exceed 10 pay periods (months) and will end upon the return of the injured FTE to full duty.
3. The Temporary employee will not be offered overtime prior to FTE's, unless it is a short term - (holding over) to complete an assigned shift or no FTE is available.
4. The Temporary employee will receive reimbursement according to Section 16.2. The temporary position does not qualify for FTE benefits as outlined in the CBA.

Dated this 28<sup>th</sup> day of August 2019, at Rochester, WA

*For West Thurston Regional Fire Authority:*



*For the International Association of Firefighters, Local 3825:*



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④ → BCFD → COMM.



## WEST THURSTON REGIONAL FIRE AUTHORITY

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

August 16, 2019

Thurston County Community Planning & Economic Development  
2000 Lakeridge Drive SW,  
Olympia, WA 98502  
Attn: Shannon Shula

Ms. Shula:

Attached please find the Comprehensive Plan Amendment Application for the West Thurston Regional Fire Authority property located at 20411 Old Highway 99 SW, Rochester, WA. 98579. I hope you find it suitable for your needs, if not please let me know and I will revise it as necessary. Also, if there is a fee associated please let me know and we will process payment.

Thank you,

Chief Russell E. Kaleiwahea  
West Thurston Regional Fire Authority







# PERMIT ASSISTANCE CENTER

2000 Lakeridge Dr. S.W. Olympia, WA 98502

(360)786-5490 / (360)754-2939 (Fax)

TTY/TDD Line 7-1-1 or 1-800-833-6388

Email: [permit@co.thurston.wa.us](mailto:permit@co.thurston.wa.us)

[www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting)

## Supplemental Application COMPREHENSIVE PLAN AMENDMENT

STAFF USE ONLY	DATE STAMP
<div style="font-size: 48px; opacity: 0.5;">LABEL</div>	
Intake by: _____	

**This application cannot be submitted alone. In addition to this form, a complete package includes:**

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
<input checked="" type="checkbox"/>	Master application	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Applicable processing fees. <i>Refer to current fee schedules. Depending on the adopted fee structure, additional fees may occur if base hours/fees at intake are exhausted.</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Supplemental requirement checklist (attached)	<input type="checkbox"/>
<input type="checkbox"/>	SEPA Checklist	<input type="checkbox"/>

- What type of amendment are you requesting: ☐ Map ☒ Policy
- Are you the property owner or under contract to purchase the property? ☒ Yes ☐ No

### Site Specific Amendments to Land Use Designations

Complete the following section for amendments to land use designations. Attach additional sheets as needed. The County reserves the right to request additional studies or information necessary to process the application. An amendment that affects an Urban Growth Boundary will require additional studies.

- A. Identify the land uses surrounding the property affected, and describe how the proposed change would affect those surrounding land uses.

The fire department property (20411 Old Highway 99, SW Rochester, WA.) is located in a commercial/retail zone. Located directly across the street from the Great Wolf Lodge and other businesses. The Chehalis Tribe owns much of the property in the area and has plans (Grand Mound Comprehensive Plan) to continue commercial/retail development in the immediate area. The change from multi-family to commercial/retail zoning would be more appropriate for the immediate area. The commercial/retail development and traffic count render the property less than ideal to operate a fire station.

(40)

B. Explain why the existing land use designation is not appropriate.

The property is located in the Grand Mound Urban Growth Area and is directly across the street (Old Hwy 99) from the Great Wolf Lodge and other tribal operated commercial/retail occupancies. The Chehalis Tribe owns much of the vacant property in the area and has plans to continue commercial development. The change from multi-family to commercial zoning would be more appropriate for the immediate area.

C. How have conditions changed so that the proposed designation is more appropriate than the existing designation.

The once open field between Interstate 5 and Old Hwy 99 was turned into tribal trust land. The Chehalis Tribe owns much of the vacant property in the area and has plans to continue commercial development, as outlined in the Grand Mound Comprehensive plan published in January 2009. The change from multi-family to commercial/retail zoning would be more appropriate for the immediate area.

D. Explain why additional land of the designation proposed is needed in Thurston County, and why it is needed at the location proposed.

The character of land and economic development envisioned in the Plan is consistent with the goals and policies of the Thurston County Comprehensive Plan. For example, the Economic Development Element includes the following goals and policy. "Support sustainable business and industrial development which (1) strengthens and diversifies the economic base; (2) creates jobs and economic opportunities for all citizens; and (3) develops and operates in a manner that maintains a high quality of life and environment."—Goal 1. "The county should encourage business development in the Grand Mound Urban Growth Area which is served by the county's transportation and utility systems." +

E. If the property is in the rural area (outside of an urban growth area), demonstrate, with appropriate data, how the property meets the designation criteria and policies and Chapter 2 – Land Use of the Comprehensive Plan.

The property is located in the Grand Mound Urban Growth Area.

### Text Amendments

Most, but not necessarily all, text amendments are legislative changes; they can be processed only with the consent of the Thurston County Board of Commissioners. However, if a text amendment with limited applicability is proposed, identify the chapter and page number of the text to be changed, and provide the exact wording changes proposed (attach separate sheets, if needed).

Name of Plan:

Chapter:

Page:

Section/Other:

### All Amendments

Note: Responses to the following section are required. Attach additional sheets as needed.

1. Explain why the change is needed. What issue or problem is resolved by the proposed change?

The property location and significant growth with heavy traffic flow is no longer appropriate to operate a fire station from that location.

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2. How would the proposed change serve the interests of not only the applicant, but the public as a whole?

The property location and significant growth with heavy traffic flow is no longer appropriate to operate a fire station from that location.

The modification improvements are identified in the Grand Mound Comprehensive Plan (published in Jan. 2009) as follows: The character of land and economic development envisioned in the Plan is consistent with the goals and policies of the Thurston County Comprehensive Plan. For example, the Economic Development Element includes the following goals and policy. "Support sustainable business and industrial development which (1) strengthens and diversifies the economic base; (2) creates jobs and economic

3. Explain how the proposed amendment fulfills the goals of the Washington State Growth Management Act (RCW 36.70A.020). A list of the goals is attached.

The modification improvements are identified in the Grand Mound Comprehensive Plan (published in Jan. 2009) as follows: The character of land and economic development envisioned in the Plan is consistent with the goals and policies of the Thurston County Comprehensive Plan. For example, the Economic Development Element includes the following goals and policy. "Support sustainable business and industrial development which (1) strengthens and diversifies the economic base; (2) creates jobs and economic opportunities for all citizens; and (3) develops and operates in a manner that maintains a high quality of life and environment."—Goal 1. "The county should encourage business development in the Grand Mound Urban Growth Area, which is served by the county-owned water and sewer system."—Goal 1.

4. Explain how the proposed amendment is consistent with the policies of the Thurston County Comprehensive Plan, including any policies of an applicable joint plan or Subarea plan. (Be sure to review the Transportation Chapters.)

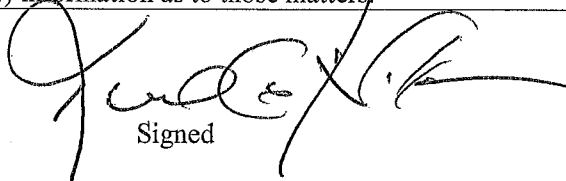
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**Applicant Signature(s)**

I (We), the undersigned, do hereby affirm and certify, under penalty of perjury, that the above statements are in all respects true and correct on my (our) information as to those matters.

Russell E. Kaleiwahea

Printed Name



Signed

8-16-2019

Date

Printed Name

Signed

Date

Printed Name

Signed

Date

**Planning Goals**  
**Washington State Growth Management Act**  
**RCW 36.70A.020**

1. **Urban Growth.** Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
2. **Reduce Sprawl.** Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
3. **Transportation.** Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
4. **Housing.** Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.
5. **Economic development.** Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.
6. **Property rights.** Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
7. **Permits.** Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.
8. **Natural resource industries.** Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands, and discourage incompatible uses.
9. **Open space and recreation.** Encourage the retention of open space and development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks.
10. **Environment.** Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.
11. **Citizen participation and coordination.** Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
12. **Public facilities and services.** Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally-established minimum standards.
13. **Historic preservation.** Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.

(43)

### SUPPLEMENTAL REQUIREMENT CHECKLIST

This application shall contain and/or address the following in a clear, accurate and intelligible form. Submit this checklist with your application. Check the box for each item addressed. Provide an explanation for any unchecked item.

Applicant Use	USE BLACK or BLUE INK ONLY	Staff Use Only
<input checked="" type="checkbox"/>	1. One 8.5" x 11" or 11" x 17" map, drawn to scale, using a standard interval of engineer scale, which shall include the following:	<input type="checkbox"/>
<input checked="" type="checkbox"/>	a. All information drawn to scale (standard engineer scale).	<input type="checkbox"/>
<input checked="" type="checkbox"/>	b. A north arrow, map scale, date and directions to the site.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	c. Property line boundaries and dimensions for <u>all</u> property lines.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	d. The location of all existing structures, including, but not limited to, mobile homes, houses, sheds, garages, barns, fences, culverts, bridges, and storage tanks.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	e. All means, existing and proposed vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	f. The location of all existing easements.	<input type="checkbox"/>
<input type="checkbox"/>	g. The location of all existing public and on-site utility structures and lines, such as on-site septic tanks, drain field and reserve areas, water lines, wells and springs.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	h. Vicinity map, at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	i. Location of critical areas or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high groundwater, steep slopes and special habitats.	<input type="checkbox"/>
<input type="checkbox"/>	2. Special reports (may include wetland delineation, geotechnical report, mitigation plan, or other).	<input type="checkbox"/>

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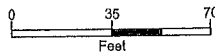
# West Thurston Fire Department



## Legend

- ☒ Right-Of-Ways
- ☐ Label - All Three
- ☐ Parcel Boundaries
- ☐ Roads - Major
- ☐ Major Roads
- ☐ Ramp
- ☐ 15; US 101
- ☐ Roads (Large Scale)
- ☐ Railroads
- ☐ County Border

Scale 1: 735



Map Created Using GeoData Public Website  
Published: 8/15/2019

Note: Comprehensive Plan Amendment

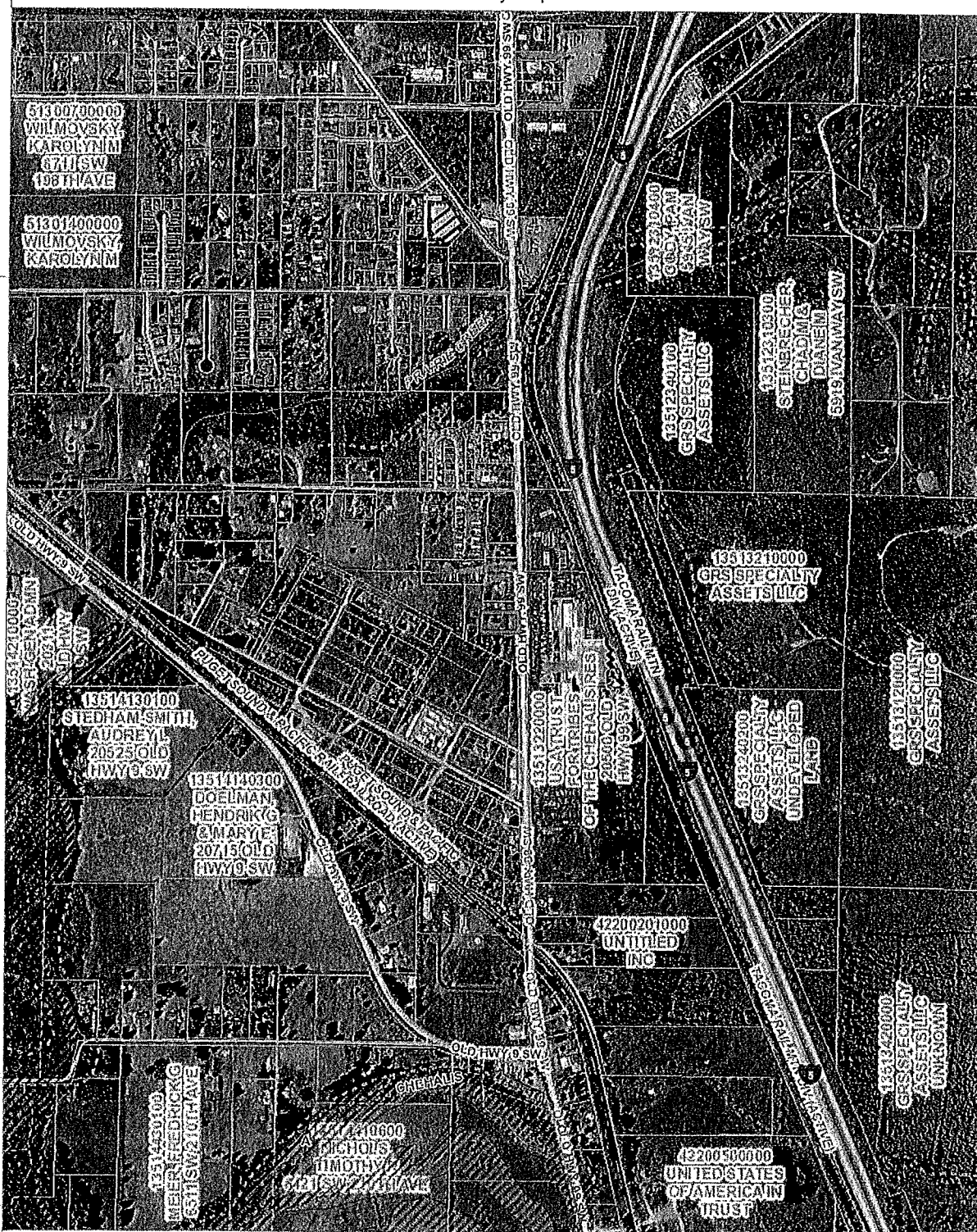


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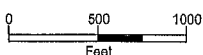
# Vicinity Map



## Legend

- Streams
- Wetland Delineations
  - Verified
  - Delineated
  - Unverified
- Parcel Boundary
- Unknown
- Flood Zones FEMA
  - 100 Year (1%)
  - 500 Year (0.2%)
- Floodways
- Flooded Areas 1996
- Label - All Three
- Parcel Boundaries
- Ramp
- 1:5 US 101
- Railroads
- County Border

Scale 1: 11,755



Map Created Using GeoData Public Website  
Published: 8/15/2019

Note: Comp. Plan Amendment



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(K) → BOFC → COMMA

## Chief Kaleiwahea

---

**From:** MKytta <MKytta@riversidefire.net>  
**Sent:** Wednesday, August 14, 2019 11:39 AM  
**To:** Robert Scott; Chief Kaleiwahea  
**Subject:** Amateur radio equipment

Gentlemen,

Please see the information below, the source is a retired Centralia PD Commander that leads our local ARES team. Bob is a wealth of knowledge and an excellent leader of volunteers and is keenly familiar with the in's and out's of keeping a team vibrant and relevant. You may not need the safe that he refers to keep the radios secure. (It looks like Bob may have forgotten about the 50' of coax cable)

Let me know how you would like to proceed from here.

Best regards,  
Mike Kytta

---

**From:** Bob Willey <kd7own@comcast.net>  
**Sent:** Wednesday, August 14, 2019 11:24 AM  
**To:** MKytta <MKytta@riversidefire.net>  
**Subject:** Re: radio equipment

Mike - As you will remember, we didn't have anything to do with purchasing or setting up the radios in the other fire departments. This was a project by Lewis County with, I think, some help from Bill Harwell and the Lewis County ARES Team. I think they purchase the equipment with grant funds but I don't know how much money was involved or how many radios (and equipment) they purchased.

Having said that, I have researched basically what I've seen installed ( example: the radio system at RFA Station 6) and have some prices for you:

Yaesu FT-7900 dual band radio = \$239.00 (Ham Radio Outlet) (what is installed at RFA Station 6)

Astron power supply = \$139.95 (Ham Radio Outlet)

Diamond X-30A base station antenna = \$69.95 (Ham Radio Outlet)

Sandusky .85 cu ft. steel wall mount combination laptop safe = \$141.10 (Home Depot Online)

Portable antenna stand = \$50 (MFJ-1918)

Two points worth considering. First, approximately \$100 could be saved if they went with a single band (VHF Only) radio instead of the dual band radio. I think it would work fine with whichever repeater (Capitol peak or Bawfaw) they might want to use. Second, I would recommend using a base

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station antenna up on the roof of the fire station. Like any radio antenna, the higher the better when using a line of site antenna system. At ground level, buildings, trees and large piles of dirt (hills) will degrade the amateur radio signal just as it would fire radios.

I would be happy to accompany you to talk with Chief Scott and/or his commissioners about amateur radio.

P.S. - looks like your email had an attachment but I cannot open it. Also, I have photos of the system at RFA Station 6 if you need them.

Bob

---

Total Control Panel

[Login](#)

To: [russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org) [Remove](#) this sender from my allow list

From: [mkytta@riversidefire.net](mailto:mkytta@riversidefire.net)

*You received this message because the sender is on your allow list.*

TFD → BDFC → COMM

### Recommendation 1

ESCI recommends that TFD, OFD, LFD3, and EOFD pursue **Strategy D – RFA**. The first step is for the four agencies to read and understand this report, understand what an RFA is and does, and engage in initial joint discussions. If the parties agree to further consider formation of an RFA, ESCI recommends establishing an RFA Planning Committee. The makeup and purpose of the RFA Planning Committee is outlined in this report and is spelled out in statute. It is imperative that the elected officials have a deeper understanding of an RFA. Only then can they fully engage in possibilities thinking and develop what is effectively a new charter for fire services within the RFA service area.

Actual legwork occurs between RFA Planning Committee meetings, usually delegated to the staff of the participating agencies. Additional consideration should be given as follows:

- An ongoing, meaningful role for labor should be woven into the process.
- An ongoing, meaningful role for volunteer associations should be woven into the process.
- Thurston County Medic One should be brought into the process and discussion to examine overall operational efficiencies and funding options.
- Cultural differences between existing agencies should be addressed in a meaningful way. Outside expertise may be brought in to identify cultural distinctions and develop strategies to bridge any gaps or form a new, healthy and inclusive culture.

If any initially participating agency in the RFA Planning Committee ultimately decides to withdraw from the pursuit of an RFA, an intermediate step should be considered for that agency instead of complete withdrawal. This may include contracting or otherwise partnering with the eventual RFA until such time as circumstances evolve to the point where joining the RFA becomes a serious consideration.

### Recommendation 2

A second-tier regionalization option is consideration of WTRFA and MBLFD integrating, but only after financial circumstances make it beneficial and balanced to do so. That process could start as a contract for service, finding the efficiencies through that process while jointly planning for a glide path financially that makes full integration more feasible.

If an integration strategy is chosen between WTRFA and MBLFD, it should be done as the result of a joint planning process, addressing the restructuring of the agencies as they integrate at the policy level, as well as at the operational, administrative, and support levels. Greater efficiency can be achieved if the collaboration is permanent, with one methodology, one set of work rules, one standardized level of service to the community, and one organizational structure to administer it.

The process of considering and implementing any of these recommendations starts first with a shared vision by the policymakers of the participating agencies. From the vision, goals and objectives can be identified which, if accomplished, propel the agencies toward the vision. This process, in essence, is the framework of a strategic plan for integration.

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### West Thurston Regional Fire Authority

Incorporated in 2010 as a combination of two rural districts (#1 and #11), WTRFA is by far the largest of the studied agencies in terms of size—at 168 square miles it is twice the size of the next largest, MBLFD. At the same time, it is the second smallest in terms of population. Like MBLFD, the other regional agency in this study, WTRFA is dependent on volunteer firefighters to provide its services. Currently, the department is staffed by 42 career and 57 volunteer firefighters.

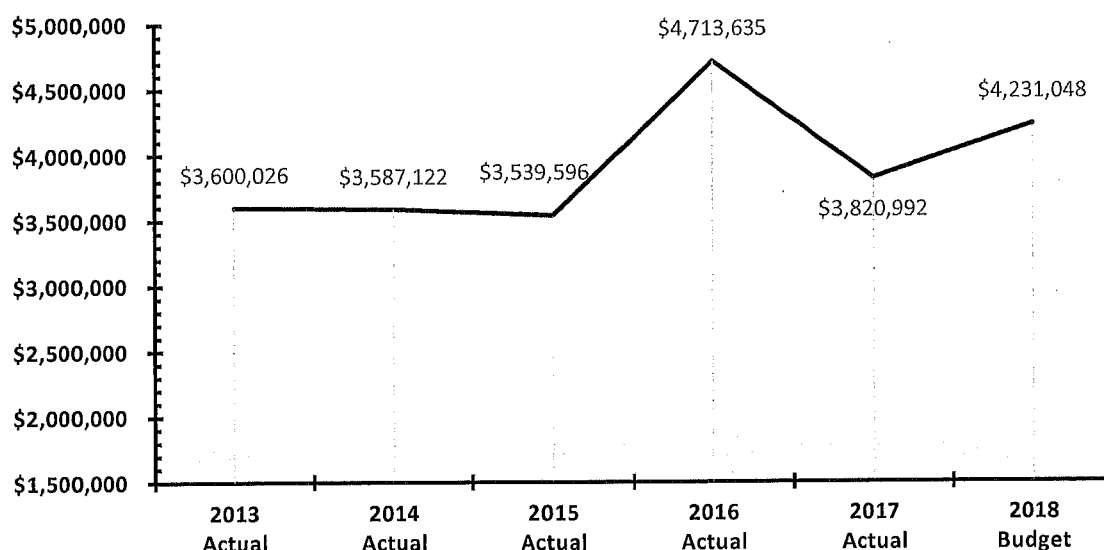
WTRFA suffered the Great Recession perhaps more than some of its fellow agencies in that its property tax revenues did not recover to their 2009 numerical levels until the voters approved a one-year M&O levy in 2015. As pointed out by the authority, during the 2013–2017 period the cost of goods and services rose sharply and the demand for services increased 16 percent.

Like other agencies, WTRFA operates primarily off property taxes, which totaled \$3.9 million and made up 73 percent of its 2017 revenues. The downturn in tax revenues was therefore particularly difficult for the authority. In 2016, the authority again asked for M&O levies, only this time for three years (2017–2019). This additional revenue has helped to bolster their finances, and has enabled them to hire additional firefighters. Still, if they are not able to renew their levies in 2020 as planned they will again face budget shortfalls. Alternatively, it is possible that they may succeed in passing a levy in one district, but not the other. This would also result in budget shortfalls, and most likely would result in lop-sided service. WTRFA has the ability to run three-year levies under the old districts, but only a one-year levy as a regional fire authority.

Together, the regular levy (\$1.50), M&O levies (combined about \$0.67), and bond levies (combined about \$0.39) made a total levy rate of about \$2.56 in 2017. This is a relatively high tax burden for a fire agency; it was 28 percent higher than that of MBLFD, which had the next highest rate among the studied agencies at \$2.00. While we focus on 2017 for the purposes of this study, it is worth noting that the 2018 combined levy rates have decreased to \$2.41 due to increasing property values.

These property tax challenges, especially the fact that they had no M&O levy in 2016, help explain the performance of the WTRFA's fund balances (see Figure 145). This figure shows large changes in fund balance—usually indicators of an institution facing serious financial challenges. In this case these concerns are resolved by the fact that the M&O levy will continue through 2019, likely continuing the positive trend in the fund balance. Given past voter support and continued operational successes, it seems likely that WTRFA will maintain a healthy financial situation for the foreseeable future.

In 2004, Fire Districts #1 and #11 (which today comprise WTRFA) and Fire Districts #5 and #9 (which today comprise MBLFD) formed the West Thurston Fire & Life Safety Consortium to “improve service, efficiency and economy by cooperating in the provision of emergency services in western Thurston County.” The consortium is an independent agency and charges WTRFA and MBLFD fees to cover its costs.

**Figure 145: WTRFA General Fund Balances**

### Capital Improvements and Debt

The authority has two outstanding bonds (one each for Districts #1 and #11) totaling \$3,725,000. Both are supported by levies, which together support about 85 percent of the debt payments. The remainder of the payments (about \$128,000 in 2017) must be supported by the General Fund. The District #1 bond liability was \$1,450,000 at the end of 2017 and will expire at the end of 2020. The District #11 bond liability was \$2,275,000 at the end of 2017 and will expire at the end of 2025. Additionally, WTRFA had a pension fund liability of \$86,892 and compensated absences totaling \$122,513 (2016 figure). These debts are well within norms and do not present a concern. In 2016, the authority purchased capital equipment totaling \$348,078 using General Fund sources (this also helps explain the decrease in fund balance that year), and in 2017, WTRFA purchased an additional \$225,672 through the General Fund.

### Budgetary Review

WTRFA maintains a General Fund, Bond Debt Service Fund, and a Capital Projects fund. Additionally, they have two management funds subsidiary to the General Fund: A Volunteer Recruitment and Retention Fund used to track FEMA grants, and an Emergency Reserve Fund. The Capital Projects fund has recently been dormant as they have made their capital purchases through the General Fund. The existence of the Emergency Reserve Fund is a particularly good financial strategy.

As previously discussed, the bulk of WTRFA's funding is based on property tax revenue. The authority actively seeks to bolster its tax revenue with grants, contracts, BLS transportation services, and facility leases. WTRFA brought in roughly \$669,000 from tribal contracts for service and BLS transportation in 2017, or about 12 percent of their total revenue. They also recovered almost \$162,000 in mobilization fees in 2017, and in 2018 they expected a \$191,000 SAFER grant.

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In reviewing the budget history, we noted no peculiarities or ballooning costs that would attract special attention. Aside from capital purchases, almost all of the expense growth can be attributed to compensation and benefits. This matches a planned increase in staffing that coincided with the passage of the O&M levies.

The next figure indicates the authority is budgeting within its means on both an operating and capital level.

**Figure 146: WTRFA Net Revenues (Deficits)**

Net Revenues (Deficits)	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget
Operating Revenues	\$3,221,953	\$3,538,467	\$4,250,493	\$4,054,935	\$5,532,020	\$5,309,383
Operating Expenditures	\$3,216,401	\$3,509,297	\$3,605,436	\$3,883,340	\$4,491,789	\$5,609,918
Net Revenue (deficit)	\$ 5,553	\$ 29,170	\$ 645,057	\$ 171,595	\$1,040,232	\$(300,535)
Non-Operating Sources	\$1,490,163	\$5,517,605	\$1,638,940	\$1,115,446	\$1,251,150	\$1,348,476
Non-Operating Expenditures	\$ 615,020	\$4,656,091	\$1,401,382	\$1,171,521	\$1,466,959	\$1,073,028
Net Revenue (deficit)	\$ 875,143	\$ 861,514	\$ 237,558	\$ (56,074)	\$(215,810)	\$ 275,449

Note that Operating Revenues in the figure include grants since the bulk consists of SAFER grants, which are used for operating expenses.

### Forecast

ESCI forecasted WTRFA's compensation, benefits, and supplies using six-year average growth, while professional services and fleet costs used a linear growth model on six years of data. Capital and interfund transfers were forecast using a six- and three-year averages, respectively, without growth. On the revenue side, its Medic One and other contract revenue forecasts use a linear growth formula based on six-years data. Its property tax revenues assume \$2.51 per \$1,000 AV (includes \$0.0569 combined M&O levies) with 1 percent annual growth plus new construction (except 2020, where construction is held to \$0 in anticipation of a mild recession). Based on this fairly simple model, WTRFA could see increasing and substantial deficits in the coming years.

It is important to note that the manner of the property tax forecasts is a key component, and that a linear growth model results substantially higher tax revenues and more moderate deficits (growing from \$745,000 in 2019, to \$2.6 million in 2024). ESCI chose the lower forecast to be conservative and consistent with other forecasts. The results highlight WTRFA's dependence on property tax revenues and also reflect the continued problem of a structural imbalance in Washington State where revenue growth is more tightly controlled than inflationary pressures on expenses. They also point to a potential need to curtail the growth of expenditures.

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**Figure 147: WTRFA Financial Forecast**

	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Operating Revenues	\$5,235,828	\$5,261,602	\$5,369,702	\$5,463,268	\$5,597,793	\$5,750,370
Operating Expenditures	\$6,183,521	\$6,834,850	\$7,499,527	\$8,189,089	\$8,897,607	\$9,808,403
Net Revenue (deficit)	\$(947,693)	\$(1,573,248)	\$(2,129,825)	\$(2,725,821)	\$(3,299,815)	\$(4,058,033)
Beginning Balance	\$4,404,282	\$3,837,728	\$2,615,564	\$826,894	\$(1,537,679)	\$(4,486,365)

**McLane/Black Lake Fire District**

In January 2008, McLane Fire and Life Safety (District #9) entered into a contractual consolidation with Black Lake Fire Department (District #5). The consolidation provided the opportunity to reduce administrative positions and enjoy economies of scale for purchasing.

While MBLFD covers about one-half the geographic area as WTRFA and has about 71 percent of the population (16,190 versus 22,710), the assessed value is slightly higher. This gives them more ability to raise funds if needed, though their total 2017 property tax was 12 percent less. Their 2017 General Fund budget of \$4.9 million is about 18 percent less than that of WTRFA. Currently, the department is staffed by 15 career and 52 volunteer firefighters.

MBLFD is the most dependent on volunteer firefighters to provide service of the studied agencies; 78 percent of its firefighters are volunteer, while 58 percent of those in WTRFA are volunteer, and 60 percent of those in EOFD are volunteer.

MBLFD is also among the most dependent on property taxes, which support 82 percent of its expenditures; only EOFD is higher, with property taxes supporting 86 percent of expenditures. As discussed elsewhere, property taxes are generally stable and reliable except in extreme situations such as the Great Recession. One major down-side to this situation is that it can be difficult to raise additional funds if needed since anything beyond the 1 percent annual increase requires a public vote.

Perhaps to disprove the previous comment, in 2015 Fire Districts #5 and #9 each passed four-year M&O levies, effective from 2016 through 2019. The purpose of the levies is to "provide sufficient funds to maintain essential staffing from 2016–2019, to pay regular maintenance and operation costs and provide for future Capital equipment, maintenance, and operation needs." Together, in 2017, they added an additional \$404,524 to the consolidated district's revenue stream.

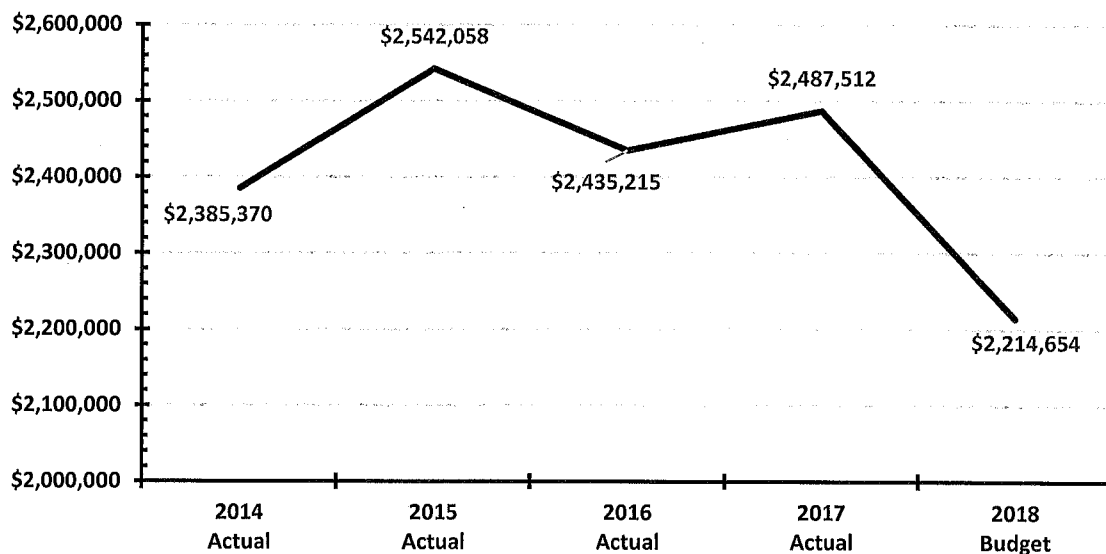
Another way they supplement their property tax income is through BLS transportation revenue. Both MBLFD and WTRFA use the company "Systems Design" for their billing services. This costs MBLFD on average 6.5 percent of their gross revenue. While there is wide variation in revenues on a given year from this service, as low as \$119,000 in 2016, and as high as \$217,000 in 2014, the 10-year and 5-year average revenue is almost the same at about \$183,000. This should hopefully increase in the future since the board raised the rate by 36 percent in 2018. These revenues are dedicated to the EMS and Apparatus Replacement Fund.



MBLFD also charges for public safety or emergency incidents via Resolution 16-492, defined as false alarms, hazmat incidents, illegal fires, rescue emergencies, utility line failures, motor vehicle accidents, and emergency medical responses. Billing via E&F Recovery, the district recovered \$16,374 in 2017.

As a basic measure of financial health, MBLFD has a somewhat erratic combined general fund and reserve balance (see Figure 148). While mildly concerning, this is bolstered by a policy of maintaining a cash reserve equal to 75 percent of its potential annual revenue. As with WTRFA, failure to renew its M&O levy could cause significant strain on the District's budget.

**Figure 148: MBLFD General Fund and Reserve Balances**



The main concern for MBLFD is the loss of its South Puget Sound Community College Fire and Emergency Services Technology (FEST) program in late 2019. This program currently provides MBLFD with many of its volunteer staff, and its loss will result in staffing challenges. The district foresees the necessity of an increase in its M&O Levy to provide an additional eight career personnel. While there is room in their levy capacity (the current rate is \$0.20), there is no guarantee that the voters will approve the increase.

### Capital Improvements and Debt

The consolidated district has four outstanding bonds, two voted and two non-voted, as follows (Figure 149).

**Figure 149: MBLFD Outstanding Bonds**

2017 Outstanding Bonds	Remaining Principal		Bond Levy Rates		Expiration	
	Voted	Non-Voted	Voted	Non-Voted	Voted	Non-Voted
District 9	\$3,745,000	\$1,170,000	0.305	0.097	2024	2026
District 5	\$1,000,000	\$190,000	0.265	0.029	2022	2026

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Payments on this debt totaled \$914,151 in 2018, and the bond levies generated and general fund transfers totaled \$913,375. Of this, bond levies totaled \$728,141 and matched voted debt payments. In addition to the bonds, MBLFD has pension liabilities totaling \$86,892 and compensated leave totaling \$49,684.

The district's EMS and Apparatus Replacement Fund, which is supported primarily by BLS ambulance transport fees and General Fund contributions, used the bulk of its fund balance in 2018 to purchase new apparatuses.

### Budgetary Review

MBLFD operates four funds: General, M&O, Debt Service, and EMS and Apparatus Replacement. Additionally, they have managerial funds subsidiary to the General Fund for debt service, rainy day reserve, and maintenance and operations. The existence of the rainy-day reserve fund is a particularly good financial strategy.

As previously discussed, the bulk of MBLFD's funding is property tax revenue, which they supplement primarily with ambulance transport fees, mobilization fees, and grant revenue. Given their concerns for volunteer staffing, it is particularly noteworthy that they have received SAFER grants each year from 2014 through 2017.

In reviewing the budget history, we noted no peculiarities or ballooning costs that would attract special attention. Aside from capital purchases, almost all of the expense growth can be attributed to new hires along with the passage of the M&O levy.

The next figure indicates the district is budgeting within its means on both an operating and capital level (the operating deficit in the 2018 budget is minor and covered by cash balances).

**Figure 150: MBLFD Net Revenues (Deficits)**

Net Revenues (Deficits)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget
Operating Revenues	\$4,080,499	\$3,565,473	\$3,752,577	\$4,401,912	\$3,857,731
Operating Expenditures	\$3,442,705	\$3,158,357	\$3,250,258	\$3,687,046	\$3,867,225
Net Revenue (deficit)	\$637,794	\$407,116	\$502,319	\$714,866	(\$9,494)
Non-Operating Sources	\$4,168,774	\$4,127,761	\$4,724,797	\$4,489,455	\$5,312,787
Non-Operating Expenditures	\$1,719,000	\$1,406,542	\$2,042,635	\$1,393,200	\$3,157,723
Net Revenue (deficit)	\$2,449,774	\$2,721,219	\$2,682,162	\$3,096,255	\$2,155,064

Note that Operating Revenues in the figure include grants since the bulk consists of SAFER and other grants that are used for operating expenses.

## Forecast

We forecast MBLFD's expenditures and tax revenues with a linear forecast model. For non-tax revenue (grants, contracts and miscellaneous revenue) which are highly variable from year to year, we used averages from previous years with no growth. Based on this fairly simple model MBLFD could see healthy revenue surpluses in the coming years, though they decrease over time.

It is important to note that the forecast is based solely off historical financial data and does not take into account potential impacts from the loss of the community college program. MBLFD's response to this situation will likely impact their long-term financial situation. Nevertheless, the forecasts indicate that the district has some financial flexibility to work on these issues.

**Figure 151: MBLFD Financial Forecast**

	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Operating Revenues	\$4,048,505	\$4,161,448	\$4,274,474	\$4,387,584	\$4,500,779	\$4,614,059
Operating Expenditures	\$3,894,437	\$4,032,210	\$4,169,983	\$4,307,756	\$4,445,529	\$4,583,301
Net revenue (deficit)	\$154,069	\$129,238	\$104,491	\$79,828	\$55,250	\$30,758
Beginning Fund Balance	\$925,223	\$1,054,461	\$1,158,952	\$1,238,781	\$1,294,031	\$1,324,789

## Relative Strengths/Weaknesses

The six agencies are very diverse and difficult to compare: Two are city departments with no direct budgetary connection to their primary funding sources (sales, property, and utility taxes), two are consolidated agencies, one is a small rural district, and the last is a relatively large urban district. Their budgets range between almost \$2 and almost \$18 million, their populations range from 11,590 to 95,520, and their service areas range from 10 to 168 square miles. The rural agencies will see very modest growth in the foreseeable future while the urban agencies will see significant growth.

On the other hand, all of the agencies are taking full advantage of their regular levy authority, and all have shown the voter support to approve capital levies. The two cities operate similarly to each other, as do the two regional agencies. All agencies currently have acceptable funding levels and cash reserve balances, though there are future financial concerns for MBLFD, while WTRFA has had some recent instability.

Along with varied budgeting practices and the issues mentioned above, one of the difficulties in comparing agencies is that they do not all account for capital costs in the same way. To assist with this issue, we reviewed capital improvements and debt separately from operating expenses. In many cases this involved pulling capital-oriented account numbers (6X-series BARS object codes and 59X codes) out of operating expenses before analysis; in others the agency used separate funds (such as ER&R funds) or created divisions for capital endeavors. Note that we left equipment maintenance expenses in operating costs, as is common practice.

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# WEST THURSTON REGIONAL FIRE AUTHORITY

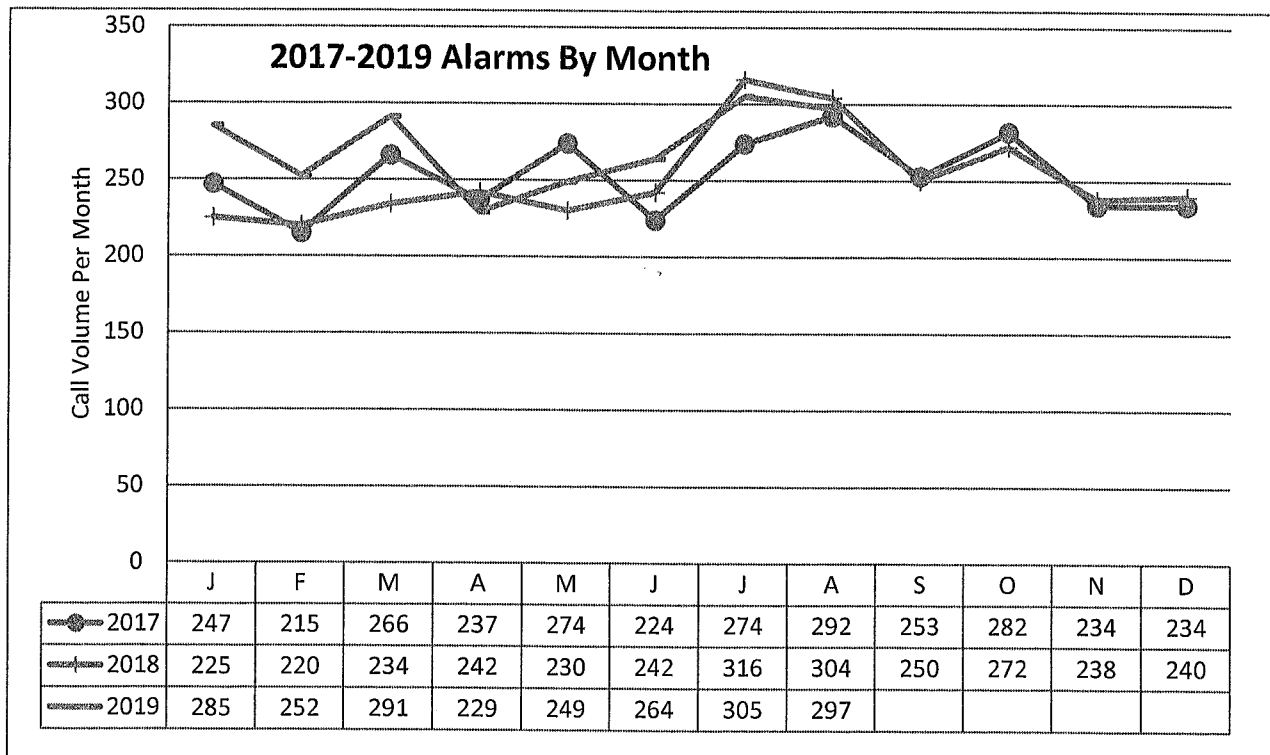
Thurston County Fire Protection District #1, #11 & #14

## CHIEF'S REPORT

Month of Report: August 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	82	2172	14	61	95
SEP								
OCT								
NOV								
DEC								
YEAR	2172	1559	89	533	2172	109	535	787



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

- Medic One BLS Contract (note merger clause)

**Budget & Finance/Planning:**

- Preliminary Budget
- Strategic plan update - pending

**Expenditure Planning:**

- E1-7 – 50' Telesquirt-ladder repair estimated cost \$13272.92 (see communications)
- Engine, Aid Unit & Brush Unit specification development is ongoing.
- Bunker gear has been ordered to fulfill all second set needs.

**Development Services (New Construction) Tracking**

- Tribal trust land development of 35,000 square foot Restaurant/distillery/brewery near the Fairfield Inn.
- Tribe expanding on/off ramps at I-5 & 93<sup>rd</sup> Ave.

**Fire Investigation and Fire Loss Reports**

- August 10<sup>th</sup> - RO190001975-7600 Blk. Scatterview Ln. SW Rochester- 1680 square foot doublewide mobile home fire Cause: Accidental; Origin: suspected to be caused by a faulty electrical outlet. \$50,000 estimated loss

**Grant/Donations/Unanticipated Revenue:**

- EMW-2014-FF-00386-SAFER Grant – FEMA is conducting an audit. Funding for the Volunteer Coordinator position has been exhausted.
- 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)**

- PTSD Peer Support Team: Linda Shea has developed preliminary resource and procedural information for Officers or personnel to utilize as needed. She is also working toward identifying a team development process and additional team training options. This has been identified as a high priority safety and health topic.

**Accidents, Incidents, and Injury**

- FF Panuska is on light-duty pending a full release.

**IT/Web Development (Joslin)**

- Administrative staff met with BrightWire staff on Aug. 30<sup>th</sup> to discuss an implementation plan for Office 365 migration and computer/server replacement. These items have been budgeted for 2019 completion. A new service agreement will become effective in 2020.



## Labor Management Report

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

STATION UPTIME REPORT	August 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 August 2019
(31) Career-Union	Regular Hours: 5204; Overtime Hours: 451; Sick Leave Hours: 392 (Includes paternity and FMLA); Kelly Day Hours: 768; Vacation Hours: 601; Personal Leave: 192; Training OT: 0; Bereavement; Mob: 63; Mob backfill: 48; Training Hours: 12
(1) Temp-Part-time	Temp Hours: 0
(26) Volunteer Responders	2783 Regular Hours
(13) PACT	
(04) Residents	248 Regular Hours
(02) Maintenance/Logistics PT	116 Regular Hours

- After 19 years of service with West Thurston agencies Lt. Teitzel (pictured below with his parents) was promoted to Captain on August 12th.





**Legal Issues:**

- Legal Opinion regarding response to Tribal Properties (pending).

**Policy/ Procedures & Guidelines:**

- Peer Support Guidelines

**Risk Management:**

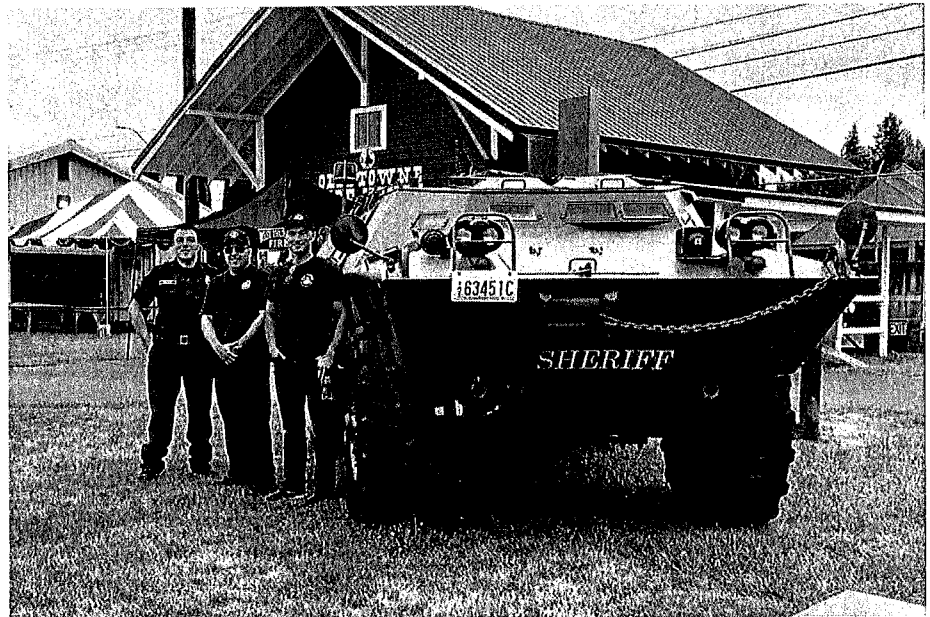
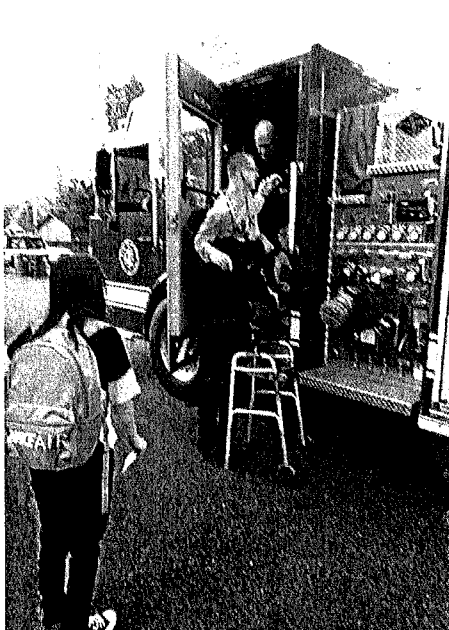
- A PPE/Uniform Committee has researched compliance and has recommend a standard.

**Action/ Review/ Discussion Items:**

- Lewis Co. ARES Team (presentation by Bob Willey)
- Chehalis Tribe Contract (review/discussion)
- TC Comprehensive Plan Amendment Application (review/discussion)
- Tumwater Study Recommendations (review/discussion)

**Public Education/ Public Relations Activities:**

- Brent Strong Memorial 5K –Run/walk Sept 14<sup>th</sup> -10am @ Marathon Park - Olympia, WA.
- August 15<sup>th</sup>- Capt. Dyer, J. Joslin, FF Santee, FF McGeary, & FF Pullin staff the Lewis County Fair - Fire Safety Town
- E-3 crew (FF Trautman & FF Trott) provide back to school ride on August 28<sup>th</sup>

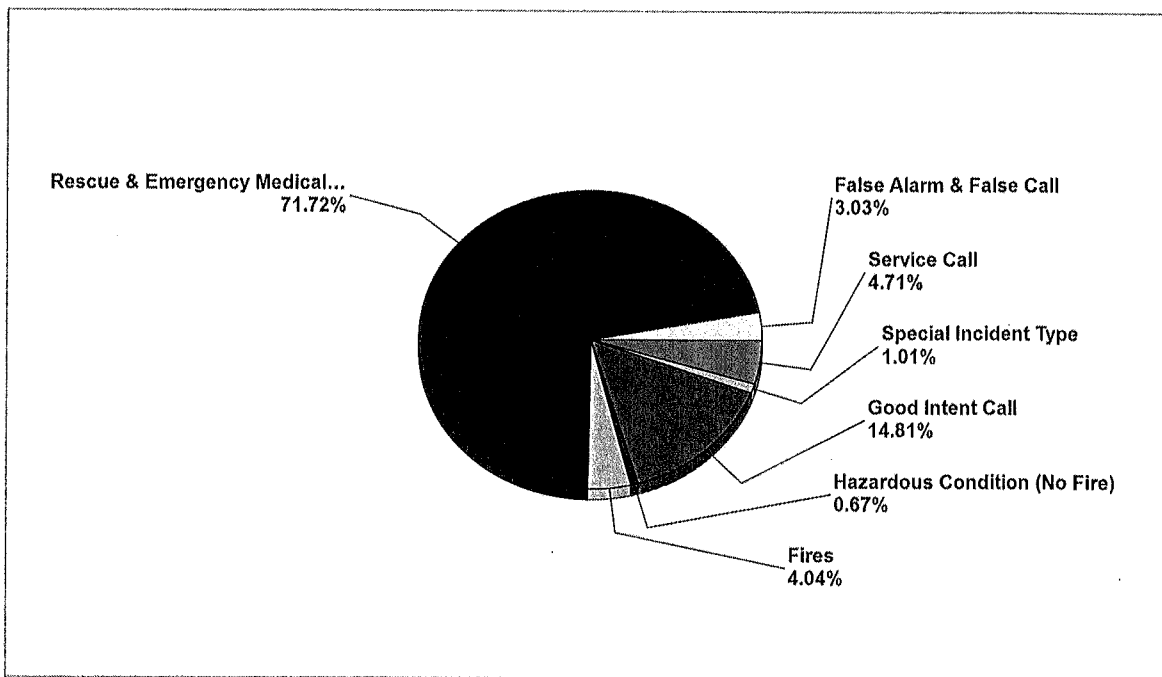






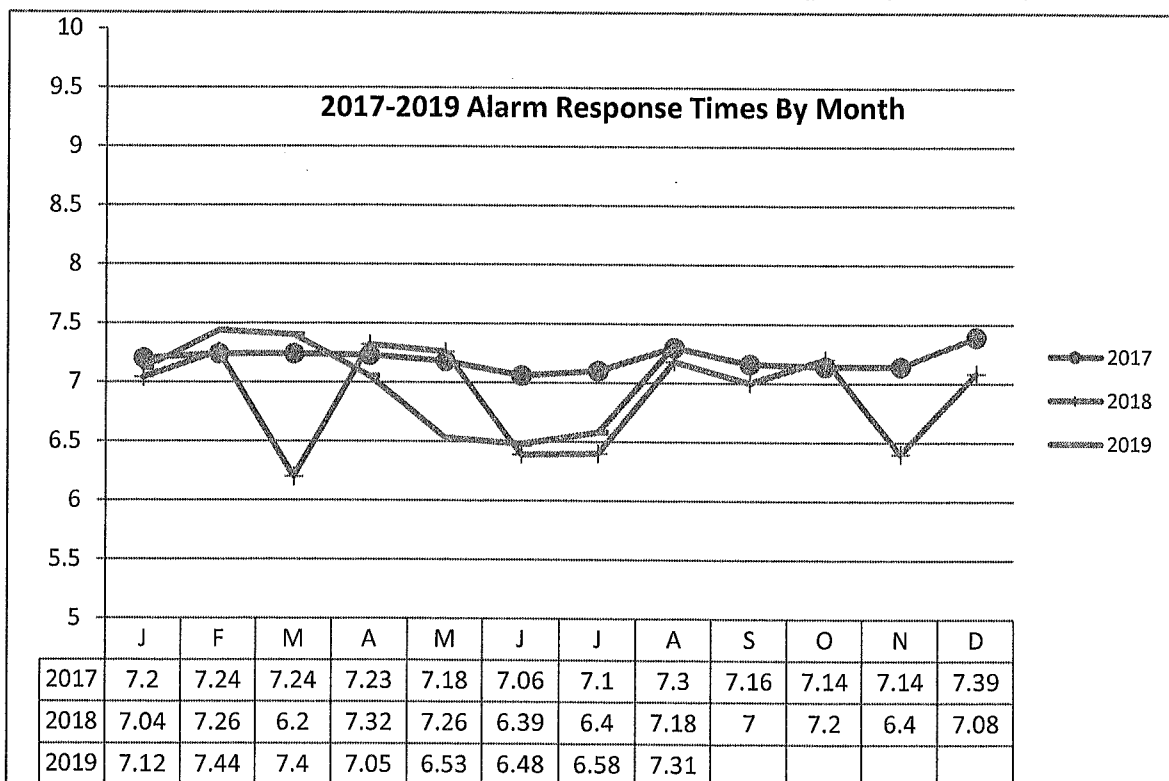
## West Thurston Monthly-YTD Alarm Information

ER report #553-Major Incident Types



## Average Response Time: 7:31 Minutes

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



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WTRFA CHIEFS REPORT  
August 2019

**WTRFA Monthly/ YTD Operations Summary**

Description	Monthly Call Volume	YTD Call Volume
EMS/RESCUE	213	1559 (72%)
Fire	12	89 (04%)
Other	82	533 (24%)
<b>For Month</b>	<b>297</b>	<b>2172</b>
<b>WT- Transports</b>	<b>61</b>	<b>(29%) of EMS</b>

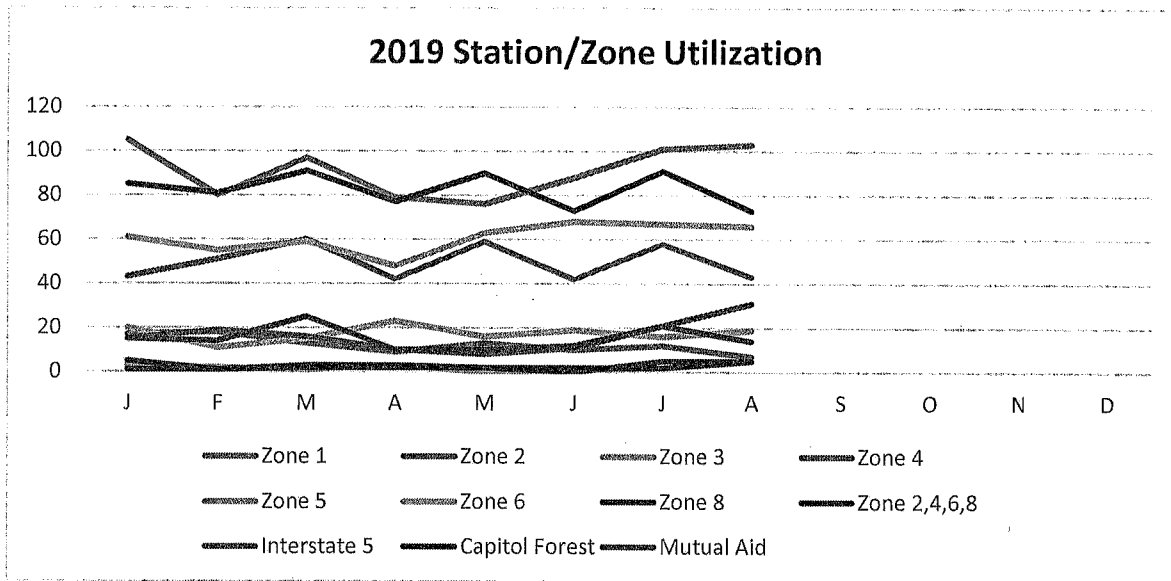
Hospital	Monthly	YTD
SPH	47	410
PHC	41	308
CMC	06	60
MAMC	00	00
Harborview	01	05
GH	00	00
Other	00	03
<b>Total</b>	<b>95</b>	<b>785</b>

Tribal Property	Monthly	YTD
Lucky Eagle (12888)	07	46
Eagles Landing (12840)	02	11
Great Wolf Lodge (20500)	11	53
Fairfield Inn (6223)	00	02
<b>Total</b>	<b>19</b>	<b>WTRFA 111 (5%) Dist1</b>

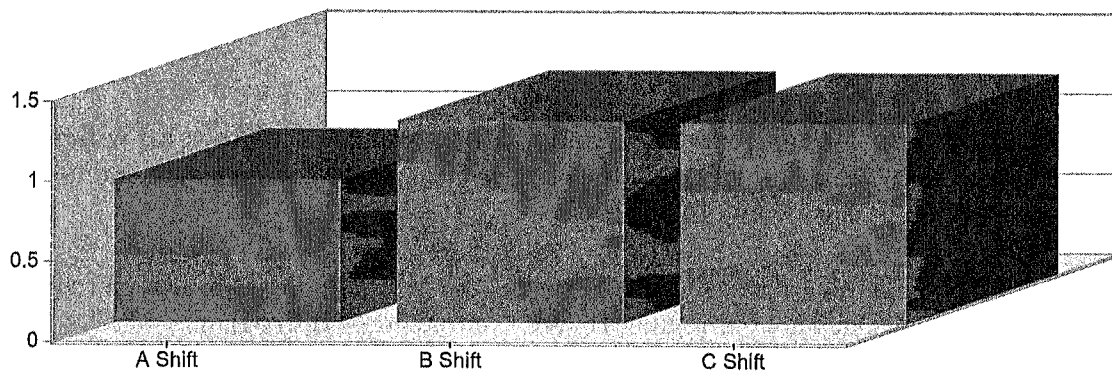
Aid Unit Utilization	Transports For Month	YTD
Aid 1-1 – App 05	22	171
Aid 1-2 – App 06	20	209
Aid 1-3 – App 03	19	156
Aid 1-6 – App 55	00	00
Aid 1-4	00	01
Transported ALS	31	221
Airlift	01	04
Private Ambulance	02	23
Other FD	00	03

Station Zone	Monthly	AVG. Response Time (Month)	*YTD	Percentage YTD
1 – Grand Mound/Sargent	103	6:36	679	31%
2 – Littlerock Rd	43 (73)	9:11	399 (663)	18% (30.5%)
3 – Albany Street	66	6:52	491	23%
4 – Scott Lake- Sta. 1-2	07	7:20	99	4.5%
5 – Michigan Hill- Sta.1-3	05	10:42	18	<1%
6 – Maytown Rd.	19	9:49	140	6%
8 – Bordeaux- Sta.1-2	04	11:33	23	1%
I-5 1-1	12	9:32	63	3%
I-5 1-2	07	8:36	16	<1%
I-5 1-6	12	7:34	53	2%
Capitol Forest	05	11:32	17	<1%
Mutual Aid	14	N/A	121	6%
<b>Average Response time</b>	<b>297</b>	<b>7:31</b>	<b>2172</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)*



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



**A Shift 0:53- B Shift 1:16- C Shift 1:15**  
 Start Date: 08/01/2019 | End Date: 08/31/2019  
 Doc Id: 654  
 Emergencyreporting

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## ***WTRFA Operations Report:***

### **Notable Incidents:**

- August 10<sup>th</sup> - 7600 Blk. Scatterview Ln. SW Rochester- 1680 square foot doublewide mobile home fire Cause: Accidental; Origin: suspected to be caused by a faulty electrical outlet. \$50,000 estimated loss.



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

**Station 2 Door Repair** – Damage from apparatus to door frame at Littlerock Rd will be repaired by Scott Wall Construction after RFQ approval. It has been scheduled for repair and the vendor has been out for initial inspection – **In Progress.**

**Station 2 HVAC Repair** – Malfunctioning HVAC system at Station 2 will be repaired by Olympia Sheet Metal. They are our regular HVAC contractor. – **In Progress.**

**New Aid Unit Bid Spec** – Bid ready specs have been completed and are ready for action by the Board – A copy will be provided for information. – **Completed.**

**New Engine Bid Spec** – Chief Scott and the group met with True North and looked at a current demo unit to determine base parameters for a new engine to keep on our identified replacement schedule for apparatus. True North will provide non-proprietary specs for us to look at. This should be completed within the next 45 days. – **In Progress.**

**Amateur Radio Project** – Mr. Willey will present at the Sept. Board Meeting. Lt. Drake (Amateur radio operator) has also been in contact with TC Emergency Management Team to look at recommendations on radio set-up from the Olympia radio group – **In Progress.**



**Aid Unit Spec** – The group met with Braun NW and has a set of bid-ready specs to start the bid process – **Awaiting Board Approval.**

**Brush Units Spec** – Committee met on 8/28/19 and has outlined some basic parameters for the replacement of 1 brush unit. The group is looking at two types of units – a Type 3 and a Type 5 style wildland engine. We are working with Cascade Fire out of Medford, OR. The initial design parameters are on the slide on tank/pump/compartments skid. Once that is completed, it can be fitted to any style chassis. Cascade will send us some sample drawings in the next 30-45 days based upon our requests. – **In Progress.**

**Albany Street Generator Project** – Spoke with the contractor last week and they indicated that the automatic transfer switch has been received and they are just waiting on the generator to arrive. They say that should occur within the next 30 days. – **In Progress/awaiting contractor/parts.**

**Sargent Rd Energy Study** – Initial meeting with Olympia Sheet Metal and AC 2 weeks ago to look at the Ecotope recommendations. They will provide a bid to provide work to make changes that were indicated in the Ecotope report. Chief Scott also requested to have a bid completed for complete change out to new system as recommended by Ecotope. This number will be provided for Board information only at this point. Kevin Ashby with OSM met with Chief Scott and is working on that estimate. ESC Automation is also involved to allow us internal access to system controls as well. – **In Progress/Awaiting Estimates.**

**Bunker Gear Standards and Compliance:** J. Joslin submitted an order for 11 sets of bunker gear to complete the current replacement needs. - **Completed**

**Thurston County Emergency Alerting System & Smart 911:**  
Administrative staff training to send early alerts will occur this month- **In Process**

**Maytown Water:**

I asked Pam at Advanced Drilling to go ahead to start the permit process to drill a well. Pam told me she spoke with John at the State and he was going to make contact with Thurston County regarding buffer zone waiver. Pam said she would contact John again and ask for an update (9.5.19) -**In Process**

**Planning & Project list update:** A review of the current project list and update – priority list was completed for the 2020 draft 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**

**Apparatus maintenance schedule:** Olympia shop has completed a PM schedule for WTRFA apparatus and provided a schedule for September. **Completed**

**Facility-To-Do List:** We are working on developing a platform to enter facility maintenance items that need to be completed. The plan is to have the CC crews' work 1 day a week through the winter months to complete what their skill level will permit (painting, heavy cleaning etc.)



## Training Report – by Capt. Rob Smith

August was a light training month. For the month of September we are focusing on Engine Company Operations and I have scheduled MCO's for end of September and beginning of October. East Olympia Fire District 6 will be hosting our MCO's which will give us a chance to also see their new live fire burn props recently installed. Chief Nelson has invited me to participate with his fire district officers to learn how to operate the burn building for future training delivery to our department. This will serve as a close, valuable resource and training area for our department eliminating the need to travel to Olympia or North Bend to obtain and satisfy live fire training requirements. During August we have also conducted a needs analysis and prepared a budget request for 2020 that has been submitted for consideration.

### August 2019, Monthly Training Report | Prepared by Training Captain, Rob Smith

Completed Training for August	Scheduled Training	Future Planned Training / Not yet Scheduled
<p>Regularly Scheduled <b>Shift, Thursday Night Drills</b> and <b>Saturday Training</b> featuring required training topics and non-required training:</p> <ul style="list-style-type: none"><li>• August 15 -A Shift Drill – Engine Company Ops – 1000-1500</li><li>• August 16 - B Shift Drill – Engine Company Ops – 900-1230</li><li>• August 29 - C Shift Drill – Engine Company Ops – 1000-1500</li></ul>	<ul style="list-style-type: none"><li>• Sept 10 - EVIP 3.0 Refresher 1000-1200 @Station 1-2</li><li>• Sept 11 – A Shift Drill Engine Co Ops 1000-1400</li><li>• Sept 12 – B Shift Drill Engine Co Ops 1000-1400</li><li>• Sept 13 – C Shift Drill Engine Co Ops 1000-1400</li><li>• Sept 24 – <b>MCO</b> @Station 6-4 – 0900-1200</li><li>• Sept 25 – <b>MCO</b> @Station 6-4 – 0900-1200</li><li>• Sept 26 – Thursday Night Drill – Officers – <b>Blue Card SIMS</b></li><li>• Oct 2 – <b>MCO</b> @Station 6-4 – 0900-1200</li><li>• October 16-17 NFA Leadership Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change @Station 1-2</li><li>• October 28-29 <b>Responder V Machinery</b> 4 Brothers Training @Station 1-2</li><li>• December 4 - <b>451 Ignite Leadership – The High Reliability Officer</b> – location TBD</li></ul>	<p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"><li>• <b>NFPA 1403 Live Fire Acquired Structure Burn</b> – <i>date pending</i></li><li>• <b>Training with Mutual Aid Partners (Riverside Fire Authority – Lewis County)</b> dates TBD</li><li>• <b>Technical Rescue Training – Rope Rescue Operations Level</b> – 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>• <b>Brent Strong Memorial Fund Run</b> – committee meeting regularly – <b>September 14, 2019 @Marathon Park</b></li><li>• <b>Live Fire Train-the-Trainer @EOFD</b> Sept 28 &amp; 29</li><li>• <b>Ladder Truck Training:</b> Develop Advanced Functions Task Book Training (phase 2) – in progress</li><li>• <b>Thurston County Training Officers:</b> Recruit Academy Curriculum Build for 7<sup>th</sup> Ed Text for 2020 (RA 20-01) – in progress</li><li>• <b>Thurston County Training Officers:</b> Fire Behavior and Building Construction stand-alone class offering – planning stages</li><li>• <b>Apparatus / Equipment Committee</b> – Sept 18 meeting</li><li>• <b>Thurston County Training Officers:</b> Coordinate/lead MCO's multiple dates 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Q 2019 with all Thurston County Departments in the Cooperative. – in progress</li><li>• <b>WTRFA Training Division:</b> New Target Solutions Platform improvements to help end-user experience – in progress and target is rollout for 1Q - 2020.</li><li>• <b>Training Tower:</b> Reconsider plans – Reactive 30 days</li></ul>

3<sup>rd</sup> Quarter 2019 Training Requirements: Posted – in progress . Annual Training Requirements (WAC) 2019: Posted – in progress

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<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 12/31/2019	TCTC Annual Training Requirements
EVIP 3.0 Class	September 10	EVIP Initial/Refresher option @Station 1-2 1000-1200
Thursday Night Drill	September 26	Blue Card Sims – Officers @Station 1-2 1800-2100
<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>
A Shift – ENG CO OPS	September 11	Satisfies 3 <sup>rd</sup> Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1
B Shift – ENG CO OPS	September 12	Satisfies 3 <sup>rd</sup> Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1
C Shift – ENG CO OPS	September 13	Satisfies 3 <sup>rd</sup> Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1
B Shift - MCO	Sept 24	0900-1200 @ Station 6-4
C Shift – MCO	Sept 25	0900-1200 @ Station 6-4
A Shift – MCO	Oct 2	0900-1200 @ Station 604

