



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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**Board of Fire Commissioners General Meeting**

**Tuesday, November 12 at 1800 hrs – Sargent Rd Fire Station**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. PUBLIC COMMENT AND PRESENTATIONS**
  - a. Aaron Norquist, drone program
- IV. ADDITIONS/DELETIONS TO AGENDA**
- V. LABOR MANAGEMENT TEAM REPORT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1. Expenditures: Accts Payable \$166,985.07 (pages 1-8) Payroll \$422,315.14 (pages 9-10) TOTAL: \$589,300.21 warrants \$263,727.13 EFTs \$325,573.08	Board	Approve/Reject
2. Meeting Minutes – October 14, 2019 (pages 11-14)	Board	Approve/Reject
3. Purchase Requests – <ul style="list-style-type: none"><li>a. Braun bid – two aid units (pages 15-16)</li><li>b. Stryker Power Load System (pages 17-18)</li></ul>	Board	Approve/Reject
4. 2020 Budget – FINAL ( <i>separate attachment</i> ) and adoption through Resolutions: <ul style="list-style-type: none"><li>a. 2019-013, Adopting Budget (pages 19-22)</li><li>b. 2019-014, Substantial Needs (pages 23-24)</li><li>c. 2019-015, Levy Resolution (pages 25-26)</li></ul>	Board	Approve/Reject
5. 2020 WFCA Health Care Program application (pages 27-30)	Board	Approve/Reject
6. 2020 Board Chair Election	Board	Nominate/Elect

7. Resolutions: a. #2019-011 Surplus (pages 31-32) b. #2019-012, Regularly Scheduled Board Meetings (proposed December 9 change) (pages 33-34)	Board	Approve/Reject
8. Policy Reviews – a. 1.1009 Purchasing and Inventory/Surplus (pages 35-40)	Board	Review/Feedback by Dec mtg

## VII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Policy Approvals a. 1.2022 Peer Support Team (pages 41-42)	Board	Approve/Reject
2. Solar Blanket quotes	Chief Scott	Feedback
3. Tender/brigade for Michigan Hill (pages 43-46)	Chief Scott	Feedback
4. Real Estate Donation Agreement draft (Weyerhaeuser) (pages 47-70)	Chief Kaleiwahea	Approve/Reject
5. Vehicle Repair & Maintenance Svcs Agreement (City of Olympia) (pages 71-84)	Chief Kaleiwahea	Approve/Reject
6. Intergov't EMS contract (Medic One) (pages 85-100)	Chief Kaleiwahea	Approve/Reject

## VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. GEMT update (pages 101-102)	Linda Shea	Update
2. Beaver Creek Property	Chief Scott	Update
3. Chehalis Tribe negotiations (pages 103-104)	Chief Kaleiwahea	See Email
4. Weyerhaeuser/Mima Tree Farm		See UB Action Item

## IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Treasurer/Fund October 2019 Reports (pages 105-112)	Linda Shea	Informational
2. November 2019 Budget reports (pages 113-116) – note GEMT reserve	Linda Shea	Informational
3. Operations Committee Update	Chief Scott	Informational
4. 2018 Audit	Linda Shea	Informational

5. Station 1-2 Bay door repair – insurance claim (pages 117-118)	Linda Shea	Informational
6. ICS 402 – Overview for Executives training (pages 119-120)	Commr. Pethia	Discussion

**X. CHIEFS REPORT** (pages 121-132)

**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

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191101001 Air Exchange Inc	1787	11/12/2019	Claims	6700	220.18	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
91600775 11/05/2019 11/12/2019 1-2 Littlerock hose repair part					220.18	
191101002 Associated Petroleum Products	1788	11/12/2019	Claims	6700	803.61	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
9044702 10/18/2019 11/11/2019 1-2 Littlerock Annual Tank Rental					1.08	
1480026-IN 10/18/2019 11/11/2019 1-1 Grand Mound Fuel (298.10 gal)					486.87	
1483067-IN 10/18/2019 11/11/2019 1-5 Michigan Hill (187.6 gal)					315.66	
191101003 Avalon Contracting Inc	1789	11/12/2019	Claims	6700	2,476.57	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
10094 10/18/2019 11/11/2019 1-1 Grand Mound Replace Metal Door/Security Lock					2,476.57	
191101004 Black Diamond Roofing, Inc.	1790	11/12/2019	Claims	6700	3,213.26	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
5003 10/18/2019 11/11/2019 1-7 Old Hwy 99 Roof Cleaning & Repair					3,213.26	
191101005 Brightwire Networks LLC	1791	11/12/2019	Claims	6700	6,067.85	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
16145 10/18/2019 11/11/2019 Ch. Scott Replacement Computer					890.18	
16260 10/18/2019 11/11/2019 1-1 Grand Mound Admin Replacement Monitor					155.47	
16317 10/18/2019 11/11/2019 1-2 Littlerock training room computer replacement					912.61	
16374 10/18/2019 11/11/2019 L. Shea Replacement Computer					1,887.13	
16562 10/18/2019 11/11/2019 Nov 2019 Services					2,222.46	
191101006 Capital Business Machines Inc	1792	11/12/2019	Claims	6700	240.93	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
CNIN879105 11/05/2019 11/12/2019 1-6 Maytown copier					18.34	
CNIN879106 11/05/2019 11/12/2019 1-2 Littlerock copier					159.07	
CNIN879107 11/05/2019 11/12/2019 1-1 Grand Mound copier					63.52	
191101007 Carefirst Bluecross Blueshield Payment Administrator	1793	11/12/2019	Claims	6700	192.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
192780019966 10/18/2019 11/11/2019 M. Harris Medical Premium					192.00	
191101008 Cedar Creek Correction Center	1794	11/12/2019	Claims	6700	354.54	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1909.1112 10/18/2019 11/11/2019 Sept 2019 Work Crews					354.54	
191101009 Chehalis Sheet Metal Inc	1795	11/12/2019	Claims	6700	1,052.03	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
40862 10/18/2019 11/11/2019 1-5 Michigan Hill Roof Cleaning					1,052.03	
191101010 Citi Cards	1796	11/12/2019	Claims	6700	4,178.50	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
AMAZON 11/06/2019 11/12/2019 Station supplies					108.61	
AMAZON 11/06/2019 11/12/2019 1-3 Rochester crock pt, instapot					136.24	
AMAZON 11/06/2019 11/12/2019 DEF					72.06	
JEWEERY CITY PIZZA 11/06/2019 11/12/2019 Safety Fair lunch					117.90	
AMPBELLS RESORT 11/06/2019 11/12/2019 Dyer - Fire Prevention conference					533.75	
CHEVRON 11/06/2019 11/12/2019 A70 STAF-1 fuel - Dyer					50.38	
CHEVRON 11/06/2019 11/12/2019 A70 Staff-1 fuel - Dyer					50.35	
CLASSMAKER 11/06/2019 11/12/2019 Monthly subscription					19.95	
COSTCO 11/06/2019 11/12/2019 1-6 Maytown coffee maker					97.10	
COSTCO 11/06/2019 11/12/2019 Safety fair supplies					9.99	
FARM BOY 11/06/2019 11/12/2019 Officer mtg					107.70	
FIGAROS PIZZA 11/06/2019 11/12/2019 Training meal					46.79	
FRED MEYER 11/06/2019 11/12/2019 Safety fair supplies					118.82	

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FRED MEYER	11/06/2019	11/12/2019	Safety fair supplies		123.04	
INFERNOS PIZZA	11/06/2019	11/12/2019	BOFC meeting		156.93	
LINCOLN CREEK	11/06/2019	11/12/2019	Safety fair items		15.66	
MECONI'S	11/06/2019	11/12/2019	Training instructor meals		34.65	
MECONI'S	11/06/2019	11/12/2019	Training instructor meals		18.78	
OFFICE DEPOT	11/06/2019	11/12/2019	1-2 Littlerock office supplies		264.71	
SAFEWAY	11/06/2019	11/12/2019	A70 STAF-2 fuel - Dyer		37.80	
TULALIP	11/06/2019	11/12/2019	WFCA conf - Pethia		530.55	
WSP	11/06/2019	11/12/2019	Collision reports		21.00	
ZOOM	11/06/2019	11/12/2019	Monthly comm service		16.17	
AMAZON	11/06/2019	11/12/2019	Fuel filters, pre-blended fuel		118.35	
CASH & CARRY	11/06/2019	11/12/2019	Emergency prep supplies-food		377.86	
COSTCO	11/06/2019	11/12/2019	Vinegar (weed killer)		14.07	
COSTCO	11/06/2019	11/12/2019	Facility supplies		250.98	
CROWD CONTROL	11/06/2019	11/12/2019	E1-2 traffic cones		180.37	
TULALIP	11/06/2019	11/12/2019	WFCA conf-Ricks		530.55	
TUMWATER TOOL	11/06/2019	11/12/2019	E1-4 sawzall repair part		17.39	
<hr/>						
191101011 City Of Olympia	1797	11/12/2019	Claims	6700	18,442.09	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
10403/17256	10/18/2019	11/11/2019	A62 E1-1 QRLY PM Service		1,570.39	
10403/17256	10/18/2019	11/11/2019	A62 E1-1 Repair Broken Pump Panel Gauges		3,393.02	
10403/17256	10/18/2019	11/11/2019	A08 E1-4 Dead Batteries		3,489.28	
10403/17256	10/18/2019	11/11/2019	A07 E1-6 Repair Leaking Head Gasket		5,196.24	
10403/17256	10/18/2019	11/11/2019	A58 B1-6 Annual Pump Test		151.65	
10403/17256	10/18/2019	11/11/2019	A05 A1-6 Annual PM Service		1,612.53	
10403/17256	10/18/2019	11/11/2019	A72 A1-3 Repair for No Power		2,419.80	
23-19-007	10/18/2019	11/11/2019	Blue Card Command Half-Day Recert Class		609.18	
<hr/>						
191101012 City Sanitary Inc	1798	11/12/2019	Claims	6700	140.30	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
OCT 2019	11/01/2019	11/11/2019	1-3 Rochester Recycle		18.85	
OCT 2019	11/01/2019	11/11/2019	1-1 Grand Mnd Recycle		121.45	
<hr/>						
191101013 Clearwater Utility Services LLC	1799	11/12/2019	Claims	6700	463.65	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
13820	10/18/2019	11/11/2019	1-1 Grand Mnd Water Mngmnt		154.55	
13797	10/18/2019	11/11/2019	1-2 Littlerock Water Mngmnt		154.55	
13805	10/18/2019	11/11/2019	1-6 Maytown Water Mngmnt		154.55	
<hr/>						
191101014 Columbia Ford Lincoln Hyundai	1800	11/12/2019	Claims	6700	35,844.63	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
H060	10/18/2019	11/11/2019	A73 New F250 Utility (vin7459)		35,844.63	
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191101015 Comcast	1801	11/12/2019	Claims	6700	2,139.73	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1030	10/18/2019	11/11/2019	1-2 Littlerock Phone/Cable		535.46	
1030	10/18/2019	11/11/2019	1-6 Maytown Phone/Cable		403.85	
1030	10/18/2019	11/11/2019	1-1 Grand Mnd Phone/Cable		651.34	
1030	10/18/2019	11/11/2019	1-4 Scott Lake Phone/Cable		298.65	
1030	10/18/2019	11/11/2019	1-3 Rochester Phone/Cable		250.43	
<hr/>						
191101016 Complete Repair Services LLC	1802	11/12/2019	Claims	6700	417.80	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
13099	10/18/2019	11/11/2019	0278 Echo Trimmer Shaft		54.92	
13158	10/18/2019	11/11/2019	0262 J. Deere Rider Drive Belt, Flat Tire Repairs		362.88	
<hr/>						
191101017 Cummins Inc	1803	11/12/2019	Claims	6700	372.31	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						

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04-6079	11/06/2019	11/12/2019	1-4 Scott Lk generator repair		372.31	
191101018 DE Lage Landen	1804	11/12/2019	Claims	6700	265.48	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
65454688	10/18/2019	11/11/2019	1-2 Littlerock Copier Lease		279.46	
65454688	10/18/2019	11/11/2019	Reversal of Late Charge		-13.98	
191101019 DH Pace Company Inc.	1805	11/12/2019	Claims	6700	2,983.43	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
77355	11/06/2019	11/12/2019	1-1 Grand Mound bay door PM		1,636.84	
77356	11/06/2019	11/12/2019	1-2 Littlerock bay door PM		504.97	
77357	11/06/2019	11/12/2019	1-3 Rochester bay door PM		336.65	
77358	11/06/2019	11/12/2019	1-4 Scott Lk bay door PM		168.32	
77359	11/06/2019	11/12/2019	1-6 Maytown bay door PM		336.65	
191101020 Degagne Justin Dennis	1806	11/12/2019	Claims	6700	621.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
REIMBURSEMENT	10/18/2019	11/11/2019	Tuition - Columbia Souther University		621.00	
191101021 Department Of Revenue	1807	11/12/2019	Claims	6700	1,034.64	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
L0010928492	11/07/2019	11/12/2019	Retroactive leasehold tax		1,034.64	
191101022 East Olympia Fire District No 6	1808	11/12/2019	Claims	6700	685.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
00310	11/07/2019	11/12/2019	Air Six maintenance 2020		685.00	
191101023 Emergency Reporting Inc C/O Backdraft OpCo, LLC	1809	11/12/2019	Claims	6700	545.97	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2019_8558	10/30/2019	11/11/2019	Dec 2019 Mnthly Srvc		545.97	
191101024 FireTek DBA of Betschart Elec Inc	1810	11/12/2019	Claims	6700	140.27	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
F-19324	10/18/2019	11/11/2019	1-2 Littlerock Troubleshoot Main Entry Camera		140.27	
191101025 First Choice Health Network	1811	11/12/2019	Claims	6700	158.95	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
90067	11/01/2019	11/11/2019	Oct 2019 EAP		158.95	
191101026 Four Brothers Training LLC	1812	11/12/2019	Claims	6700	1,135.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2019-13	11/05/2019	11/12/2019	Responder vs. Machine training		1,135.00	
191101027 Great Western Supply	1813	11/12/2019	Claims	6700	776.90	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
11/1/2019	11/01/2019	11/11/2019	Beauty Bark		776.90	
191101028 Home Depot Credit Services	1814	11/12/2019	Claims	6700	128.44	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
843423539	11/06/2019	11/12/2019	Training prop (meat grinder)		128.44	
191101029 Integrity Safety Services Inc	1815	11/12/2019	Claims	6700	4,597.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
157-2022	11/08/2019	11/12/2019	Safety Wellness fair 2019		4,597.00	
191101030 Joes Refuse Inc	1816	11/12/2019	Claims	6700	176.47	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						

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Amount

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	OCT 2019	11/01/2019	11/11/2019	1-3 Rochester Garbage	39.12	
	OCT 2019	11/01/2019	11/11/2019	1-1 Grand Mnd Garbage	137.35	
191101031 John's Plumbing and Pumps Inc	1817	11/12/2019	Claims	6700	1,531.11	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	14996	10/18/2019	11/11/2019	1-6 Maytown Cleared Backed Up/Clogged Sewer		1,531.11
191101032 LN Curtis & Sons Inc	1818	11/12/2019	Claims	6700	24,000.41	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	24000.41	11/05/2019	11/12/2019	Bunker gear (10 sets)		24,000.41
191101033 Leco Supply, Inc.	1819	11/12/2019	Claims	6700	735.00	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	165588	10/18/2019	11/12/2019	Station Supplies		197.02
	165588A	10/18/2019	11/12/2019	Station Supplies		32.53
	165807	10/18/2019	11/12/2019	Station Supplies		69.11
	166606	10/18/2019	11/12/2019	Station Supplies		257.07
	167659	10/18/2019	11/12/2019	Station supplies		179.27
191101034 Lincoln Creek Lumber	1820	11/12/2019	Claims	6700	8.17	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	379116	10/18/2019	11/11/2019	1-2 Littlerock Flare Union		4.36
	379111	10/18/2019	11/11/2019	1-2 Littlerock Male Connector		3.81
191101035 Little Rock Autobody	1821	11/12/2019	Claims	6700	2,489.09	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	110419	11/05/2019	11/12/2019	A21 E1-7 door repair		2,489.09
191101036 MRSC Rosters Inc	1822	11/12/2019	Claims	6700	135.00	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	49820	11/05/2019	11/12/2019	MRSC Roster renewal		135.00
191101037 Mountain Mist Water	1823	11/12/2019	Claims	6700	325.39	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	029585	11/05/2019	11/12/2019	1-2 Littlerock water		122.14
	029585	11/05/2019	11/12/2019	1-1 Grand Mound		117.28
	029585	11/05/2019	11/12/2019	1-6 Maytown water		36.65
	029585	11/05/2019	11/12/2019	1-3 Rochester water		46.08
	029585	11/05/2019	11/12/2019	1-4 Scott Lake water		3.24
191101038 Olympia Sheet Metal Inc	1824	11/12/2019	Claims	6700	469.37	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	57189	11/06/2019	11/12/2019	1-2 Littlerock bay heater repair		469.37
191101039 On-Hold Concepts Inc	1825	11/12/2019	Claims	6700	19.95	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	49711	11/05/2019	11/12/2019	On hold music		19.95
191101040 Overhead Innovations, LLC	1826	11/12/2019	Claims	6700	3,736.58	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	1024	10/18/2019	11/11/2019	1-1 Grand Mnd Photobeam Sensor Entrapment		359.31
	1025	10/18/2019	11/11/2019	1-1 Grand Mnd Bay Door Timers (x10)		3,377.27
191101041 Pacific Northwest Fire Training	1827	11/12/2019	Claims	6700	949.99	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>
	0000021	10/18/2019	11/11/2019	IFSAC FF2 Training (C. Matson, A. Bulanda)		949.99
191101042 Paladin Background Screening LLC	1828	11/12/2019	Claims	6700	264.00	
	<b>Invoice #</b>	<b>Rcvd Date</b>	<b>Due Date</b>	<b>Description</b>		<b>Amount</b>

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	1926	11/05/2019	11/12/2019	Josselyn, Smith, Jacob, Ness, Wallace, Roland	264.00	
191101043 Pilot Travel Centers LLC	1829	11/12/2019	Claims	6700	347.15	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
418891907	11/06/2019	11/12/2019	A66 BN-1		36.29	
418891907	11/06/2019	11/12/2019	A57 UI-2		90.03	
418891907	11/06/2019	11/12/2019	A23 BNI-6		136.52	
418891907	11/06/2019	11/12/2019	A25 TOI-1		27.24	
418891907	11/06/2019	11/12/2019	A06 AI-4		36.07	
418891907	11/06/2019	11/12/2019	A70 STAF-1		21.00	
191101044 Puget Sound Energy	1830	11/12/2019	Claims	6700	1,479.76	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
200017639499	10/18/2019	11/11/2019	1-1 Grand Mnd Sept 2019		760.50	
200012762536	10/18/2019	11/11/2019	1-3 Rochester Sept 2019		237.99	
200020145567	10/18/2019	11/11/2019	1-6 Maytown Sept 2019		398.57	
220006625754	10/18/2019	11/11/2019	1-7 Old Hwy 99 Oct 2019		82.70	
191101045 Quinn & Quinn, P.S.	1831	11/12/2019	Claims	6700	928.50	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
2635	10/18/2019	11/12/2019	Sep2019		468.50	
2657	10/18/2019	11/12/2019	Oct2019		460.00	
191101046 Rochester Lumber	1832	11/12/2019	Claims	6700	44.41	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1104731	11/06/2019	11/12/2019	UI-2 seat cover		10.46	
1104729	11/06/2019	11/12/2019	Spray paint		21.55	
1103495	11/06/2019	11/12/2019	Return paint		-1.08	
1105009	11/06/2019	11/12/2019	Paint tape, 3-way switch		13.48	
191101047 Rochester Water Association	1833	11/12/2019	Claims	6700	49.50	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
100100	10/18/2019	11/11/2019	1-3 Rochester Water		49.50	
191101048 Scott Lake Maintenance Co	1834	11/12/2019	Claims	6700	42.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
SLW2165	11/06/2019	11/12/2019	1-4 Scott Lk Oct2019		42.00	
191101049 Scott Wall Construction, Inc.	1835	11/12/2019	Claims	6700	9,698.05	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
219058	10/18/2019	11/11/2019	1-2 Littlerock Bay Siding Repair		9,698.05	
191101050 Sirennnetcom Inc	1836	11/12/2019	Claims	6700	294.08	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
0243604-IN	11/06/2019	11/12/2019	A62 E1-1 lights		294.08	
191101051 Snure Seminars	1837	11/12/2019	Claims	6700	90.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
512	10/18/2019	11/11/2019	WFCA 2019 Conference-Snure Seminar (Pethia,		90.00	
191101052 Snyder, Gladys	1838	11/12/2019	Claims	6700	195.64	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
REIMBURSEMENT	10/18/2019	11/11/2019	Refund for accts (115-191520860:1,		195.64	
191101053 State Auditors Office	1839	11/12/2019	Claims	6700	550.55	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
L133277	10/18/2019	11/11/2019	2018 Accountability/Local Commons System Audit		550.55	
191101054 Stericycle Inc	1840	11/12/2019	Claims	6700	31.08	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
3004880450	11/01/2019	11/11/2019	1-6 Maytown Hazo Waste		10.36	
3004879298	11/01/2019	11/11/2019	1-2 Littlerock Hazo Waste		10.36	
3004879298	11/01/2019	11/11/2019	1-3 Rochester Hazo Waste		10.36	
191101055 Systems Design West LLC	1841	11/12/2019	Claims	6700	1,631.70	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
20191351	10/18/2019	11/11/2019	Sept 2019 Transports		1,631.70	
191101056 Terminix LP	1842	11/12/2019	Claims	6700	84.16	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
390323909	11/01/2019	11/11/2019	1-4 Scott Lake Pest Control		84.16	
191101057 Thurston County Auditor - Elections	1843	11/12/2019	Claims	6700	21,416.59	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
1048-10049 & 10054-	10/18/2019	11/11/2019	2019 Aug Primary Elections (Rochester)		11,624.32	
10044-10047	10/18/2019	11/11/2019	2019 Aug Primary Elections (Littlerock)		9,792.27	
191101058 Tires Inc-Mottman	1844	11/12/2019	Claims	6700	1,749.31	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
427141	11/06/2019	11/12/2019	A09 B1-1 tires (6)		1,749.31	
191101059 Verizon Wireless	1845	11/12/2019	Claims	6700	1,480.84	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
9839958063	10/18/2019	11/12/2019	Apparatus Cells		307.37	
9840793406	10/18/2019	11/12/2019	Officer cells		138.93	
9840793406	10/18/2019	11/12/2019	Chief cells		193.72	
9840793406	10/18/2019	11/12/2019	Modems		840.82	
191101060 Wells Fargo Financial Leasing	1846	11/12/2019	Claims	6700	159.69	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
5007630450	10/18/2019	11/11/2019	1-1 Grand Mnd Copier Lease		159.69	
191101061 West Thurston Reg Fire PETTY CASH	1847	11/12/2019	Claims	6700	61.75	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
DOL	11/06/2019	11/12/2019	UT-1 licensing, plates		61.75	
191101062 Westcare Clinic Inc	1848	11/12/2019	Claims	6700	541.00	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
0919WTRF	10/18/2019	11/11/2019	FF J. Howe Screening		541.00	
191101063 Wilcox & Flegel	1849	11/12/2019	Claims	6700	1,576.72	
<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>	
41262R-IN	10/18/2019	11/11/2019	Credit for 50 gal		-137.46	
0433845-IN	10/18/2019	11/11/2019	1-2 Littlerock Diesel Tank Nozzle		124.85	
CL10736	10/18/2019	11/11/2019	A71 STAFF-2		36.63	
CL10736	10/18/2019	11/11/2019	A23 BN1-6		334.34	
CL10736	10/18/2019	11/11/2019	A07 E1-6		52.31	
CL10736	10/18/2019	11/11/2019	A70 STAF-1		39.43	
CL10736	10/18/2019	11/11/2019	A14 CH1-1		177.18	
CL10736	10/18/2019	11/11/2019	A22 E1-3		243.71	
CL10736	10/18/2019	11/11/2019	A25 TO1-1		77.49	
CL10736	10/18/2019	11/11/2019	A06 A1-4		139.79	
CL10736	10/18/2019	11/11/2019	A57 U1-2		244.65	
CL10736	10/18/2019	11/11/2019	A62 E1-1		87.74	
CL10736	10/18/2019	11/11/2019	A72 A1-3		156.06	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:33:26 Date: 11/13/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
63 Vouchers:					166,985.07	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:45:39 Date: 11/08/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
191101064	1850	11/12/2019	Payroll	6700	572.00	
191101065	1851	11/12/2019	Payroll	6700	2,325.00	
EFT	1707	11/15/2019	Payroll	6700	1,528.41	
EFT	1746	11/27/2019	Payroll	6700	4,443.40	
191101082	1717	11/13/2019	Payroll	6700	138.52	
EFT	1747	11/27/2019	Payroll	6700	6,521.35	
EFT	1748	11/27/2019	Payroll	6700	6,298.23	
EFT	1749	11/27/2019	Payroll	6700	5,999.86	
EFT	1718	11/13/2019	Payroll	6700		
191101084	1719	11/13/2019	Payroll	6700	141.46	
EFT	1750	11/27/2019	Payroll	6700	3,504.60	
EFT	1783	11/12/2019	Payroll	6700	30,249.50	
EFT	1784	11/12/2019	Payroll	6700	42,889.90	
EFT	1785	11/12/2019	Payroll	6700	51,330.43	
EFT	1751	11/27/2019	Payroll	6700	5,693.25	
191101066	1852	11/12/2019	Payroll	6700	3,430.28	
EFT	1752	11/27/2019	Payroll	6700	5,511.75	
EFT	1753	11/27/2019	Payroll	6700	6,151.41	
191101085	1720	11/13/2019	Payroll	6700	319.92	
EFT	1721	11/13/2019	Payroll	6700	784.97	
191101067	1853	11/12/2019	Payroll	6700	137.00	
EFT	1708	11/15/2019	Payroll	6700	1,752.54	
EFT	1754	11/27/2019	Payroll	6700	4,133.80	
191101068	1854	11/12/2019	Payroll	6700	5,350.00	
EFT	1709	11/15/2019	Payroll	6700	1,243.62	
EFT	1755	11/27/2019	Payroll	6700	3,972.93	
EFT	1756	11/27/2019	Payroll	6700	3,999.42	
191101069	1855	11/12/2019	Payroll	6700	5,184.52	
191101087	1722	11/13/2019	Payroll	6700	801.81	
191101088	1723	11/13/2019	Payroll	6700	1,077.99	
EFT	1724	11/13/2019	Payroll	6700	470.92	
EFT	1757	11/27/2019	Payroll	6700	4,982.19	
EFT	1710	11/15/2019	Payroll	6700	985.50	
EFT	1758	11/27/2019	Payroll	6700	3,563.42	
EFT	1711	11/15/2019	Payroll	6700	2,363.93	
EFT	1759	11/27/2019	Payroll	6700	4,645.37	
EFT	1760	11/27/2019	Payroll	6700	5,298.71	
EFT	1712	11/15/2019	Payroll	6700	1,065.66	
EFT	1761	11/27/2019	Payroll	6700	5,076.62	
EFT	1725	11/13/2019	Payroll	6700	867.25	
191101091	1726	11/13/2019	Payroll	6700	74.18	
EFT	1762	11/27/2019	Payroll	6700	3,881.69	
EFT	1763	11/27/2019	Payroll	6700	4,743.21	
191101092	1727	11/13/2019	Payroll	6700	197.82	
EFT	1713	11/15/2019	Payroll	6700	985.50	
EFT	1764	11/27/2019	Payroll	6700	4,960.40	
EFT	1765	11/27/2019	Payroll	6700	5,680.36	
EFT	1714	11/15/2019	Payroll	6700	689.85	
EFT	1766	11/27/2019	Payroll	6700	3,602.86	
EFT	1767	11/27/2019	Payroll	6700	2,092.99	
EFT	1768	11/27/2019	Payroll	6700	5,734.11	
191101093	1728	11/13/2019	Payroll	6700	1,084.40	
191101094	1729	11/13/2019	Payroll	6700	927.50	
EFT	1769	11/27/2019	Payroll	6700	5,733.51	
EFT	1770	11/27/2019	Payroll	6700	9,692.53	

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# VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 10:45:39 Date: 11/08/2019

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	1771	11/27/2019	Payroll	6700	11,083.32	
EFT	1772	11/27/2019	Payroll	6700	4,665.46	
EFT	1773	11/27/2019	Payroll	6700	4,568.29	
EFT	1715	11/15/2019	Payroll	6700	458.55	
EFT	1774	11/27/2019	Payroll	6700	5,773.04	
EFT	1775	11/27/2019	Payroll	6700	6,295.12	
EFT	1730	11/13/2019	Payroll	6700	296.65	
191101096	1731	11/13/2019	Payroll	6700	371.04	
191101097	1732	11/13/2019	Payroll	6700	92.35	
191101102	1776	11/27/2019	Payroll	6700	17,041.10	
EFT	1716	11/15/2019	Payroll	6700	934.70	
EFT	1777	11/27/2019	Payroll	6700	4,983.91	
191101098	1733	11/13/2019	Payroll	6700	118.52	
EFT	1778	11/27/2019	Payroll	6700	4,295.99	
EFT	1779	11/27/2019	Payroll	6700	4,483.05	
191101070	1856	11/12/2019	Payroll	6700	57,086.65	
EFT	1780	11/27/2019	Payroll	6700	4,961.36	
EFT	1786	11/12/2019	Payroll	6700	1,155.66	
EFT	1781	11/27/2019	Payroll	6700	4,385.26	
191101071	1857	11/12/2019	Payroll	6700	270.00	
EFT	1782	11/27/2019	Payroll	6700	4,106.77	
76 Vouchers:					<u>422,315.14</u>	

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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



October 14, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jones called the meeting to order at 18:00 hours. Commissioners Dahl, Elkins, Pethia and Ricks, Chiefs Scott and Stone, Vol Coordinator Joslin, FFs Peoples and Spiegelberg, Rehab Volunteer Giordano, guests Jenifer Whisler and Tom Culleton, Admin Assistant Linda Patraca and Secretary Linda Shea were present. Chief Kaleiwahea, Commissioner Jernigan and Union Representative Garza were absent (excused).

**Public Comment/Presentations:** Linda Shea presented the 2020 draft budget for public comment. J. Whisler asked about equipment and facility reserves and wanted confirmation that these figures were built into the recently passed M&O levy (confirmed.) No further public comment was received. Resolutions for final approval of the budget will be presented at the November board meeting.

**Additions/Deletions to the Agenda:**

1. Linda Shea requested the addition of "Health Care Changes" under Communications.
2. Linda Shea requested the addition of "Scatter Creek Video" to follow the Labor Management report.
3. Chief Scott requested the addition of "Vehicle Collision Policy" under New Business.
4. Commissioner Dahl requested the addition of "Solar Blanket" under Communications.
5. Commissioner Dahl requested the addition of "Michigan Hill" under Communications.

**Labor Management Team Report:** No report.

Jessica Joslin presented the newly-created Scatter Creek video for review and feedback. Final editing will be done this week.

**New Business:**

1. Expenditure Approval. Commissioner Dahl moved to approve the expenditures in the amount of \$526,134.71. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Minutes.
  - a. Commissioner Jones noted that he will replace Commissioner Elkins on the labor negotiations team, to ensure a representative from each district is on the team.
  - b. Commissioner Pethia moved to approve the September 9, 2019 general board minutes. Commissioner Ricks seconded the motion. Motion carried 5-0.
3. Purchase Requests. Chief Scott presented a revised purchase request for a utility truck replacement, noting that the board had approved up to \$35,000 for a *used* vehicle. The revised request is \$36,169.83 to include tax (plus licensing costs) and is for a *new* 2019 vehicle. Commissioner Dahl moved to approve the revised purchase request. Commissioner Ricks seconded the motion. Motion carried 5-0. A resolution to surplus the old utility truck will be presented at the November board meeting. Proceeds from the sale of the old utility truck will be used to cover additional components on the new truck (logs, lights, etc.)

4. Proxy Authority. Linda Shea presented proxy forms for board approval, to allow Commrs. Pethia and Ricks to serve as proxy for another board member, at the WFOA conference. Commissioner Dahl moved to approve the proxy forms. Commissioner Pethia seconded the motion. Motion carried 5-0.
5. Vehicle Collision policy. Chief Scott distributed a revised policy 1.3006, *Vehicle Collision Investigation* for review. The policy will be sent to the union for review as well. Policy will be brought back to the December meeting for final approval.

The board recessed for a seven minute break at 19:09, reconvening at 19:16.

**Unfinished Business (action items):**

1. Policy 1.2021 Leave, Disability and Shared Leave bank recommended changes. Linda Shea reported that the unintended consequence of adding a leave buyback option to the policy was an increase to the short term/long term disability premiums of almost \$300/month (added cost to the department); she recommends removing that provision in the policy. She also reported a change in the "Family Member" definition to reference both RCW 49.46.210 and 49.12.265, to ensure the relative benefits extend to grandparents and in-laws. The board agreed with the recommended changes, and asked that the policy be sent to the union for their review and concurrence. The policy will be brought back to the December meeting for final approval.
2. NEW Policy – Peer Support Team.
  - a. Linda Shea asked if the board had any feedback on the new Peer Support team policy which was presented at the September meeting. Commissioner Jones recommended that "Fire Chiefs" be excluded from the selection committee (section 2.3). The union has not provided any feedback to-date. Policy will be kept open for feedback until the sixty day review period is up, with a policy brought back to the November meeting for final approval.
  - b. Linda Shea reported the Peer Support team training has been tentatively scheduled for January 23-24, provided by the IAFF. Commr. Elkins noted there may be free local resources that could provide similar training. Linda will follow up on these resources.
3. GEMT Set-Aside consideration. The board discussed setting aside some of the GEMT funds in a reserved budget line, for future unanticipated equipment or facility needs. Commissioner Dahl made a motion to set-aside \$400,000 in reserve. Commissioner Ricks seconded the motion. Motion carried 5-0.

**Unfinished Business (nonaction items):**

1. GEMT update. Linda Shea reported the SFY2019 cost report is underway.
2. Beaver Creek property. Chief Scott reported the perc holes have been uncovered and we are waiting for the county to re-inspect.
3. Chehalis Tribe negotiations. No updates.
4. Weyerhaeuser meeting. No updates.

**Communications:**

1. Thurston County Treasurer September 2019 reports were presented as per RCW 52.16.050(4). Linda Shea pointed out that the 2019 September fund balance is almost \$1M over the previous four years' September ending fund balances.
2. October 2019 budget reports were distributed.
3. Operations Committee Update. Chief Scott reported the RFQ for the two new aid units is out, with a deadline of November 1. Bids will be opened on November 6. RFQ for new engine will be next.
4. Hosting of PNW Seismic Network instrument. Linda Shea reported that the department was approached by the Pacific NW Seismic Network about the installation of a seismic monitoring instrument at the Littlerock station 1-2. The PNWSN will cover all costs of installation of the instrument.

5. 2018 Audit Report. Linda Shea presented a copy of a letter from the State Auditor indicating that an audit will not be done on TCFPD #1 due to no financial activity in 2018 (all reported under WTRFA.)
6. Bay Door Maintenance Contract. Linda Shea presented a copy of the new maintenance contract with DH Pace, for annual maintenance of all station bay doors.
7. AD&D and Accident/Health insurance policy renewals. Linda Shea presented copies of the insurance renewals effective November 2019, reporting no major changes in coverage.
8. EAP Utilization report. Linda Shea presented a report of usage-to-date of the EAP services.
9. Solar Blanket. Commr. Dahl reported on the efficiencies he gained by installing solar blankets at his residence, and proposed the department consider installing them to help with energy usage. Chief Scott will contact Solar Energy Today and obtain quotes to present at the next board meeting.
10. Michigan Hill. Commr. Dahl made a proposal to purchase a tender to store at the Michigan Hill station. This tender, along with a volunteer brigade of red-card certified citizens, would help speed up response times for fire incidents in the Michigan Hill area. Chief Scott will put together specifications on a tender and recommendations for trainings to provide the citizens, and present at a future board meeting.
11. Health Care changes. Linda Shea reported the WFCM has made a change to the 2020 insurance coverage which will add a \$20,000 co-pay on employees who utilize out-of-network mental health and substance abuse treatment centers.

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

**Commissioner Reports:**

1. EMS Council. No report
2. West Thurston Admin Board. No quorum for October meeting, next meeting in January.
3. Thurston County Fire Commissioners. Commissioner Pethia reported the commissioners received updates to the insurance coverages as previously reported by Linda Shea.
4. Washington Fire Commissioners. Conference coming up October 24-26.
5. Training Consortium. No update.
6. Community Communications. Commissioner Pethia reported we are waiting for vendor bids on radio equipment.

**Good of the Order:** Linda Shea reported the auditors are onsite conducting an audit for 2018.

**Adjournment:** The board adjourned the meeting at 19:49 hours.

Submitted for Board approval by:

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

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

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

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

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

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

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

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# BRAUN NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

## BID PROPOSAL

OCTOBER 28, 2019

WEST THURSTON REGIONAL FIRE AUTHORITY (WTRFA)  
ADMINISTRATION OFFICES  
ATT: BID COMMITTEE  
10828 LITTLEROCK RD SW  
OLYMPIA, WA 98512

RE: RFQ: TWO (2) NEW AID UNITS (AMBULANCES)

BRAUN NORTHWEST IS PLEASED TO OFFER THE FOLLOWING PROPOSAL:

ONE (1) 2020 NORTH STAR 155-1 AMBULANCE ON A 2020 RAM 3500 4X4 DIESEL  
AMBULANCE PREP CHASSIS PER ENCLOSED SPECIFICATIONS DATED 10/28/2019  
AND DRAWINGS DATED 10/25/2019.

BASE PRICE PER UNIT .....	\$194,279.00
MULTI-VEHICLE DISCOUNT .....	PER UNIT <u>&lt;\$1,500.00&gt;</u>
SUBTOTAL PER UNIT .....	\$192,779.00
TOTAL FOR TWO (2) VEHICLES.....	<u>\$385,558.00</u>

Sales tax not included

BID DUE: NOVEMBER 1, 2019 AT 3:00 PM; OPENS: NOVEMBER 6, 2019 AT 9 AM

F.O.B.: OLYMPIA, WASHINGTON

DELIVERY: APPROXIMATELY 240-260 DAYS ARO.

TERMS: NINETY PERCENT (90%) PAYMENT DUE UPON RECEIPT  
OF VEHICLE. BALANCE DUE IN THIRTY (30) DAYS.

*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

*This bid shall remain open to additional purchases by this or other agencies for a period of three (3) years, with periodic cost adjustments based on actual manufacturer's price increases.*

Respectfully Submitted by:  
BRAUN NORTHWEST, INC.

  
Tami McCallum, V.P. Sales

Date: 10/28/2019

We agree to accept the above proposal:  
WEST THURSTON REGIONAL FIRE AUTHORITY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

TM/sel  
cc: RL

Enclosures: Options, clarifications/exceptions, specifications, drawings, bid  
packet, and supporting documents



EMERGENCY VEHICLES

  
www.braunnw.com

**OPTIONS  
FOR  
WEST THURSTON REGIONAL FIRE AUTHORITY  
OLYMPIA, WASHINGTON**

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Utilize a Red 2020 Ford F-350 4x4 XLT diesel chassis in lieu of a Red 2020 RAM 3500 ST 4x4 chassis. *\*Price contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*  
ADD.....PER UNIT \$825.00  
Do you want this option?      ☐Yes ☐No      \_\_\_\_\_initials
  
2. Option to delete 32" blue Star of Life on module roof.  
DEDUCT .....PER UNIT <\$ 150.00>  
Do you want this option?      ☐Yes ☐No      \_\_\_\_\_initials

**(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)**

APPROVED BY:      *(Please initial above choice (s) & sign below)*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

(16)





## West Thurston - 1 x Power-LOAD & Upgrade

Quote Number: 10050669

Version: 1

Prepared For: WEST THURSTON REGIONAL FIRE AUTHORITY

Attn:

Remit to:

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Kyle Howell

Email:

kyle.howell@stryker.com

Phone Number:

(989) 295-7999

Quote Date: 10/09/2019

Expiration Date: 01/07/2020

### Delivery Address

Name: WEST THURSTON REGIONAL  
FIRE AUTHORITY

Account #: 1080445

Address: 10828 LITTLEROCK RD SW

OLYMPIA

Washington 98512

### End User - Shipping - Billing

Name: WEST THURSTON REGIONAL  
FIRE AUTHORITY

Account #: 1080445

Address: 10828 LITTLEROCK RD SW

OLYMPIA

Washington 98512

### Bill To Account

Name: WEST THURSTON REGIONAL  
FIRE AUTHORITY

Account #: 1080445

Address: 10828 LITTLEROCK RD SW

OLYMPIA

Washington 98512

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	1	\$23,633.05	\$23,633.05
2.0	6506700001	6506 PWRLD COMPAT UPGRADE KIT	1	\$1,549.63	\$1,549.63
Equipment Total:					\$25,182.68

### ProCare Products:

#	Product	Description	Qty	Sell Price	Total
3.0	77100003	Cot Upgrade or Install	1	\$310.00	\$310.00
ProCare Total:					\$310.00

### Price Totals:

Grand Total: \$25,492.68

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

\$8,000 2019 exp  
\$20,000 BLS funds

(17)



## West Thurston - 1 x Power-LOAD & Upgrade

Quote Number: 10050669

Version: 1

Prepared For: WEST THURSTON REGIONAL FIRE AUTHORITY

Attn:

Remit to:

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Kyle Howell

Email:

kyle.howell@stryker.com

Phone Number:

(989) 295-7999

Quote Date: 10/09/2019

Expiration Date: 01/07/2020

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AUTHORIZED CUSTOMER SIGNATURE

148

**WEST THURSTON REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-013**

**A RESOLUTION of the Governing Board of  
West Thurston Regional Fire Authority (aka Thurston County Fire  
Protection Districts 1 & 11), Thurston County, Washington,  
Adopting a Budget for the Year 2020**

**WHEREAS**, the Thurston County Assessor has notified the Commissioners of West Thurston Regional Fire Authority (aka Thurston County Fire Protection Districts 1 & 11) that the combined assessed valuation of real properties lying within the boundaries of said Districts for the calendar year of 2019 is approximately \$2,254,151,411 (\$1,110,931,825 TCFPD No. 1 and \$1,143,219,586 TCFPD No. 11);

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- The 2020 Operating Expenditure Budget (for the Current General Expense Fund) of West Thurston Regional Fire Authority will be approximately \$6,749,522
- The TCFPD No. 1 2020 General Obligation (G.O.) Bond Fund debt payments of the fire district will be \$540,600.00 plus other debt service costs of approximately \$5,000.00 for a total of \$545,600.00
- The TCFPD No.11 2020 General Obligation (G.O.) Bond Fund debt payments of the fire district will be \$304,150.00 plus other debt service costs of approximately \$5,000.00 for a total of \$309,150.00

The Honorable County Assessor of Thurston County, Washington is hereby requested to make a property tax levy or levies for 2019, collected in 2020, for TCFPD #1 and for TCFPD #11, to be used for the benefit of West Thurston Regional Fire Authority as follows:

- a) TCFPD No. 1 Regular Property Tax Levy, including new construction and state assessed property, in an amount of \$1,611,841.29 which is the highest lawful regular property tax levy estimated at \$1.45 per \$1,000 of assessed valuation, plus administrative refunds of \$2,206.67, for a total of \$1,614,047.96.
- b) TCFPD No. 11 Regular Property Tax Levy, including new construction and state assessed property, in an amount of \$1,581,551.12, which is a the highest lawful regular property tax levy estimated at \$1.39 per \$1,000 of assessed valuation, plus administrative refunds of \$6,413.22 for a total of \$1,587,964.34.
- c) TCFPD No. 1 Maintenance and Operations (M&O) Property Tax Levy in an amount of \$1,185,462.00 plus administrative refunds of \$5,427.38 for a total of \$1,190,889.38.

- d) TCFPD No. 1 G.O. Bond Levy in an amount of \$545,600.00 plus administrative refunds of \$4,850.37 for a total of \$550,450.37.
- e) TCFPD No. 11 Maintenance and Operations (M&O) Property Tax Levy in an amount of \$1,235,777.00 plus administrative refunds of \$8,633.09 for a total of \$1,244,410.09.
- f) TCFPD No. 11 G.O. Bond Levy in an amount of \$309,150.00 plus administrative refunds of \$3,314.90 for a total of \$312,464.90.

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

- a) \$3,202,012.30 Regular Levy under TCFPD #1 and TCFPD#11 (a & b above) to the Current General Expense Fund 67A0 of WTRFA
- b) \$2,435,299.47 M&O Levy (c & e above) to the Current General Expense Fund 67A0 of WTRFA
- c) \$862,915.27 (d & f above) General Obligation Bond Debt Service Fund 67A1 of WTRFA.

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

- a) \$1,200.00 local/federal grants;
- b) \$373,139.00 fire protection service contracts;
- c) \$695,000.00 basic life support (BLS) transport program; and
- d) \$136,050.00 miscellaneous revenue.

One copy of this resolution shall be delivered the Clerk of the Board of Commissioners of Thurston County, Washington no later than November 27, 2019.

ADOPTED by the Governing Board of West Thurston Regional Fire Authority,  
and the respective governing boards for TCFPD Nos. 1 and 11, Thurston County,  
Washington, at a regular meeting this 12th day of November, 2019.

**TCFPD #1**

**TCFPD #11**

\_\_\_\_\_  
CHAIR/COMMISSIONER

\_\_\_\_\_  
CHAIR/COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

ATTEST:

\_\_\_\_\_  
Secretary

Approved as to Form 10/23/18 jquinn

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**WEST THURSTON REGIONAL FIRE AUTHORITY  
THURSTON COUNTY, WASHINGTON**

**RESOLUTION NO: 2019-014**

**A RESOLUTION of the Board of West Thurston Regional Fire Authority  
(Authority, aka Thurston County Fire Protection Districts 1 & 11), Thurston  
County, Washington,  
Regarding the Real Property Tax and Substantial Need**

WHEREAS, the Board of Commissioners had properly given notice of the public hearing held October 14, 2019 to consider the Authority's revenue sources and current expense budget for the 2020 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Board of Commissioners in the course of considering the budget for 2020 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the population of the Authority is in excess of 10,000 persons; and

WHEREAS, the Board of Commissioners, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the Authority requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the Authority and in its best interest; and

WHEREAS, the Board of Commissioners has determined that, due to projected cost increases for supplies, labor and utilities and other factors, the Board of Commissioners finds that there is a substantial need to increase the regular property tax levy rate pursuant to RCW 84.55.0101, using a limit factor of 101%; and

WHEREAS, RCW 84.55 limits the property tax increase in a taxing district's tax levy to 1% over and above the highest previous lawful levy, unless the voters approve an increase greater than the limit at a duly-called election as allowed by RCW 84.55.050 and RCW 84.55.0101 as amended; and

WHEREAS, pursuant to RCW 84.55.092, it is the further intent of the Authority's commissioners to protect the taxing district's future levy capacity. Therefore, in any year in which the district reduces the regular tax levy below the amount of levy to which the district is entitled by law, consistent with existing voter authorizations and the limitations of the state constitution and statutes, it is the district's intent to fully preserve future levy capacity as the aforesaid statute allows. The county assessor is therefore requested to set the regular property tax levy at the amount which would be allowed under RCW 84.55,

as if the regular property tax for the district for taxes due in prior years (beginning with 1986) had been set for the full or maximum amount authorized under the law.

NOW, BE IT RESOLVED, by the Board of Commissioners of West Thurston Regional Fire Authority that the limit factor for the regular levy for the calendar year 2019, collected in the year 2020, shall be 101 per cent of the highest lawful levy of property taxes for each district #1 and #11, subsequent to 1985, plus an additional dollar amount calculated by multiplying the increase in assessed value in the district resulting from new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, improvements to property, and any increase in the assessed value of state-assessed property, by the regular property tax levy rate of the districts for the preceding year, pursuant to RCW 84.55.092 and Chapter 84.55 RCW generally,

BE IT FURTHER RESOLVED by the Board of Commissioners of West Thurston Regional Fire Authority that (a) a regular property tax levy is authorized for collection in 2020 in an amount approximately equal to a minimum of \$3,157,752.24 plus the additional amounts calculated to account for new construction and improvements to property, certain wind turbine property and any increase in the value of state assessed property under RCW 84.55.010 (collectively, the "new construction adjustments"). This amount represents an increase of approximately \$31,264.87 from the previous year, which is a percentage increase of 1%, before the new construction adjustments are made, and does not include excess levy adjustments or any additional adjustments that may be made as a result of any annexations that have occurred or any refunds that are to be made.

ADOPTED at a regular meeting of the Board of Commissioners of West Thurston Regional Fire Authority this 12th day of November 2019, the following Commissioners being present and voting.

\_\_\_\_\_  
CHAIRMAN/COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

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COMMISSIONER

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COMMISSIONER

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COMMISSIONER

ATTEST:

\_\_\_\_\_  
Secretary

Resolution #2019-014

(24)



**Ordinance / Resolution No. 2019-015**  
**RCW 84.55.120**

**WHEREAS**, the WTRFA BOFC of West Thurston Regional Fire Authority has met and considered its budget for the calendar year 2020; and,

**WHEREAS**, the district's actual levy amount from the previous year was \$0; and,

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

**BE IT RESOLVED** by the governing board of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected under the individual Thurston County Fire Protection Districts #1 and #11 instead of the WTRFA.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$0 which is a percentage increase of 0% due to the property tax being levied under the individual TCFD#1/TCFD#11. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 12th day of November, 2019.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner

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Commissioner

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Commissioner

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# WASHINGTON FIRE COMMISSIONERS ASSOCIATION HEALTH CARE PROGRAM 2020 - Employer Application and Eligibility/Contribution Form

PLEASE CHECK APPROPRIATE BOX:

☐ Change in Program ☐ Organization Name Change

☒ Renewal January 1

☐ Address Change

☐ New Organization

☐ Eligibility Change

☐ Add Additional Line of Coverage

☐ Other

## I. ORGANIZATION INFORMATION

Employer Tax ID Number: 27-1405540

Fire Service Organization West Thurston Regional Fire Authority

County Thurston

Street Address 10828 Littlerock Rd SW

City Olympia

State WA

ZIP 98512

P.O. Box

City

State

ZIP

Organization Contact Name Linda Shea

Title Office Manager

Phone 360-352-1614

Email linda.shea@westthurstonfire.org

Fax 360-352-1696

Chief Kaleiwahea

## II. ELIGIBILITY

1. Total number of employees on your payroll: 37

(Include full time, union, part-time, temporary people, LEOFF I employees. Do not include volunteers, retirees, or commissioners)

2. Number TO BE COVERED: 37

2.a. Total number of LEOFF I employees in above figure: 0

2.b. Total number of LEOFF II employees in above figure: 34

2.c. Total number of PERS employees in the above figure: 3

2.d. Total number of LEOFF I Retirees to be covered: 0

2.e. Total number of Non-LEOFF I Retirees to be covered: 0

2.f. Total number of Commissioners to be covered: 0

2.g. Total number of Former Commissioners to be covered: 0

3. TOTAL NUMBER OF ELIGIBLE ENROLLEES TO BE COVERED:

(2a + 2b + 2c + 2d + 2e + 2f + 2g) 37

## III. MEDICAL BENEFIT SECTION

### MEDICAL/VISION

☒ Yes

☐ No

If "Yes": check all the medical plans you wish to have available to eligible people in your organization:

Medical administered by TPSC, PO Box 1894, Tacoma, WA 98401-1894

Vision administered by Vision Service Plan, 333 Quality Drive, Rancho Cordova, CA 95670. Vision is included in all self-funded medical plans

☐ Traditional Plan (LEOFF I ONLY)

Combo Plans: Active LEOFF I Dependent(s) only:

☐ Combo PPO-100 Plan

☐ Combo PPO-Plus Plan

☐ Combo PPO-300 Plan

☐ Combo HD Plan

☐ Combo PPO-750 Plan

☒ PPO-100 Plan

☒ PPO-Plus Plan

☒ PPO-300 Plan

☒ HD Plan

☒ PPO-750 Plan

Insured Medical/Vision Options: offered and underwritten by:

☒ Kaiser Foundation Health Plan of Washington  
601 Union St. Suite 3100, Seattle, WA. 98101

☐ Kaiser Foundation Health Plan of the Northwest  
500 NE Multnomah St. Suite 100. Portland, OR 97232-5398

## IV. DENTAL BENEFIT SECTION

Dental administered by: Delta Dental of Washington, 9706 4th Ave NE, Seattle, WA 98115

**DENTAL** ☒ Yes ☐ No

If "Yes", choose only one (1) of the following Dental plans for all eligible people in your organization:

☒ PPO INCENTIVE PLAN With Orthodontia

☐ PPO BASIC PLAN With Orthodontia

☐ PPO INCENTIVE PLAN Without Orthodontia

☐ PPO BASIC PLAN Without Orthodontia

## V. DOMESTIC PARTNER ELIGIBILITY SECTION:

**ALL PLANS COVER STATE-REGISTERED DOMESTIC PARTNERS**

In addition, Organizations can choose to cover other domestic partners (as described on the WFCA Affidavit of Domestic Partnership)

Add Domestic Partner Coverage, in addition to State Registered Domestic Partners?

☐ Yes

☒ No

If "Yes", choose one of the following: ☐ Same-sex only\*

☐ Opposite-sex only\*

☐ Both Same-sex and Opposite-sex

\*The Washington State Human Rights Commission may consider same-gender only or opposite-gender only selections to be discriminatory.

\*\*Washington State Domestic Partner Registry is only applicable when at least one partner is age 62 or older

## VI. LIFE and AD&D BENEFIT SECTION - Available if organization enrolls in Medical and/or Dental

Plan offered and underwritten by: Standard Insurance Company, 1100 SW 6th Ave, Portland, OR 97204

1. CORE LIFE AND AD&D PLAN: \$2,000 per employee -automatic for employees and commissioners enrolled in the Traditional, PPO-100, PPO-300, PPO-750 PPO-Plus, HD, or Combo medical plans.

2. BASIC LIFE / AD&D for employees and commissioners ☒ Yes ☐ No

If "Yes", choose employee/commissioner amount:

☐ \$5,000

☐ \$10,000

☐ \$25,000

☒ \$50,000

☐ \$75,000

☐ \$100,000

3. BASIC LIFE / AD&D for volunteers (paid by employer)

☐ Yes

☒ No

If "Yes", Choose Volunteer amount:

☐ \$5,000

☐ \$10,000

Application Continued on Next Page

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## 2020 Eligibility & Employer Contribution Levels

Fire Organization: West Thurston Regional Fire Authority

Notes for completing this form:

1. Fire Service Organization's contributions for an employee's coverage under Medical and Dental must be noted below (either as a dollar amount or as a percentage of premium). Organization contributions can be any amount (including \$0)\*; however, all eligible employees must be enrolled (i.e. the employee cannot waive coverage).

**\*IMPORTANT:** The Organization's contribution for an employee's coverage under either the Kaiser Foundation Health Plan of Washington medical plan or the Kaiser Foundation Health Plan of the Northwest medical plan must be at least 50% and contributions must be non-discriminatory.

2. Organization contributions for dependents' coverage under Medical and Dental must be noted below (either as a dollar amount or as a percentage of premium). Organization contributions can be any amount (including \$0).
3. Organization contributions for an employee's coverage under Basic Life must be 100% of the premium.

### All Employees:

Eligibility:		Employer Contribution (Employee / Dependent)	
		Medical	Dental
<input checked="" type="checkbox"/> Full-time employees**	<b>30</b> Minimum hours per week* (Maximum of 30 hours / week (Fire service organization can choose hourly requirements ranging from 20 to 30 hours per week))	100 / 75	100 / 100
<input checked="" type="checkbox"/> Qualified Volunteers <sup>‡</sup> (Qualified volunteers must complete the volunteer affidavit)			
<input type="checkbox"/> Employer contributes towards the premium <input checked="" type="checkbox"/> Self-Pay Basis		/	N/A
		0% / 0%	N/A
<input checked="" type="checkbox"/> Part-time employees	From _____ To _____ Hours per week (No less than 20 hours and no more than 29 hours per week)		
<input type="checkbox"/> Employer contributes towards the premium** <input checked="" type="checkbox"/> Self-Pay Basis <sup>‡</sup>		/	/
		0% / 0%	N/A

\* The Affordable Care Act (ACA) defines full-time employment for purposes of health care coverage as working an average of 30 hours or more per week. Should fire service organizations wish to provide health care coverage to an employee working less than 30 hours per week, the employee must work no less than 20 hours per week to be eligible for WFCOA health care coverage.

\*\* For employees covered under either Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of the Northwest, the organization contribution must be at least 50%.

<sup>‡</sup>Volunteers and Part-time employees on a self-pay basis are only eligible for the PPO-300, PPO-750 and HD Plans.

Application Continued on Next Page

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## APPLICATION AGREEMENT

To Become a Participating Member of the Washington Fire Commissioners Association Employee Benefit Program:

The undersigned applicant hereby applies for membership in the Washington Fire Commissioners Association Employee Benefit Program and hereby adopts such Program in accordance with the terms, conditions, and representations set forth herein and in the insurance or service contracts. The WFCA health care committee has oversight of the account (the IRSRA) established for purposes of this Program. Trusteed Plans Service Corporation, herein called "Administrator" is hereby requested to approve this application for participation and to request the insurer or service providers to effect desired coverage, subject to group underwriting rules of the insurer, and subject to any required underwriting for employees, including dependents under individual applications for insurance or service which may be submitted by or on behalf of the applicant, its owners, officers and employees, including their dependents.

Applicant hereby represents, covenants, warrants, and agrees as follows:

- 1) Applicant is a member in good standing of the Washington Fire Commissioners Association. Applicant agrees that at such a time as the preceding statement is no longer true, participation in the program shall automatically terminate without notice, as shall all insurance or other coverage provided through the plans of the Program for the Applicant, its employees and its employees' dependents.
- 2) Any rights of the Applicant, its employees, or employee's dependents, and the beneficiaries of any of them or any person claiming by or through such person to any insurance, self-funded benefits, or service benefits shall be subject to the terms and conditions, including any future modification thereof, of the standard operating procedures of the Administrator, the self-funded plan document, and of any insurance policy or service contract issued by an insurer or service provider.
- 3) Any organization enrolling in the Washington Fire Commissioners Association self-funded medical plan accepts that the program is subject to audit by the Office of the State Auditor and review by the Department of Enterprise Services Risk Management Division.
- 4) Applicant adopts the Washington Fire Commissioners Association Program and appoints Trusteed Plans Service Corporation of Tacoma, WA as Administrator. The Administrator shall have total and exclusive administrative control over the Program. The Administrator may directly bill and collect premiums, self-funded plan rates, contributions, and fees from members. The Administrator shall provide administrative, accounting, and other services as required for the Program. The Administrator is appointed the agent of the Washington Fire Commissioners Association and shall be held harmless by it for any Liability arising out of the performance of its duties, except liability arising out of its own negligence or willful misconduct. It is understood that all computer hardware and software, programs, are the exclusive property of Trusteed Plans. The data and other records are the sole and exclusive property of The Washington Fire Commissioners Association.
- 5) No coverage shall be in force until the inter-local agreement, this membership application and the individual applications for coverage have been approved, notice of the effective date of each individual's coverage has been furnished to them by the Administrator in writing, and the full premium, self-funded plan rates, and administrative fees has been received by the Administrator or Insurer.
- 6) Washington Fire Commissioners Association, in its sole discretion, for what it deems the overall benefit of the Program and a majority of the participating members, may accept, deny, and terminate membership in the Program.
- 7) Applicant will at its own expense provide any and all information and documentation that may be required for the purposes of providing information to comply with an insurer's underwriting rules or the terms of any contract.
- 8) Applicant will distribute to eligible individuals and/or participants all applicable plan materials and documents as required by Washington Fire Commissioners Association or the Administrator.
- 9) Applicant agrees that it will submit an individual application for each person as he/she becomes eligible as a member of a covered classification, and the amount of coverage once in force on an insured or covered individual will not change until written application for the change has been made and approved by the insurer or the Administrator and the proper premium has been paid to the Administrator.
- 10) To control premium costs to applicant, applicant agrees to immediately submit the appropriate notice to the Administrator as soon as the Applicant is aware that a person is no longer eligible under any of the benefit plans.
- 11) Applicant shall pay all premiums, self-funded plan rates, contributions, and administrative fees billed to it by the Administrator or its agent on or before the due date. Applicant understands that its failure, or the failure on the part of any member firm, to make proper payments on or before the due date could jeopardize the plan for all covered individuals as there would not be sufficient funds to submit the premium to the insurer. Consequently, Applicant understands that coverage will cease retroactively on the due date for all individuals of the Applicant and their dependents if payment is not in the hands of the Administrator or its representatives ON OR BEFORE THE TENTH OF THE MONTH IN WHICH IT IS DUE. In order to eliminate any possibility of lapse of coverage due to inadvertent failure to make timely payment, the Administrator will accept two monthly payments initially and bill one month in advance in the future upon your checking "Yes" below.
  - ☐ Yes, we desire to make two monthly payments initially and be billed one month in advance in the future. (If you choose this option, your organization would make a two month initial premium payment. This will ensure that your plan eligibility is always up-to-date and will reduce on-line eligibility delays for your employees, since eligibility is based on payment.)
  - ☒ No, we do not desire to make two monthly payments initially.

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**APPLICATION AGREEMENT (continued)**

- 12) Applicant certifies that it has established policies and procedures to secure protected health information (PHI), in accordance with the HIPAA privacy and security rules, codified at 45 C.R.F. Parts 160- 164 as it pertains to the Washington Fire Commissioners Association plan.
- 13) Applicant certifies that it has taken affirmative action by resolution or by ordinance of the local board to adopt the required interlocal agreement in accordance with RCW 48.62.031(2) and RCW 39.34.
- 14) Upon offering a HSA, HRA, FSA or any other method of contribution, Applicant agrees to sign and adhere to the Association's Certificate of Compliance requirements consistent with Internal Revenue Rules and Regulations found in IRS Publication 969 and WFCAs Policies.
- 15) Applicant acknowledges that it is a crime to knowingly provide false, incomplete, or misleading information to the WFCAs for the purposes of defrauding the Healthcare Program. Penalties include imprisonment, fines, and denial of employee health and welfare benefits.

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT COMMISSIONER NAME AND TITLE** Jeff Jernigan, Board Chair

**MAIL COMPLETED and SIGNED FORM TO:**

TPSC, PO Box 1894, Tacoma, WA 98401-1894

**FOR OFFICE USE ONLY**

FIRM # \_\_\_\_\_ EFF. DATE \_\_\_\_\_ RISK LEVEL(s) \_\_\_\_\_ AE/AR \_\_\_\_\_

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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. 2019-011**

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 November, 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

(31)

# **EXHIBIT 1 – Surplus Property** **Addendum to Resolution #2019-011**

Item	Orig Cost/Value	Serial #	Reason
2003 Ford F250 Utility Truck (U1-2 App57)	Est \$5k value	Lic #66328C VIN #3FTNX21L23MB47699	Too costly to repair
Combo hydraulic tool		F00063, Tag #1-JE-OIL	Not found during annual inventory or quarterly inventory count; Last known location was noted as "Reserve"
Hydraulic Ram		Tag #616, S/N 98122987	Not found during annual inventory or quarterly inventory count; Last known location was not noted in former master inventory list
Desktop computer (from Sta 1-2 training room)		Tag #82, S/N 2UA5371CX6	No longer useable; BW removed Sep2019 for surplus
Desktop computer (R. Scott)		Tag #93, S/N 2UA415QK8, WTRFAPC12	No longer useable; BW removed Sep2019 for surplus
Dell Notebook laptop (R. Scott)		Tag #123, S/N 9DHP4K1	No longer useable; BW removed Oct2019 for surplus
Dell Optiplex desktop (Sta 1-1 lieutenant)		Tag #281, S/N 3ZX2CF1	No longer useable; BW removed Oct2019 for surplus
HP Probook 650 laptop		5CG7084ZW6, tag #102 (L. Shea)	No longer useable; BW removed 10-23-19 for surplus





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. 2019-012**

**REGULARLY SCHEDULED BOARD MEETINGS**

**WHEREAS**, RCW 42.30.070 requires the governing body of a public agency ("the board") to provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the business by that body; and

**WHEREAS**, RCW 52.14.090 requires the board to hold regular monthly meetings at a specific time and place;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of West Thurston Regional Fire Authority that regular board meetings shall be on the second Monday of each month, starting at 18:00 hours with the exception of December 9, 2019 which will be held on \_\_\_\_\_ at \_\_\_\_\_ hours. If the second Monday is a holiday, the meeting shall be held on the following Tuesday at the same time.

Meetings will be held at the two main fire stations on the following schedule:

- Littlerock station (10828 Littlerock Rd SW) – even months (Feb, Apr, Jun, Aug, Oct, Dec)
- Grand Mound station (18720 Sargent Rd SW) – odd months (Jan, Mar, May, Jul, Sep, Nov)

**ADOPTION:** Adopted at the Board of Commissioners meeting of the West Thurston Regional Fire Authority this 12th day of November, 2019, the following majority of commissioners being present and voting:

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

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

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

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

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

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

\_\_\_\_\_  
Jeff Grimm, Commissioner

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

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

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## WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Purchasing and Inventory/Surplus

Policy: 1.1009 Version 5

Effect Date: 12/1/2019

Applies to: All Department Members

Policy Administrator: Office Manager

### PURCHASING and INVENTORY/SURPLUS

#### 1.0 PURPOSE:

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

#### 2.0 POLICY - PURCHASING:

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

**Commented [E1]:** EQ10312019: Consider revising as follows:  
\$1,000-\$9,999: Fire Chief approval + three bids  
\$10,000-\$40,000: Board approval + three bids  
\$40,000-\$75,000: Vendor list process

The purchases threshold is now \$40,00 so I changed the policy to create less restrictions on the RFA's purchasing power

d. ~~\$1040,001~~ up to \$75,000 – board approval PLUS three bids PLUS use of vendor from approved vendor list maintained by the department or its designated source (such as the Municipal Resources Service Center/MRSC). In selecting any vendor from the applicable vendor list, the RFA may utilize best value criteria, pursuant to RCW 39.04.190.

Commented [LS2]: If this is approved, resolution will need to be updated

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

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

2.4 Public works projects ~~(any repair, maintenance or work done on a public building or property)~~ thresholds are as follows:

Commented [E3]: EQ10312019: As I said in my previous email, the definition of "ordinary maintenance" has been broadened and therefore calling "any repair, maintenance or work" a "public work" will place unnecessary burdens on the RFA.

a. Up to \$340,000 – no approval or bid requirements

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

c. Over \$30,000 up to \$350,000 – ~~The Department shall establish and use the Departments's adopted Small Works Roster, board approval PLUS three bids.~~

Commented [E4]: EQ10312019: There are certain circumstances when using the SWR in which the RFA will have to obtain more than three bids, so I removed the previous language.

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

Commented [E5]: EQ10312019: Be sure to preserve your right to utilize piggybacking and cooperatives and do not limit yourself by policy.

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

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

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

2.8 Purchases and public works projects between \$10,000 and \$50,000 must comply with the Governing Board resolution establishing procedure for such expenses, which requires that:

- a. At least three quotes (by phone or written quote) are obtained;
- b. Vendors must be obtained from an established contract or small works roster;
- c. Quotes must be available for public inspection after award of contract.

Commented [LS6]: This may change based on sections above; pend

### 3.0 POLICY – INVENTORY:

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

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

a. The inventory officer shall be an officer who has not been charged with custody of any assets other than personally-assigned gear which will be physically counted by someone other than the inventory officer.

b. Personal Protective Equipment (PPE) will be tracked and issued by the PPE officer or designee.

c. Computers will be tracked by the department's external IT vendor but assigned a department tag number for department control.

d. EMS equipment under the \$5,000 capital asset threshold and not considered small & attractive will be tracked by the EMS Director.

d The purchasing officer will not have access to delete items from the inventory management system, to ensure strong internal controls over inventory.

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

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

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

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

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

d. Cameras and projection equipment

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

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

g. Chainsaws and portable generators.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.5 Surplus property with a resale value of less than \$10, or where the disposal and sales efforts are judged more costly than estimated net proceeds, may be transferred, donated, or eventually disposed of through salvage contracts or other cost effective and efficient means. Items that are broken, unusable or have no commercial, salvage or donation value may be declared as "trash" and efficiently and safely disposed of as such, at the discretion of the chief.

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

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

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

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## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Personnel – Peer Support Team

Policy: 1.2022 Version: 1

Effect Date: 11/1/2019

Applies to: All department members

Policy Administrator: Peer Support Team Lead

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### **1.0 POLICY:**

1.1 This policy requires the department to ensure the safety and health of all members of the department, including mental health.

1.2 The department will support the development and sustainability of a Peer Support Team made up of trained, trusted members who have been screened and vetted as a person of trust who can maintain confidentiality and provide active empathetic listening, nonjudgmental support and relative resources to a member in need.

### **2.0 PEER SUPPORT TEAM CREATION:**

2.1. The initial Peer Support team will be formed through self-nominations submitted to the IAFF Union Representative or designee.

2.2 Nominations to the Peer Support Team may be submitted on the Peer Support Team Interest form or similar form.

2.3 Nominations will be reviewed and selected by a committee made up of the IAFF Union Representative or designee, and a Volunteer Officer.

### **3.0 ROLES AND RESPONSIBILITIES**

3.1 The Peer Support Team should consist of two members from each of the three shifts, plus one team leader, for maximum benefit.

3.2 Peer Support Team members will be available 24/7 during their scheduled on-call shift by phone and will respond within one hour of a request for support.

3.3 The Peer Support Team will meet regularly to perform check-ins on team members.

#### **4.0 DEPLOYMENT**

4.1 The Peer Support Team will automatically be deployed in the event of a line-of-duty death, an active-duty injury, or a mass-casualty incident.

DRAFT



West Thurston Regional Fire Authority  
Governing Board

AGENDA ITEM SUMMARY

**Agenda Date:** November 12, 2019

**Agenda Item #:** Old Business

**Presenter:** Chief R. W. Scott

**Item Title:** Michigan Hill Fire Brigade

**Action Needed:** Discussion

**Background Information:**

At the August 2019 Board meeting there was substantial discussion regarding the creation of a volunteer fire brigade to be based out of the Michigan Hill station. The background on this was to provide a better level of fire protection for the residents of this area for initial response as well as providing a Tender response to the remaining area of the RFA with a response from this firehouse.

Commissioner Dahl had indicated that he had verbal commitment from at least 5 individuals that would be willing to be a part of this fire brigade. There would be some limitations for personnel assigned to this program. Members of this fire brigade would be limited to;

- Exterior Fire Attack (not interior)
- Limited Training so as to not allow them for interior fire operations
- Basic Wildland Firefighting Training
- Driver Training for Larger Apparatus

At the September meeting the Board directed to look at the purchase of a used water tender that could be used for this program. A rough budget of \$100,000 was discussed to look into a vehicle purchase.

**Item Description:**

The following rough budget would be required to start and maintain the Fire Brigade Program;

Apparatus Purchase	\$100,000
Additional Equipment for unit (radios, siren, lights, signage, hose, fittings)	\$15,000
Processing of brigade volunteers (5) (medical physicals, screenings, backgrounds)	\$5,000
Annual insurance for new apparatus	\$1,000
Equipment for brigade volunteers (5) (basic PPE, wildland, Active911)	\$15,000

Training for brigade volunteers (basic fire training, wildland fire, apparatus operator)	\$10,000
Facility upgrades to house unit (security cameras, shorepower)	\$5,000
Miscellaneous unforeseen costs	\$1,000

**Estimated Program Startup Costs:** **\$152,000**

We are estimating an annual on-going cost for this program at **\$15,000** for ongoing training, updated equipment, insurance, fuel and facility costs.

**Bid Submittals:**

A full bid/RFQ process would be required.

**Recommendation:**

1. Discussion and decision by Board
2. Verify validity of volunteering personnel
3. Identify budgetary constraints
4. Identify apparatus that would fit the need
5. Ensure identified apparatus would fit inside Michigan Hill facility
6. RFQ/Bid process for apparatus procurement – outfit apparatus to meet our needs
7. Begin training of personnel

**Attachments:**

Copy of sample truck available from Randco out of Kelso, WA

RANDCO TANKS, INC.  
2260 TALLEY WAY  
KELSO, WA 98626

MY ACCC



BUY ONLINE!

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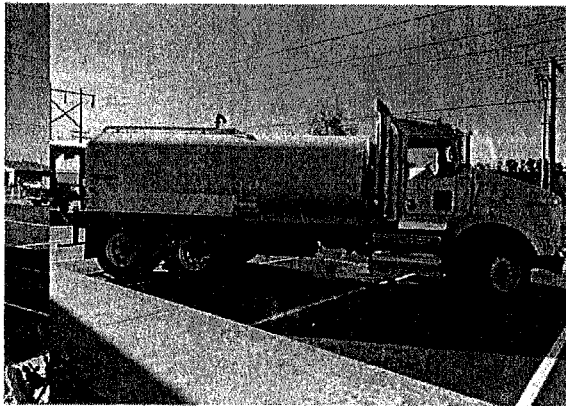
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# 2009 KENWORTH T800 W TRUCK



## 2009 KENWORTH T800 WATER TRUCK

This 2008 T800 is Built and Ready for your Water Truck Needs! This system has a 5 Spray System, 1.5" x 50' Hose, and ready for Drafting (Self Priming). Contact us for more information!



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45

<b>Year</b>	2009
<b>Manufacturer</b>	Kenworth
<b>Model</b>	T800
<b>Condition</b>	New Tank System / Used Truck
<b>Serial #</b>	180103
<b>Tank Gallons</b>	4000 Gallons
<b>Tank Dimensions</b>	(17' L x 60" H x 94" W)
<b>Water Pump</b>	ARMS 4x3 Centrifugal Driveline Pump
<b>Hose Reel</b>	1.5" x 50' Hannay Hose Reel
<b>Plumbing</b>	5 Spray System // (2) Front, (2) Rear, (1) Driver Side Spray
<b>Tank Options</b>	Self Loading / Drafting System
<b>Tank Options</b>	Plumbed for Monitor (Monitor Package can be added later)
<b>Gross Vehicle Weight</b>	58,000 lbs
<b>Front Axle Weight</b>	18,000 lbs
<b>Rear Axle Weight</b>	20,000 lbs
<b>Tires / Wheels</b>	385-65R22 // 22.5x12.25
<b>Suspension</b>	Air Suspension
<b>Mileage</b>	499,619 Approx
<b>Transmission</b>	FRO12210C
<b>Engine</b>	ISL365

## OTHER LISTINGS

## REAL ESTATE DONATION AGREEMENT

THIS REAL ESTATE DONATION AGREEMENT (the "Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between WEYERHAEUSER NR COMPANY, a Washington corporation, whose address is 220 Occidental Avenue South, Seattle, Washington 98104, hereinafter called the "Seller," and West Thurston Regional Fire Service Authority, whose address is 10828 Little Rock Road, SW, Olympia, Washington 98512, hereinafter called the "Purchaser."

### **1. Conveyance.**

(a) In consideration of the mutual covenants and conditions set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, and subject to all terms of this Agreement, Seller agrees to donate to Purchaser and Purchaser agrees to accept from Seller approximately one acre of certain real property located in Thurston County, State of Washington, which is depicted on legally described on **Exhibit "A"** attached hereto and incorporated herein by this reference as though fully set forth (the "Property"). The Property will be approximately a one acre parcel located in the North East corner of an approximately 35 acre parcel which is legally described on **Exhibit "A"** attached hereto and incorporated herein by this reference as though fully set forth (the 35 acre parcel is referred to herein as the "Base Parcel"). The Property shall exclude the road located on the adjacent to the Property to the North and the East of which Seller shall retain ownership. Seller shall have the right to harvest the timber located on the Property prior to ~~Closing~~Purchaser building on the Property [Note to draft: this date ~~timing~~may need to be updated depending on timing of BLA]; however, Seller shall have no duty for removing any stumps or other debris. As part of the consideration for this Agreement, Purchaser shall be responsible for all costs, expenses, fees and other expenses (including but not limited to survey costs, review costs, application costs, recording costs, etc) in separating the Property from the Base Parcel to create a legal lot pursuant to state and local law (the "Boundary Line Adjustment"). Seller shall have approval rights over the Boundary Line Adjustment. While this is referred to as a Boundary Line Adjustment, Purchaser shall be responsible for determining the correct land use procedure which Seller shall have reasonable approval rights over. In the event that Seller and Purchaser cannot agree on the land use procedure for the Boundary Line Adjustment, either Party may terminate this Agreement by written notice to the other Party and Escrow Agent, and Seller and Purchaser shall have no further rights, duties, obligations or liabilities under this Agreement.

### **2. Consideration and Payment.**

(a) The total consideration for the Property shall be the sum of all costs and expenses as outlined in this Agreement, including, but not limited to all costs and expenses related to: (i) the Boundary Line Adjustment, (ii) title including those in Section

7, and (iii) any other amounts incurred by Seller or Purchaser to Close this Agreement ("Consideration"). Purchaser shall not be required to deposit any earnest money ("Earnest Money") to be applied as part payment of the Consideration at the Closing. The balance of the Consideration shall be paid in immediately available funds via electronic funds (wire) transfer at the Closing.

(b) This is a sale in gross of tract(s) and not a sale by the acre of land. There is no warranty of acreage and there shall be no adjustment in the Consideration for any acreage discrepancies.

### 3. Disclaimer; Waiver.

(a) Any documents, cruises, compilations, timber inventories, surveys, plans, specifications, reports and studies made available to Purchaser by Seller, the real estate broker, or their agents or representatives (collectively the "Seller Parties") are provided as information only. Seller has not made, does not make, and has not authorized anyone else to make any representation as to: (i) the existence or non-existence of access to or from the Property or any portion thereof; (ii) the number of acres in the Property; (iii) the volume, condition or quality of timber on the Property; (iv) logging conditions or feasibility; (v) the volume, condition or quality of minerals on the Property; (vi) the availability of railroad, water, sewer, electrical, gas or other utility services; (vii) the environmental conditions or requirements of the Property; (viii) the presence or absence of wildlife including threatened or endangered species on or near the Property; (ix) the stability of soils; (x) the condition of any building structure or improvements on the Property; (xi) the suitability or fitness of the Property for any construction or development; (xii) the suitability of the Property for any purpose; (xiii) the current or projected income or expenses of the Property; (xiv) the transferability of the current forestland tax designation; or (xv) any other matters related to the Property. **SELLER HEREBY EXPRESSLY DISCLAIMS AND NEGATES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, RELATING TO THE CONDITION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY, INCLUDING WITHOUT LIMITATION ANY WARRANTY RELATING TO THE CONDITION OF THE PROPERTY, ITS SUITABILITY FOR PURCHASER'S PURPOSES OR THE STATUS OF THE PROPERTY'S MAINTENANCE OR OPERATION. SELLER DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES THAT THE PROPERTY MAY BE USED FOR ANY PURPOSE WHATSOEVER.**

(b) Purchaser expressly acknowledges that: (i) Seller Parties have not made any representations or warranties whatsoever concerning the Property or any matters pertaining to the Property; and (ii) in entering into this Agreement, Purchaser is not relying on any such representations or warranties.



(c) Purchaser has examined and inspected or shall fully examine and inspect the Property and become thoroughly familiar with the title, condition, status and suitability of the Property. Unless Purchaser terminates this Agreement by reason of any right to do so under this Agreement, Purchaser is willing to and Purchaser shall purchase the Property and Seller shall sell the Property **"AS IS, WHERE IS, with all faults"** at the Closing.

(d) Purchaser for itself and its successors and assigns hereby waives and releases the Seller Parties from any and all contractual, statutory, common law, and/or other liabilities, obligations, claims or causes of action, known or unknown, that Purchaser or its successors and assigns may be entitled to assert against Seller Parties arising in whole or in part of, or relating or connected in any way to, the condition of the Property including, but not limited to, any such liabilities, obligations, claims or causes of action based in whole or in part upon any applicable federal, state or local environmental law, rule or regulation or the environmental condition of the Property.

4. **Purchaser's Inspection Period.**

(a) Purchaser and Purchaser's agents and representatives, shall have the right until \_\_\_\_\_, 2020 [Note to draft: How long does the County think the creation of the legal lot will take?] (the "Purchaser's Inspection Period") to seek the Boundary Line Adjustment, to go on the Property at reasonable times to make engineering, soil report and other inspections and feasibility studies, provided that Purchaser shall not conduct any invasive testing, including without limitation, any so-called Phase II Environmental Assessment, on the Property without Seller's prior written consent. Purchaser hereby covenants and agrees to indemnify and hold Seller harmless from any loss, liability, costs, claims, damages, demands, actions, causes of action and suits caused by the exercise of Purchaser's rights under this paragraph. Purchaser acknowledges that the covenant contained in this paragraph shall survive the termination of this Agreement.

(b) Until expiration of Purchaser's Inspection Period, Purchaser may elect to either purchase or not purchase the Property. In the event that prior to the expiration of Purchaser's Inspection Period Purchaser notifies Seller and Escrow Agent in writing of its election to not purchase the Property, then Purchaser shall promptly furnish Seller with all reports and studies conducted by or for Purchaser and, except as expressly provided to the contrary in this Agreement, Seller and Purchaser shall have no further rights, duties, obligations or liabilities under this Agreement.

(c) In the event that Purchaser does not give notice to Seller in accordance with the provisions hereof of Purchaser's election to terminate this Agreement, then Purchaser shall be deemed to have waived such right and this Agreement shall continue in full force and effect.

5. **Time and Place of Closing; Escrow.** Upon mutual execution, the parties shall deposit a copy of this Agreement, and such other documents and monies as are required hereby into escrow established with [~~Note to draft: to be filled in. Weyerhaeuser has ordered title already.~~] Stewart Title Guaranty Company, 1420 Fifth Avenue, Suite 440, Seattle, Washington 98101, attention Vicki Coats ("Escrow Agent"). Purchaser shall each pay all of the cost of the Escrow Agent. As referred to in this Agreement, closing shall take place at or before 2:00 pm (local time) ~~ten (10)~~ fifteen (15) business days after final approval of the Boundary Line Adjustment so that Seller can legally convey the Property as a legal lot ("Closing Date"). The wire transfer for the Consideration must be initiated by 10:00 am (local time) on the Closing Date. Closing shall take place at the offices of the Escrow Agent. Closing shall mean the point at which all documentation and monies required to close the transaction have been delivered to escrow, including signed escrow instructions ("Closing"). Seller may extend the Closing Date for up to ninety (90) days, provided that Seller provides Purchaser notice ten (10) days in advance of such extension.

6. **Deed of Conveyance.** At Closing, Seller shall deliver a Bargain and Sale Deed substantially in the form attached hereto as **Exhibit "B"** and incorporated herein by this reference (the "Deed") conveying to Purchaser title to the Property and warranting title against the claims of all persons claiming by, through or under Seller but against none other; the conveyance and the foregoing warranty being subject to the following (collectively, the "Permitted Exceptions") to said warranty:

(a) liens for taxes, assessments and other governmental charges which are not yet due and payable as of the Closing;

(b) all land use (including environmental and wetlands), building and zoning laws, regulations, codes and ordinances affecting the Property;

(c) any rights of the United States of America, the State in which the Property is located or others in the use and continuous flow of any brooks, streams or other natural water courses or water bodies within, crossing or abutting the Property, including, without limitation, riparian rights and navigational servitudes;

(d) title to that portion of the Property, if any, lying below the mean high water mark of abutting tidal waters, navigable rivers and/or great ponds;

(e) all easements, rights-of-way, water rights, licenses and other such similar encumbrances apparent or of record;

(f) all existing public and private roads and streets and all railroad and utility lines, pipelines, service lines and facilities;

(g) all encroachments, overlaps, boundary line disputes, shortages in area, parties in possession, cemeteries and burial grounds and other matters not of record which would be disclosed by an accurate survey or inspection of the Property;

(h) prior reservations or conveyances of mineral rights or mineral leases of every kind and character; and

(i) any loss or claim due to lack of access to any portion of the Property.

7. **Title Review.** Seller has ordered a preliminary commitment for a standard policy of title insurance and will provide same to Purchaser as soon as reasonably possible. Purchaser shall have five (5) days from receipt of the title commitment to furnish Seller with a written statement of any title objections to matters other than the Permitted Exceptions. If Seller is unable or unwilling to cure the objections on or before Closing, Purchaser shall elect either to: (a) terminate this Agreement by written notice to Seller and Escrow Agent, and Seller and Purchaser shall have no further rights, duties, obligations or liabilities under this Agreement, or (b) waive such defects and proceed to the Closing without a reduction in the Consideration. If Purchaser makes no such election by the Closing Date, Purchaser shall be deemed to have chosen option (b) above. At Closing as part of the consideration for this Agreement, Purchaser shall pay for a standard owner's policy of title insurance issued by Escrow Agent for the Property in the amount of the Consideration and any commitment or title exam fees associated with the title commitments and the title policy. Purchaser shall also pay all other title insurance premiums, fees, costs and expenses in connection with any endorsements to said owner's policy, other title insurance or further evidence of title that Purchaser desires to obtain.

8. **Tax Designation.** Purchaser acknowledges that the Property may have a current designation as current use (open space, farm and agriculture, or timber) land ("Tax Designation") and agrees to purchase it subject to the provisions of the Tax Designation. Seller agrees to execute such documents as may be required to continue the Tax Designation to Purchaser on or after Closing. [Note to draft: the current county estimate is \$1,000 but that amount may change.] If Purchaser decides to remove or fails to continue, the Tax Designation of the Property, any resulting tax, interest or penalty associated with the withdrawal, or failure to continue, the Tax Designation of the Property shall be Purchaser's sole responsibility and expense. Purchaser shall indemnify Seller from and against any such expense. Purchaser acknowledges that the covenant contained in this paragraph shall survive the Closing and not be merged in the Deed.

9. **Prorations; Expenses; Property Taxes.**

(a) Seller shall pay the following costs and expenses in connection with this transaction:

(i) All special assessment installments and local improvement district assessment installments against the Property that is due prior to the Closing Date;

(b) Purchaser shall pay the following costs and expenses in connection with this transaction:

- (i) Real estate transfer taxes;
- (ii) The escrow fees;
- (iii) All recording fees;
- (iv) Title insurance premium attributable to standard coverage; and Title insurance premium attributable to extended coverage, if any, or any endorsements, if any; and
- (v) Costs of the Boundary Line Adjustment, survey, subdivision or segregation, if any.

(c) Property taxes for the current year, assessments, rents, water and other utilities constituting liens shall be pro-rated as of the Closing Date.

**10. Closing Instruments.**

(a) Seller shall deliver to Escrow Agent the following on or before the Closing Date:

- (i) Deed in accordance with Paragraph 6 above;
- (ii) Note of Request to Remove Current Use Assessment Classification; and
- (iii) Such other documentation as may be reasonably required to close the transaction, including, without limitation, signed escrow instructions.

(b) Purchaser shall deliver to Escrow Agent the following on or before the Closing Date:

- (i) The balance of the Consideration and any other amounts due under this Agreement;
- (ii) Note of Request to Remove Current Use Assessment Classification; and
- (iii) Such other documentation as may be reasonably required to close the transaction, including, without limitation, signed escrow instructions.

**11. Casualty Loss.** In the event of a material loss or damage to the Property, which occurs prior to Closing, or if any material portion of the Property has been taken by condemnation or eminent domain proceedings (or deed in lieu thereof), Purchaser may, at its option, elect to (a) terminate this Agreement if Purchaser notifies Seller in writing of its election within fifteen (15) days from the date Purchaser receives notice of the casualty or condemnation; or (b) Purchaser shall consummate the transaction and receive an assignment of all proceeds of insurance or condemnation awards attributable to such damage or taking,

less reimbursement to Seller of the reasonable costs it incurred in procuring such proceeds or awards. At Closing, Purchaser assumes all hazards of damage to or destruction of the Property or improvements hereafter placed thereon, and of the taking of the Property or any part thereof for public use; and agrees that no such damage, destruction or taking shall constitute a failure of consideration. For purposes of this paragraph, "material" shall mean a diminution in value of the Property in excess of 10% of the Consideration.

12. **Real Estate Commission.** Purchaser and Seller each represent and warrant to the other that there are no other brokers, agents or finders, licensed or otherwise has been engaged by it, respectively, in connection with the transaction contemplated by this Agreement. In the event of any such claim for broker's, agent's or finder's fee or commission in connection with the negotiation, execution or consummation of this transaction, the party upon whose alleged statement, representation or agreement such claim or liability arises shall indemnify, hold harmless and defend the other party from and against such claim and liability, including without limitation, reasonable attorney's fees and court costs. Purchaser and Seller acknowledge that the representations and warranties contained in this paragraph shall survive the Closing and not be merged in the Deed.

13. **Default.** If for any reason whatsoever, Seller shall be unable to deliver title in accordance with this Agreement or other default by Seller, Seller shall have no liability, this Agreement shall terminate, and Seller and Purchaser shall have no further rights, duties, obligations or liabilities under this Agreement. In the event of default by Purchaser, Purchaser shall furnish Seller with all reports and studies relating to the Property conducted by or for Purchaser, Purchaser shall have no liability, this Agreement shall terminate, and Seller and Purchaser shall have no further rights, duties, obligations or liabilities under this Agreement. In no event shall either Party be liable to other for any punitive, consequential, incidental, indirect, special or actual damages arising out of this Agreement or any breach thereof, including but not limited to loss of use, lost profits or revenue, whether or not such loss or damage is based on contract, warranty, negligence or otherwise.

14. **Intentionally deleted.**

15. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be deemed properly given on a date that is, (i) personally delivered, (ii) sent by overnight courier service, (iii) sent by first class certified or registered mail, return receipt requested, with postage prepaid, or (iv) dispatched by electronic mail (email) transmission (accompanied with reasonable evidence of receipt of transmission and with a confirmation copy sent by overnight courier service no later than the day after transmission) to the parties' addresses set forth below. Either party may change such address for notice. All notices which are so addressed and paid for shall be deemed effective when personally delivered, or, if mailed, on the earlier of receipt or two (2) days after deposit thereof in the U.S. mail; or if sent via email, the date upon which such email was transmitted, provided the

sender of such email notice receives confirmation of receipt from the recipient via return email or another acceptable notice method. Notices shall be addressed as follows:

If to Seller:           Weyerhaeuser NR Company  
7935 Hwy 12 SW  
Rochester, WA 98579  
Attn: Karen Temen  
Telephone: (360) 858-5707  
Email: [Karen.Temen@weyerhaeuser.com](mailto:Karen.Temen@weyerhaeuser.com)

With a Copy to:       Weyerhaeuser NR Company  
220 Occidental Avenue South  
Seattle, WA 98104  
Attn: Paul Hill  
Telephone: (206) 539-4360  
Email: [Paul.Hill@weyerhaeuser.com](mailto:Paul.Hill@weyerhaeuser.com)

If to Purchaser:       West Thurston Regional Fire Service Authority  
10828 Little Rock Road SW  
Olympia, Washington 98512  
Phone: (360) 352-1614  
Email: [russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)

If to Escrow           ~~TO BE ADDED~~ Stewart Title Guaranty Company  
Agent:               1420 Fifth Avenue, Suite 440  
\_\_\_\_\_  
                          Seattle, WA 98101  
\_\_\_\_\_  
                          Attn: Vicki Coats  
\_\_\_\_\_  
                          Telephone: (206) 770-8876  
\_\_\_\_\_  
                          Email: [Vicki.Coats@stewart.com](mailto:Vicki.Coats@stewart.com)

**16.    Intentionally deleted.**

**17.    Attorneys' Fees.** If either party hereto is required to retain an attorney to enforce any provision of this Agreement, whether or not a legal proceeding is commenced, the substantially prevailing party shall be entitled to reasonable attorneys' fees regardless of whether at trial, on appeal, in any bankruptcy proceeding, in an arbitration or without resort to suit.

**18.    Invalidity.** In the event any portion of this Agreement should be held to be invalid by any court of competent jurisdiction, such holding shall not affect the remaining provisions hereof unless the court's ruling includes a determination that the principal purpose and intent of this Agreement are thereby defeated.

19. **Waiver of Jury Trial.** EXCEPT AS PROHIBITED BY LAW, EACH PARTY HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION (ACTION, PROCEEDING OR COUNTERCLAIM) DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT, ANY DOCUMENT OR AGREEMENT ENTERED INTO IN CONNECTION HERewith AND ANY OF THE TRANSACTIONS CONTEMPLATED HEREBY.

20. **Legal Relationships.** The parties to this Agreement execute the same solely as a Seller and Purchaser. No partnership, joint venture or joint undertaking shall be construed from these presents, and except as herein specifically provided, neither party shall have the right to make any representation for, act on behalf of, or be liable for the debts of the other. All terms, covenants and conditions to be observed and performed by either of the parties hereto shall be joint and several if entered into by more than one person on behalf of such party, and a default by any one or more of such persons shall be deemed a default on the part of the party with whom said person or persons are identified. No third party is intended to be benefited by this Agreement.

21. **Assignment; Successors.** Purchaser shall have the right to assign its rights under this Agreement, in whole, provided that: (a) Purchaser shall give Seller written notice of the assignment at least ten (10) days prior to Closing; and (b) Purchaser shall pay any additional closing costs charged by Escrow Agent for such assignment(s). The notice shall specify the name, address and phone number of the assignee. If Purchaser makes an assignment of this Agreement Purchaser shall not be relieved of any obligations or liabilities hereunder. The rights and obligations of Seller and Purchaser shall inure to the benefit of and be binding upon their respective estates, heirs, executors, administrators, successors, successors-in-trust and assigns.

22. **Time of Performance.** Time is of the essence of this Agreement and whenever a date or time is set forth in this Agreement, the same has been entered into and formed a part of the consideration for this Agreement.

23. **Possession.** Possession of the Property shall be granted to Purchaser at the Closing.

24. **Cooperation.** Each of the parties shall perform all such other acts and things and execute such other and further documents as may be necessary to carry out the intent and purposes of this Agreement.

25. **Paragraph Headings.** The word or words appearing at the commencement of paragraphs and subparagraphs of this Agreement are included only as a guide to the contents thereof and are not to be considered as controlling, enlarging or restricting the language or meaning of those paragraphs or subparagraphs.

26. **Interpretation.** Both parties have reviewed this Agreement and each party has had the opportunity to consult with independent counsel with respect to the terms hereof and has done so to the extent that such party desired. No stricter construction or interpretation of the terms hereof shall be applied against either party as the drafter hereof.

27. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original instrument. All such counterparts together shall constitute a fully executed Agreement. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document. In addition, electronic (email) counterparts of this Agreement shall be deemed for all purposes as an original, and the parties agree to deliver counterparts of this Agreement containing original signatures if requested as soon as possible.

28. **Organization and Authority.** Seller and Purchaser represent and warrant to the other that (a) each has the full right, power and authority to execute this Agreement and perform their respective obligations under this Agreement, and (b) the execution and delivery of this Agreement has been duly authorized, and no further action or approval is required to cause this Agreement to be valid, binding and enforceable against the respective party in accordance with its terms.

29. **Survival.** All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to Closing, shall survive closing and shall not be merged in any deed and be fully enforceable thereafter.

30. **Use of Name.** Purchaser acknowledges and agrees that the name "Weyerhaeuser" (or any variation thereof) shall not be used by Purchaser, or its assigns, in any way or on any activities conducted by or on behalf of Purchaser, including advertisements.

31. **Complete Agreement.** This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

32. **Amendment.** This Agreement may not be modified or amended except by the written agreement of the parties.

33. **No Personal Liability.** No officer, director, shareholder, manager, member, employee or partner of Purchaser or Seller shall have any personal liability with respect to this Agreement whatsoever.

34. **Offer and Acceptance.** This instrument shall be regarded as an offer by Purchaser ("Offer") which shall remain open for acceptance by Seller and subject to certain



internal corporate reviews and approvals. Upon acceptance of this Offer by Seller, the resulting agreement shall be binding upon the parties. As used herein, the phrase "Date of this Agreement" shall mean and refer to the last date on which this Agreement is executed by both Purchaser and Seller, as indicated by the date entered under each signature.

35. **Governing Law.** This Agreement shall be construed and enforced in accordance with the law of the State of Washington.

36. **Public Roads.** Purchaser acknowledges and accepts that roads which may exist leading to the Property may not be public roadways and therefore not maintained by the county road commission. Additionally, Seller shall retain ownership of any private roads adjacent to the Property. Purchaser shall be responsible for obtaining legal access for the County road and shall pay all costs associated therewith.

37. **Covenant.** Purchaser acknowledges that the Property conveyed herein is adjacent or near to Seller's timberlands and may be subject to conditions resulting from Seller's commercial forestry operations on said lands. Such operations include management and harvesting of timber, disposal of slash (including, without limitation, slash burning and other controlled burning), reforestation, application of chemicals, road construction and maintenance, transportation of forest products, and other accepted and customary forest management activities conducted in accordance with federal and state laws. Said forest management activities ordinarily and necessarily produce noise, dust, smoke, appearance and other conditions which may conflict with Purchaser's use of the Property. Purchaser, its heirs, successors and assigns hereby waive all common-law rights to object to normal, necessary and non-negligent forest management activities legally conducted on Seller's property. Purchaser, its heirs, successors and assigns will not object to the application of chemicals, including, without limitation, pesticides and herbicides, on Seller's property. It is intended and agreed by the parties that this covenant shall be a part of the Deed, described herein, and of the public record and forever remain a covenant with the Property or hereafter adjacently acquired property by Purchaser, and any party acquiring an interest in said property shall be bound by the terms of the covenant.

38. **OFAC.** None of the funds to be used for payment by Purchaser of the Purchase Price will be subject to 18 U.S.C. §§ 1956-1957 (Laundering of Money Instruments), 18 U.S.C. §§ 981-986 (Federal Asset Forfeiture), 18 U.S.C. §§ 881 (Drug Property Seizure), Executive Order Number 13224 on Terrorism Financing, effective September 24, 2001, or the United and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, H.R. 3162, Public Law 107-56 (the "**USA Patriot Act**"). Purchaser certifies that neither Purchaser nor any person owning an interest in Purchaser, is or will become a person or entity with whom U.S. persons are restricted from doing business with under the regulations of the Office of Foreign Asset Control ("**OFAC**") of the Department of Treasury (including those named on OFAC's Specially Designed and Blocked Persons list) or under any statute, executive order (including the September 24, 2001 Executive Order Blocking Property and Prohibiting

Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism), the USA Patriot Act, or other governmental action, nor has Purchaser previously been indicted for or convicted of any USA Patriot Act offenses. Purchaser hereby agrees to defend, indemnify, and hold harmless Seller from and against any and all claims, damages, losses, risks, liabilities, and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification. This certification and agreement to indemnify, hold harmless, and defend Seller shall survive Closing or any termination of this Agreement.

**39. Special Provisions.**

(a) The conveyance from Seller to Purchaser shall expressly save, except, and reserve, unto itself and its successors and assigns, all interest in oil, gas, and other liquid or gaseous hydrocarbons including without limitation, coal seam gas; geothermal resources including, without limitation, geothermal steam and heat; aggregate resources including, without limitation, sand, gravel, granite, basalt, limestone and dolomitic limestone; base and precious metals; industrial minerals including, without limitation, silica, diatomaceous earth, heavy minerals (such as ilmenite, rutile and zircon) and hydraulic fracturing (frac) sand; ores; coal; lignite; ornamental stone and minerals of any and every nature, kind, or description whatsoever now or hereafter susceptible to commercial exploitation (collectively "Mineral Resources"), in or upon the Property, together with the usual and customary rights of ingress and egress to and from said lands, as required by Seller in Seller's reasonable discretion, for the purpose of exploring for such Mineral Resources by any and all means, and for developing, producing, extracting, or removing therefrom by any means now in use or hereafter developed all such Mineral Resources without any obligation to provide lateral or subjacent support, and to store, save, transport, treat, process, market, or otherwise utilize such Mineral Resources so produced; provided, however, that Purchaser and Purchaser's heirs, successors, and assigns, shall be compensated for any injury or damage to the surface of the Property or to the crops or improvements thereon caused by the exercise of any rights herein reserved in accordance with applicable statutory law.

(b) Purchaser acknowledges that the Property may be subject to certain forest land obligations applicable to the Property under the forest practices rules adopted pursuant to RCW 76.09.370, to the extent that any such obligations are disclosed to Purchaser on the notice attached hereto as **Exhibit "C"** and incorporated herein by this reference (the "Continuing Obligations"). At or before Closing, Purchaser agrees to sign and deliver to Seller the original of the notice attached as Exhibit "C" as required by the Washington Department of Natural Resources ("DNR") at the time of Closing. At Closing, Seller shall send the executed notice to DNR in accordance with the requirements of RCW 76.09.390. As of Closing, Purchaser assumes and agrees to perform the Continuing Obligations at Purchaser's sole cost and expense in a timely fashion, and to indemnify, defend and hold Seller harmless from and against the Continuing Obligations and any claim, loss, damage, cost or expense resulting from Purchaser's failure to fulfill and perform the same.

(c) At Closing, Purchaser shall grant to Seller an easement for ingress, egress and utilities over and across existing roads that will encumber a portion of the Property substantially in the form attached hereto as **Exhibit "D"** and incorporated herein by this reference (the "Easement"), Purchaser hereby accepts the Easements as Permitted Exceptions defined herein.

(d) Because of the donation of the Property for the use only as a fire station, the Deed shall contain the following language:

This (d) ~~Add reversionary rights.~~

conveyance is made on the express condition that the Property shall only be used for use as an operating fire station, unless Grantor consents to other uses of the Property in Grantor's sole discretion (the "Use Condition"). It is the intent of the parties by the inclusion of the foregoing language in this Deed to create a Fee Simple on a Condition Subsequent and Concurrent Right of Entry in Grantor to the Property. The Right of Entry is and shall be personal to Grantor and shall not be assigned or otherwise transferred to any other party nor enforced by any other party [ALTERNATIVELY, DO YOU WANT IT TO TRANSFER WITH THE SALE OF THE PROPERTY?]. To terminate Grantee's interest in and to the Property upon a breach of the Use Condition, Grantor must take affirmative action by court proceedings to divest Grantee of fee simple title and cause fee simple title to revert to and vest in Grantor free and clear of the interest of Grantee created by this Deed.

Signature page follows.

IN WITNESS, WHEREOF, the parties hereto have executed this instrument to be effective the day and year first above written.

SELLER:

WEYERHAEUSER NR COMPANY

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_

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PURCHASER:

WEST THURSTON REGIONAL FIRE SERVICE AUTHORITY

By \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

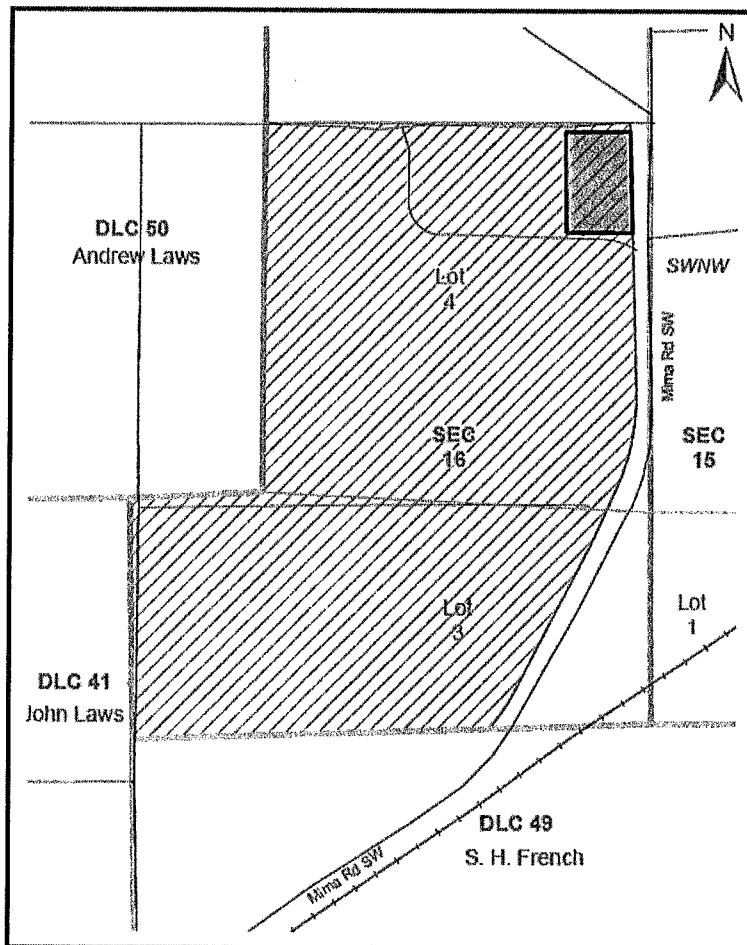
(61)


**EXHIBIT "A"**  
**to the Agreement**


Property Depiction


~~INSERT DEPICTION OF THE PROPERTY~~

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 Proposed 1 Acre for Fire Department

 Tax Parcel #13616140100

 Section Line

 Railroad

 Roads



Township 16 North, Range 3 West  
Thurston County, WA

LT Dept - MayhewM - 9/30/2019  
ThurstonCounty\_FireDept.mxd

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**EXHIBIT "A-1"**  
**to the Agreement**

Base Parcel Legal Description

Tax parcel Number 13616140100 –

Government Lots 3 and 4, Section 16, Township 16 North, Range 3 West, W.M., Thurston  
County, Washington

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**EXHIBIT "B"**  
**to the Agreement**

Form of Deed

FILED FOR RECORD AT THE  
REQUEST OF AND RETURN TO:  
Stewart Title Guaranty Company  
Attn: Vicki Coats  
1420 Fifth Avenue, Suite 440  
Seattle, WA 98101  
File No. T \_\_\_\_\_

SEND TAX STATEMENTS TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GRANTOR:** WEYERHAEUSER NR COMPANY, a Washington corporation

**GRANTEE:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**ABBREVIATED LEGAL:** \_\_\_\_\_

**ASSESSOR PARCEL #:** \_\_\_\_\_

**BARGAIN AND SALE DEED**

WEYERHAEUSER NR COMPANY, a Washington corporation, whose address is 220 Occidental Avenue South, Seattle, Washington 98104 ("Grantor") for valuable consideration, receipt of which is hereby acknowledged, does hereby bargain, sell and convey its interest in the real property described on **Exhibit "A"** attached hereto and by this reference made a part hereof (herein the "Property") to \_\_\_\_\_, whose address is \_\_\_\_\_ ("Grantee"). This conveyance is made on the express condition that the Property shall only be used for use as an operating fire station, unless Grantor consents to other uses of the Property in Grantor's sole discretion (the "Use Condition"). It is the intent of the parties by the inclusion of the foregoing language in this Deed to create a Fee Simple on a Condition Subsequent and Concurrent Right of Entry in Grantor to the Property. The Right of Entry is and shall be personal to Grantor and shall not

(65)

be assigned or otherwise transferred to any other party nor enforced by any other party [ALTERNATIVELY, DO YOU WANT IT TO TRANSFER WITH THE SALE OF THE PROPERTY?]. To terminate Grantee's interest in and to the Property upon a breach of the Use Condition, Grantor must take affirmative action by court proceedings to divest Grantee of fee simple title and cause fee simple title to revert to and vest in Grantor free and clear of the interest of Grantee created by this Deed.

RESERVING UNTO GRANTOR, for itself and its successors and assigns, all interest in oil, gas, and other liquid or gaseous hydrocarbons including without limitation, coal seam gas; geothermal resources including, without limitation, geothermal steam and heat; aggregate resources including, without limitation, sand, gravel, granite, basalt, limestone and dolomitic limestone; base and precious metals; industrial minerals including, without limitation, silica, diatomaceous earth, heavy minerals (such as ilmenite, rutile and zircon) and hydraulic fracturing (frac) sand; ores; coal; lignite; ornamental stone and minerals of any and every nature, kind, or description whatsoever now or hereafter susceptible to commercial exploitation (collectively "Mineral Resources"), in or upon the Property, together with the usual and customary rights of ingress and egress to and from said lands, as required by Grantor in Grantor's reasonable discretion, for the purpose of exploring for such Mineral Resources by any and all means, and for developing, producing, extracting, or removing therefrom by any means now in use or hereafter developed all such Mineral Resources without any obligation to provide lateral or subjacent support, and to store, save, transport, treat, process, market, or otherwise utilize such Mineral Resources so produced; provided, however, that Grantee and Grantee's heirs, successors, and assigns, shall be compensated for any injury or damage to the surface of the Property or to the crops or improvements thereon caused by the exercise of any rights herein reserved in accordance with applicable statutory law.

Grantee acknowledges that the Property conveyed herein is adjacent or near to Grantor's timberlands and may be subject to conditions resulting from Grantor's commercial forestry operations on said lands. Such operations include management and harvesting of timber, disposal of slash (including, without limitation, slash burning and other controlled burning), reforestation, application of chemicals, road construction and maintenance, transportation of forest products, and other accepted and customary forest management activities conducted in accordance with federal and state laws. Said forest management activities ordinarily and necessarily produce noise, dust, smoke, appearance and other conditions which may conflict with Grantee's use of the Property. Grantee, its heirs, successors and assigns hereby waive all common-law rights to object to normal, necessary and non-negligent forest management activities legally conducted on Grantor's property. Grantee, its heirs, successors and assigns will not object to the application of chemicals, including, without limitation, pesticides and herbicides, on Grantor's property. It is intended and agreed by the parties that this covenant shall be a part of the Deed, described herein, and of the public record and forever remain a covenant with the Property or hereafter adjacently

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acquired property by Grantee, and any party acquiring an interest in said property shall be bound by the terms of the covenant.

The Property is conveyed subject to an easement in the public for any public roads heretofore laid out or established and now existing over, along or across any portion of the real estate; and to all additional easements, reservations, restrictions, rights-of-way, encumbrances and water rights, if any, apparent or of record; and further

SUBJECT TO:

- (i) liens for taxes, assessments and other governmental charges which are not yet due and payable as of the recordation of this deed;
- (ii) all land use (including environmental and wetlands), building and zoning laws, regulations, codes and ordinances affecting the Property;
- (iii) any rights of the United States of America, the State in which the Property is located or others in the use and continuous flow of any brooks, streams or other natural water courses or water bodies within, crossing or abutting the Property, including, without limitation, riparian rights and navigational servitudes;
- (iv) title to that portion of the Property, if any, lying below the mean high-water mark of abutting navigable rivers;
- (v) all easements, rights-of-way, water rights, licenses and other such similar encumbrances apparent or of record;
- (vi) all existing public and private roads and streets and all railroad and utility lines, pipelines, service lines and facilities;
- (vii) all encroachments, overlaps, boundary line disputes, shortages in area, persons in possession, cemeteries and burial grounds and other matters not of record which would be disclosed by an accurate survey or inspection of the Property;
- (viii) prior reservations or conveyances of mineral rights or mineral leases of every kind and character;
- (ix) any loss or claim due to lack of access to any portion of the Property; and further

SUBJECT TO *[add permitted encumbrances from title commitment]*

TO HAVE AND TO HOLD the same unto the said Grantee and unto her successors and assigns forever, with all appurtenances thereunto belonging.

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Grantor covenants with Grantee that it will forever warrant and defend said title to said lands against all lawful claims and encumbrances done or suffered by it, but against none other.

DATED the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[Signature page follows]

(68)

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

STATE OF WASHINGTON )  
 )ss  
COUNTY OF KING )

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed my official seal  
the day and year last above written.

Notary Public in and for the  
State of Washington  
Residing in \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**Exhibit "A"**

Legal Description of the Property  
Thurston County, Washington

When signed return to:  
City of Olympia  
Attn: City Clerk's office  
PO Box 1967  
Olympia, WA 98507-1967

**AGREEMENT BETWEEN  
THE CITY OF OLYMPIA AND WEST THURSTON REGIONAL FIRE AUTHORITY  
FOR  
FIRE DEPARTMENT VEHICLE REPAIR & MAINTENANCE SERVICES**

**Whereas**, RCW 35A.11.010 permits cities governed under the optional municipal code to contract and be contracted with; and

**Whereas**, pursuant to OMC 3.16.030, the city manager or city manager's designee, is authorized to approve and execute on behalf of the City of Olympia any contract not otherwise subject to Council approval;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and West Thurston Regional Fire Authority (WTRFA) agree as follows:

**I. Purpose/Objective**

The purpose of this Agreement is to allow the City of Olympia (City), through its Fire Department (OFD), to provide maintenance and repair services to West Thurston Regional Fire Authority (WTRFA) for Apparatus owned and operated by WTRFA. WTRFA does not have sufficient resources to provide such services and desires to have such services performed as set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform necessary maintenance and repair services, and agrees to extend this service to WTRFA under the terms and conditions specified in this Agreement.

**II. Definitions**

In this Agreement, the following words shall have the meanings set forth below:

**Annual Inspection** A yearly inspection conducted at the OFD maintenance facility that includes items listed on the "Apparatus/Fire Engines Annual Inspection" form as set forth on the attached Exhibit "A" as set forth herein or updated in accordance with this Agreement.

**Apparatus** Fire Department owned vehicle used for the purpose of responding to fire or medical emergencies.

**Fire Ground Equipment** Mechanical and electrical tools assigned to Apparatus.

**Fluids** Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

**Front Line Apparatus** The primary designated staffed vehicle first in line to respond.

**Quarterly Inspection** A quarterly inspection conducted at the OFD maintenance facility that includes items listed on the form as set forth on the attached Exhibit "B" as set forth herein or updated in accordance with this Agreement.

### III. Scope of Agreement/Work

#### A. Responsibilities of OLYMPIA (City) shall be as follows:

1. **CITY OF OLYMPIA Maintenance Responsibilities** The Olympia Fire Department (OFD), as the agent of the City, shall be responsible for routine maintenance of the Apparatus and Fire Ground Equipment covered under the terms of this Agreement.
2. **OFD Repair Responsibilities** Modifications and repairs shall be scheduled and performed on a priority basis by OFD or its chosen service provider. Repairs and modifications will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.
3. **Work performed by Outside Service Providers** OFD will provide notice to WTRFA prior to work being performed by other service providers.
4. **Maintenance and Repair Limitations** OFD agrees to attempt to complete all maintenance and repair requests within the time WTRFA requests or has scheduled with OFD. WTRFA is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.
5. **Covered Apparatus and Equipment** The Apparatus and Fire Ground Equipment OFD agrees to maintain for WTRFA is set forth in the chart outlined in Exhibit "C" attached hereto. The Fire Chief of OFD and Fire Chief of WTRFA are authorized to amend Exhibit C as necessary, so long as both parties agree to the changes and attach to this Agreement an updated copy of Exhibit C. Unless otherwise specified, any covered Apparatus includes Fire Ground Equipment supporting such Apparatus.
6. **Hours of Work** OFD's Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.



7. **Documentation and Safety Concerns** OFD shall supply to WTRFA record of work performed at the time of billing. If WTRFA does not authorize additional repairs that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to WTRFA. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to WTRFA's Fire Chief and OFD will seek direction to proceed with the recommended repair(s) or maintenance. OFD makes no representation that it will discover any safety issue or defect, actual or potential.
8. **Pick-up and Delivery of Apparatus** This may be a joint effort between WTRFA and OFD with WTRFA as the party ultimately responsible for pick-up and delivery. WTRFA remains responsible for any costs associated with pick-up and delivery.

**B. Responsibilities of WEST THURSTON REGIONAL FIRE AUTHORITY shall be as follows:**

1. **Notification of Repair and/or Maintenance:** WTRFA agrees to notify OFD via the OFD designated email address, [ofd fleetservices@ci.olympia.wa.us](mailto:ofd fleetservices@ci.olympia.wa.us), when Apparatus is in need of repair/and or maintenance. WTRFA agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus and, as such, hereby agrees to participate in the OFD preventative maintenance program as outlined in attached Exhibits "A" and "B". If OFD determines that the Apparatus is not being maintained to this standard, OFD may notify the Fire Chief of WTRFA.
2. **Authorized Representative:** WTRFA agrees to provide the name and telephone number of a WTRFA authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.
3. **Response to Safety Concerns:** If OFD notifies the WTRFA Fire Chief of any safety concern under Paragraph B, the Fire Chief of WTRFA is responsible for a timely response to OFD's recommendation.
4. **Pick-up and Delivery of Apparatus:** OFD and WTRFA shall coordinate all pick-up and delivery of apparatus with WTRFA as the party ultimately responsible for pick-up and delivery. WTRFA is responsible for any costs associated with pick-up and delivery.

**IV. Payment (or Funding/Costs/etc.)**

- A. Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is \$125.00 per hour which is inclusive of documentation and

Vehicle Repair Agreement between City of Olympia  
And West Thurston Regional Fire Authority

reporting of all maintenance work and service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as WTRFA receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax which will be added to each invoice. In addition, WTRFA agrees to pay OFD for all parts provided by OFD from OFD's stock (at OFD's cost) plus any costs associated with fluids, pick-up and delivery, plus any mark-up as described below. WTRFA shall have the option of terminating the Agreement with 45 days written notice upon being advised of a labor rate increase.

B. Expenses outlined herein shall be paid by WTRFA in the manner set forth below:

1. Costs of any parts that OFD does not have in-stock may be directly billed by the vendor to WTRFA.
2. Service that OFD does not provide but that OFD authorizes another entity to provide may be directly billed by the vendor to WTRFA.
3. The cost of parts OFD has in stock or are billed to OFD on behalf of WTRFA will be assessed a 32% mark-up. This cost for parts and all labor services provided by OFD will be directly billed by OFD to WTRFA. WTRFA shall have the option of purchasing any necessary large part(s), costing more than \$3,000 directly from a vendor specified by OFD and providing to OFD for installation based upon the schedule and terms commensurate with the repair or maintenance work required, and shall pay a 5% mark-up to OFD when providing such service in lieu of the normal 32% mark-up. This applies only to individual parts valued at \$3,000 or more not an aggregation of parts and/or labor for any project.
4. Fluids used and replaced will be billed at the normal rates paid by OFD plus a 32% mark-up as well as fluid accountability requirements and any required disposal charges incurred by OFD.
5. Pick-up and delivery charges will be directly paid by WTRFA to the entity providing such services. For example, if towing is required, WTRFA will pay the towing company directly.

V. **Method of Payment**

- A. OFD will submit a monthly itemized invoice to WTRFA for all OFD in-stock parts, fluid replacement, labor for completed maintenance and repair services provided by OFD and any other services provided under this Agreement.
- B. WTRFA will make payment within thirty (30) days of receipt of an invoice.

## **VI. Amendments**

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or WTRFA Fire Chiefs under this Agreement and, when so authorized, must be made in writing and attached hereto.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

## **VII. Indemnification**

WEST THURSTON REGIONAL FIRE AUTHORITY and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement. For purposes of this Agreement, the parties each expressly waive their immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to their employees and agree that the obligations to protect, save, defend, indemnify, and hold each other harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the parties. The foregoing waiver is mutually negotiated by the parties to this Agreement.

## **VIII. Insurance**

The City of Olympia (City) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the City or its employees. Before beginning the work described in this Agreement, the City shall provide proof of coverage:

- A. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
- B. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and aggregate.
- C. Excess Liability insurance with limits not less than \$1,000,000 per occurrence and aggregate.
- D. Garagekeepers Legal Liability policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from the City's Insurance Pool confirming that OFD is covered for any damage to the WTRFA's Apparatus resulting from OFD's negligence

while WTRFA's Apparatus is being serviced, maintained, repaired or stored by OFD at OFD's facility.

- E. The aforementioned insurance requirements for the City of Olympia shall be fulfilled by the City of Olympia's membership and coverage with the Washington Cities Insurance Authority, a municipal insurance pool. Any payment of deductible or self-insured retention of such coverage shall be the sole responsibility of OFD.
- F. WTRFA shall purchase and maintain automobile physical damage insurance with comprehensive and collision coverage equivalent to those listed above on all vehicles being serviced by the City of Olympia. Any payment of deductible or self-insured retention shall be the sole responsibility of WTRFA.

**IX. Warranty**

Except as expressly provided below, the CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement. OFD will repair or replace any new parts (except parts not covered by a manufacturer's warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts as determined by the manufacturer, or labor as determined by OFD, provided OFD is immediately notified and allowed to inspect the vehicle to determine whether or not the failure is in fact attributable to defective parts and/or labor. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and neither OFD nor the City shall be liable for any consequential, incidental or commercial damages related to the services in excess of the costs of the specific repairs.

**X. Duration of Agreement**

This Agreement shall be effective until December 31, 2022 unless otherwise terminated in the manner described under the pertinent sections of this Agreement.

**XI. Termination of Agreement**

Should either party choose to terminate this Agreement, the party desiring to terminate the Agreement must provide one year advance written notice to the other party, unless otherwise set forth in this Agreement. In addition, in the event WTRFA is dissatisfied with the OFD's performance of its responsibilities under this Agreement, WTRFA shall provide OFD with a written notice of dissatisfaction that specifically identifies the details of the OFD's alleged performance deficiencies. OFD shall have three months from the date of the notice of dissatisfaction to remedy the performance deficiencies specifically noted. In the event WTRFA remains dissatisfied at the end of the three month period, WTRFA may terminate the Agreement by providing OFD with an additional 3 months written notice.

**XII. No Separate Legal Entity Created/Property**

Vehicle Repair Agreement between City of Olympia  
And West Thurston Regional Fire Authority

No separate legal entity is created under this Agreement. Each party shall maintain ownership of its own property.

**XIII. Entire Agreement**

This Agreement along with the Exhibits incorporated by reference sets forth all terms and conditions agreed upon by OFD and WTRFA and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

**XIV. Notice**

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn: Fire Chief

Re: Agreement with West Thurston Regional Fire Authority

PO Box 1967

Olympia, WA 98507-1967

WEST THURSTON REGIONAL FIRE AUTHORITY

Attn: Fire Chief

Re: Agreement with Olympia

10828 Littlerock Road SW

Olympia, WA 98512

**XV. Interpretation and Venue**

This Agreement shall be governed by the Laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

**XVI. Dispute Resolution**

In the event of a dispute between the parties arising by reasons of this Agreement, or any obligation hereunder, the dispute shall first be referred to a representative designated by parties to have oversight over the administration of this Agreement. Said representatives shall meet within fourteen (14) calendar days of either party's request for a meeting, and the parties shall make a good faith effort to attempt to achieve a resolution of the dispute. In the event that the parties are unable to resolve the dispute under the procedure set forth, then the

parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

**XVII. Ratification**

Any act consistent with the authority and prior to the effective date of this Agreement is hereby ratified and confirmed.

**XVIII. Effective Date**

The Agreement shall take effect as of the date of the last signature affixed hereto.

**CITY OF OLYMPIA**

**WEST THURSTON  
REGIONAL FIRE AUTHORITY**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
West Thurston Regional Fire Authority

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form

\_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

Exhibit "A" Apparatus/Fire Engines Annual Inspection forms  
Exhibit "B" Quarterly inspection items list and form  
Exhibit "C" The Apparatus and Fire Ground Equipment OFD maintains for WTRFA

EXHIBIT A  
West Thurston Regional Fire Authority

APPARATUS/FIRE ENGINE ANNUAL INSPECTION

Initial if okay, mark with an "x" if repairs are needed

Apparatus # \_\_\_\_\_ Date \_\_\_\_\_ Mileage \_\_\_\_\_

Lube complete chassis  
Check coolant level \_\_\_\_\_ Nitres \_\_\_\_\_ Degrees \_\_\_\_\_  
Check and adjust brakes (parking & service brake) \_\_\_\_\_  
Check wheel seals \_\_\_\_\_  
Check oil in steer axle hubs \_\_\_\_\_  
check lug nuts (looseness & rust trails) \_\_\_\_\_  
Check frame and suspension (springs, pins, u-bolts & cross members) \_\_\_\_\_  
Check exhaust system (leaks) \_\_\_\_\_  
Check steering components (tie rods, ends, draglink) \_\_\_\_\_  
Check king pins \_\_\_\_\_  
Change engine oil Type \_\_\_\_\_ Quantity \_\_\_\_\_  
Change engine oil filter \_\_\_\_\_  
Change fuel filters \_\_\_\_\_  
Change air filter \_\_\_\_\_  
Check PTO operation \_\_\_\_\_  
Check air governor cutout/air dryer exhaust (120 psi) \_\_\_\_\_  
Check toe-in on steer axle Front side \_\_\_\_\_ in Rear side \_\_\_\_\_ in  
Check all tires (curbing, cuts, wear and pressure) \_\_\_\_\_

FRONT	REAR	REAR
Depth - LF _____/32	LEO _____/32	RIO _____/32
Depth - FRO _____/32	LRI _____/32	RRI _____/32
Pressure - LF _____ psi	LRO _____ psi	RRO _____ psi
Pressure - RF _____ psi	LRI _____ psi	RRI _____ psi

Change differential fluid (as needed) \_\_\_\_\_  
Check u-joints \_\_\_\_\_  
Change power steering filter \_\_\_\_\_  
Change transmission filters & fluid \_\_\_\_\_  
Check windshield washer fluid and change wiper blades \_\_\_\_\_  
Replace all belts (as needed) \_\_\_\_\_  
Check all hoses (for leaks and wear) \_\_\_\_\_  
Check batteries (cables and corrosion) \_\_\_\_\_  
Check battery (state of charge) if applicable \_\_\_\_\_  
Check cab & body mounts \_\_\_\_\_  
Lube door latches \_\_\_\_\_  
Check all lights, horns and sirens \_\_\_\_\_  
Check interior lighting (cab & body compartments) \_\_\_\_\_

Page 1 of 2

Vehicle Repair Agreement between City of Olympia  
And West Thurston Regional Fire Authority

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*Mammals*

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EXHIBIT B  
West Thurston Regional Fire Authority  
APPARATUS/FIRE ENGINE QUARTERLY INSPECTION

Initial if okay, mark with an "x" if repairs are needed

Apparatus # \_\_\_\_\_ Date \_\_\_\_\_ Mileage \_\_\_\_\_

|   |              |                |  |
|---|--------------|----------------|--|
| Lube complete chassis   |              |                |  |
| Check cab and body mounts   |              |                |  |
| Check coolant level   | Nitres _____ | Degrees _____  |  |
| Check and adjust brakes (parking & service brake)                   |              |                |  |
| Check wheel seals   |              |                |  |
| Check frame and suspension (springs, pins, u-bolts & cross members) |              |                |  |
| Check exhaust system (leaks)  |              |                |  |
| Check steering components (tie rods, ends, draglink)                |              |                |  |
| Change engine oil   | Type _____   | Quantity _____ |  |
| Change engine oil filter  |              |                |  |
| Check transfer case oil   |              |                |  |
| Change air filter   |              |                |  |
| Change fuel filters   |              |                |  |
| Check PTO   |              |                |  |
| Check air governor cutout/air dryer exhaust (120 psi)               |              |                |  |
| Check all tires (curbing, cuts, wear and pressure)                  |              |                |  |

|                        |              |              |
|------------------------|--------------|--------------|
| FRONT                  | REAR         | REAR         |
| Depth - LF _____/32    | LEO _____/32 | RIO _____/32 |
| Depth - FRO _____/32   | LRI _____/32 | RRI _____/32 |
| Pressure - LF _____psi | LRO _____psi | RRO _____psi |
| Pressure - RF _____psi | LRI _____psi | RRI _____psi |

|  |  |
|--|--|
| Check for water leaks (fire pump area)                               |  |
| Check fire pump switch and lighting                                  |  |
| Check primer pump fluid  |  |
| Check differential fluid   |  |
| Check transmission fluid   |  |
| Check windshield washer fluid/wipers                                 |  |
| Check all belts & hoses (for cracks and looseness, adjust as needed) |  |
| Check batteries (cables & corrosion)                                 |  |
| Check all lights, horns and sirens                                   |  |
| Check interior lighting (cab & body compartments)                    |  |
| Check interior (seats, door panels, carpets and mats)                |  |
| Check seat belts (condition, operation)                              |  |
| Check low air warning devices  |  |
| Observe all gauge operation (oil, water temp and amp)                |  |

Check heaters, fans and air conditioning  
Check windows (chips, cracks, seals and operation)  
Exterior (door operation, hood, trunk)  
Install service sticker

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Repairs needed: \_\_\_\_\_

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## Exhibit C

### West Thurston Regional Fire Authority

Vehicles to be included for service in agreement with City of Olympia:

| Fleet No   | Designation ID (Location) | Year   | Make         | Model                             | VIN               | Vehicle Type         | Lic #      |
|------------|---------------------------|--------|--------------|-----------------------------------|-------------------|----------------------|------------|
| A20        | A1-1                      | 2015   | Dodge        | 3500 Braun Ambulance              | 3C7WRTBL7FG606542 | Fire / Ambulance     | B1572C     |
| A19        | A1-2                      | 2015   | Dodge        | 3500 Braun Ambulance              | 3C7WRTBL9FG606543 | Fire / Ambulance     | B1255C     |
| A05        | A1-6                      | 2009   | Dodge        | 4500 Braun Ambulance              | 3D6WC66L49G558152 | Fire / Ambulance     | 94350C     |
| A06        | A1-3                      | 2009   | Dodge        | 4500 Braun Ambulance              | 3D6WC66L29G558151 | Fire / Ambulance     | 94349C     |
| A09        | B1-1                      | 2009   | Dodge        | Ram 5500 Brush Truck              | 3D6WD78L69G534533 | Fire / Ambulance     | 83549C     |
| A68        | B1-2                      | 2009   | Dodge        | Ram 5500 Brush Truck              | 3D6WD78L4AG124349 | Fire / Ambulance     | 92011C     |
| A54        | B1-3                      | 2001   | Ford         | F550 Brush Rig                    | 1FDAW57F11EP33804 | Fire / Ambulance     | 59217C     |
| A58        | B1-6                      | 2002   | Ford         | F550 Brush/Rescue                 | 1FDAW57F22EC78166 | Fire / Ambulance     | 68709C     |
| A66        | BN-1                      | 2006   | Dodge        | Durango                           | 1D4HB38N76F168726 | PPT (Sta 1-2)        | 86463C     |
| A23        | BN-1-6                    | 2017   | Ford         | Interceptor                       | 1FM5K8AR4HGC72237 | PPT                  | B6719C     |
| A14        | CH1-1                     | 2011   | Chevy        | Tahoe                             | 1GNSK2E04BR250547 | PPT                  | 92091C     |
| A25        | TO1-1                     | 2017   | Ford         | Interceptor                       | 1FM5K8AR9HGC72234 | PPT                  | B6781C     |
| A71        | STAF-2                    | 2006   | Ford         | Escape                            | 1FMCU95H36KA08333 | Support              | B4351C     |
| A24        | CH1-2                     | 2017   | Ford         | Interceptor                       | 1FM5K8AR2HGC72236 | PPT                  | B6780C     |
| A62        | E1-1                      | 2007   | American LaF | Engine-Pumper                     | 1AFAAACG87RY96541 | Fire / Ambulance     | 83591C     |
| A63        | E1-2                      | 2007   | American LaF | Engine-Pumper                     | 1AFAAACGX7RY96542 | Fire / Ambulance     | 83590C     |
| A22        | E1-3                      | 2017   | Spartan      | Engine-Pumper                     | 4S7CT2D98GC081474 | Fire / Ambulance     | B4673C     |
| A07        | E1-6                      | 1995   | H&W          | Engine                            | 457CT9G07SC017960 | Fire / Ambulance     | 36485C     |
| A21        | E1-7                      | 1995   | Pierce       | Lance 50' Telesquirt              | 4PICT02D5SA000147 | Ladder truck         | 35436C     |
| A64        | OOS-1-A64                 | 1991   | Ford         | E350 Rehab (out of service)       | 1FDK330M4MHA61773 | Fire / Ambulance     | 71939C     |
| Parade     | Parade                    | 1947   | Chevy        | Engine                            | 60061445          | Antique              | LEMAY LOAN |
| Parade 1-1 | Parade 1-1                | 1954   | GMC          | Parade Truck                      | 63450Z1245        | Antique              | C48777     |
| Parade 1-2 | Parade 1-2                | 1936   | Ford         | Antique                           | 43253             | Antique              | C08837     |
| A08        | E1-4                      | 1995   | Pierce       | Engine ("green monster")          | 4P1CT02405A000511 | Fire / Ambulance     | 36449C     |
| A70        | S1-2                      | 2015   | Ford         | Transit Connect                   | NM0GE9G77G1194470 | Support              | B4355C     |
| A60        | SU1-8                     | 1997   | Ford         | E350 Rehab Support Unit           | 1FDLE40F4VHA65769 | Support              | 39781C     |
| A72        | A1-4                      | 2007   | Ford         | Ambulance                         | 1FDXE45P57DA64398 | Ambulance            | C3911C     |
| A11        | T1-1                      | 2001   | Kenworth     | Engine-Tender                     | 2NKML29X42M891394 | Fire / Ambulance     | 59290C     |
| A61        | T1-2                      | 2007   | Kenworth     | Tender                            | 2NKMLZ9X17M161739 | Fire / Ambulance     | 68895C     |
| A57        | U1-2                      | 2003   | Ford         | F250 Supercab 4X4                 | 3FTNX21L23MB47699 | Fire / Ambulance     | 66328C     |
|            | Utility 1                 | 2016   | Olympic      | Trailer                           | 1C9UF1214GT997390 | Utility (Lawn maint) | B4354C     |
|            | Utility 2                 | 2003   | EGLIR        | Trailer (black w/side boards)     | 1E9US08A536181214 | Utility              | 66326C     |
|            | Utility 3                 | 1989   | NWCUS        | Trailer (small flatbed w/ramps)   | 45NFS0716K1000426 | Utility              | 13126C     |
|            | Utility 4                 | 1981   | Calkn        | Trailer (big flatbed)             | 1CXSK2625BSTS3447 | Utility              | 78891C     |
|            | Utility 5                 | Unknow | Unknown      | Trailer (red flatbed)             | N/A               | Utility              | 46166C     |
|            | LIGHT 11                  | 1991   | OverL        | Light Plant 1 (from Delphi static | 855308            | Light plant          | 19723C     |
|            |                           | Unknow | Whisper Watt | Generator                         |                   | Generator            |            |

Vehicle Repair Agreement between City of Olympia  
And West Thurston Regional Fire Authority

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## Chief Kaleiwahea

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**From:** Sandra Bush <sandra.bush@co.thurston.wa.us>  
**Sent:** Thursday, November 07, 2019 2:48 PM  
**To:** Chief Kaleiwahea  
**Subject:** 2020 BLS FUNDING AGREEMENT  
**Attachments:** WTRFA BLS CONTRACT 2020.pdf

Good afternoon – attached is the 2020 BLS Funding Agreement. Please sign and return by December 5<sup>th</sup>.

***Just a reminder, if you are using BLS funds for goods, items need to be received by December 31<sup>st</sup>.***

If you have any questions, please don't hesitate to reach out to me.

Thanks,

**Sandra Bush**  
Administrative Supervisor  
Thurston County Medic One  
2703 Pacific Ave SE  
Olympia, WA 98501  
**360-704-2784**  
[sandra.bush@co.thurston.wa.us](mailto:sandra.bush@co.thurston.wa.us)



**INTERGOVERNMENTAL EMS CONTRACT**  
Basic Life Support (BLS) Funding

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

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

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

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

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

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

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

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

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

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

**I. SERVICES**

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

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

amount allocated for each providing agency (Exhibit 'B' – subject to annual adjustment).

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

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

## **II. EFFECTIVE DATE; DURATION**

The term of this Contract and the performance of the AGENCY shall commence on January 1, 2020. and shall automatically renew every year up to 5 years from the original contract effective date, upon mutual agreement between the parties hereto and pursuant to the terms and conditions herein. This agreement replaces all prior interlocal agreements regarding the subject matter contained in this agreement.

## **III. THE EMERGENCY MEDICAL SERVICES COUNCIL**

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

## **IV. COMPENSATION AND METHOD OF PAYMENT**

- A. No payment by the COUNTY shall be made for any service rendered by AGENCY except for services identified and set forth in this Contract.
- B. No payment by the COUNTY shall be made for any service rendered by AGENCY without a signed Intergovernmental EMS Contract, for BLS funding.



- C. If AGENCY is merged with another agency, allocated funds will remain in the budget, only through the current County biennial budget.
- D. Purchase requests over \$49,999.00 requires prior approval from Thurston County Medic One. Purchase requests over \$49,999.00 must be received at least 30 calendar days prior to ordering the item or service.
- E. Goods and services shall be ordered no later than November 30<sup>th</sup> of each year and must be received by December 31<sup>st</sup>.
- F. Invoices and reimbursement requests need to be submitted within 30 days from the date item is received.
- G. Invoices and requests for reimbursement for goods and services delivered in December must be received in the COUNTY's Medic One office no later than January 15<sup>th</sup> of the following year.
- H. In the rare circumstance where a Medic One Paramedic accompanies a patient on a BLS transport capable unit due to emergency circumstances, the Fire Agency shall bill Medic One according to the Fire Agency's respective rate schedules. Medic One will set their reimbursement rate schedule according to the Centers for Medicare & Medicaid Services (CMS) rate schedule and shall publish this no later than January 1<sup>st</sup> of each year. These transport charges shall be reimbursed utilizing the ALS budget and shall not utilize BLS funds. No additional fees, charges, or other costs shall be submitted to the patient or their health care provider

**V. ESTABLISHMENT AND MAINTENANCE OF RECORDS**

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

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

- B. The AGENCY shall retain all books, records, documents and other material relevant to this Contract for the amount of time required by the State of Washington. The AGENCY agrees that the COUNTY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.
- C. The AGENCY'S fiscal management system shall include the capability to provide accurate, current and complete disclosure of the financial status of this Contract upon request.
- D. The patient care records of the Agency as submitted per Exhibit 'A' shall be accessible by the AGENCY for planning, quality control and all applicable public records requests.
- E. If it is determined that a Business Associate Agreement (BAA) is required, it shall be completed as an addendum to this Agreement and incorporated herein.

**VI. ASSIGNMENT/SUBCONTRACTING**

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

**VII. FUTURE SUPPORT**

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

**VIII. COMPLIANCE WITH LAWS**

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

**IX. NON-DISCRIMINATION IN EMPLOYMENT AND SERVICES**

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

**X. RELATIONSHIP OF PARTIES**

- A. No agent, employee, servant or representative of the AGENCY shall be deemed to be an employee, agent, servant or representative of the COUNTY for any purpose, and the employees of the AGENCY are not entitled to any of the benefits the COUNTY provides for COUNTY employees. The AGENCY shall be solely and entirely responsible for its acts and for the acts of its agents, and employees during the performance of this Contract.

- B. The COUNTY will not exercise control and direction over the work of the AGENCY, with the exception of agency personnel operating under Department of Health's approved protocol, and is interested primarily in the results to be achieved. However, the services contemplated herein must meet the general financial approval of the COUNTY and shall be subject to the COUNTY'S general rights of financial inspection and review to secure the satisfactory completion hereof.
- C. In the event that any of the AGENCY'S employees or agents, carry on activities or conduct themselves in any manner which may jeopardize the funding of this Contract, the AGENCY shall be responsible for taking adequate measures to prevent said employee or agent from performing or providing any of the services contained in this Contract.
- D. Communications between the AGENCY and the COUNTY shall be addressed to the regular place of business:

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

WTRFA  
c/o FIRE CHIEF

- E. In the event that the COUNTY or the AGENCY individually or collectively with other AGENCIES providing EMS under this contract have reached an impasse regarding a material portion of this contract, the COUNTY and the AGENCY/AGENCIES may mutually agree to seek the services of a neutral third party for the purposes of fact finding and resolution recommendation regarding the specifics of the impasse. The neutral third-party entity shall be mutually agreed upon by all parties prior to engagement of the neutral third-party entity. Further, all parties shall agree to the purpose for which the neutral third-party entity shall be engaged and said purpose will be reduced to writing and signed by all parties. The recommendation of the third party shall be considered a non-binding recommendation. The cost of neutral third-party fact-finding services and recommendation shall be borne equally by all parties involved.

#### **XI. POLITICAL ACTIVITY PROHIBITED**

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

#### **XII. INDEMNIFICATION; HOLD HARMLESS**

- A. All services to be rendered or performed under this Contract shall be performed or rendered entirely at the AGENCY'S own risk and the AGENCY expressly agrees to indemnify and hold harmless the COUNTY and all of its officers, agents, employees, or otherwise, from any and all liability, loss or damage including reasonable costs of defense that they may suffer as a result of claims, demands, actions, or damages to any and all persons or property, costs or judgments against the COUNTY which result from or arise out of the services to be performed by the AGENCY under this Contract; provided, this section shall not apply to liability resulting exclusively from errors or omissions of the COUNTY, its officers, or employees.
- B. The COUNTY expressly agrees to indemnify and hold harmless the AGENCY and all of its officers, agents, employees, or otherwise, from any and all liability, loss or damage including reasonable costs of defense that they may suffer as a result of claims, demands, actions, or damages to any and all persons or property, costs or judgments against the AGENCY which result from or arise out of the failure of products or equipment provided by the COUNTY to

the extent such failure results from the negligence of the COUNTY, or the services to be performed by the AGENCY as a result of acting under the express and negligent direction or control of a COUNTY agent or representative, excluding the Medical Program Director or any other medical doctor.

- C. In the event that a claim and/or lawsuit is brought against a party to this Agreement, or against any party's officers, officials or employees for actions arising out of their conduct in responding to a request for assistance, it shall be the duty of each such party to promptly notify the other party that the same has been initiated.
- D. Solely for purposes of enforcing the indemnification obligations of a party under this Section XII, each party expressly waives, by mutual negotiation, its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, and agrees that the obligation to indemnify, defend, and hold harmless provided for in this Section XIII extends to any such claim brought against the indemnified party by or on behalf of any employee of the indemnifying party. The foregoing waiver shall not in any way preclude the Indemnifying party from raising such immunity as a defense against any claim brought against the indemnifying party by any of its employees.

### **XIII. INSURANCE**

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

- 1. **Professional Legal Liability:** The coverage shall apply to liability for a professional error, act or omission arising out of the scope of the AGENCY'S services provided subject to this Contract. Coverage shall not exclude bodily injury, property damage or hazards within the scope of the AGENCY'S services subject to this Contract.
- 2. **Commercial General Liability:** The AGENCY shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to limits of not less than \$1,000,000 per loss, or equivalent coverage provided through a joint self-insurance program approved by the Washington State Risk Manager. This shall automatically increase to a minimum of \$2,000,000 per loss in 2021.
  - a. The AGENCY'S general liability insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

#### **3. Other Commercial Insurance Provisions**

- a. The AGENCY'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents.
- b. The AGENCY shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington, or equivalent coverage provided through a joint self-insurance program approved by the Washington State Risk Manager.

- c. Certificates of Insurance or other reasonable notices of coverage shall be provided to the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department. Written notice of cancellation or change shall be mailed to the COUNTY at the following address:

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

#### **XIV. SUSPENSION, TERMINATION AND CLOSE-OUT**

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

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

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

1. The lack of compliance with the provisions of this Contract are of such scope and nature that the COUNTY deems continuation of this Contract to be substantially detrimental to the interests of the COUNTY;
2. The AGENCY has failed to take satisfactory action to correct non-compliance as directed by the COUNTY or its authorized representative within the time specified by same and as set forth in the request to cure notice in Section XIV A.

- C. Termination for Cause by Agency: In the event the COUNTY fails to comply with the terms and conditions of this Contract, the AGENCY shall give notice of such failure and allow a reasonable period for the COUNTY'S cure. Thereafter, in the event the COUNTY fails to cure, the AGENCY may terminate part or all of this Contract upon no less than twenty-one (21) days written notice to the COUNTY.
- D. Termination for Other Grounds: This Contract may also be terminated in whole or in part as follows:
1. By either party with the mutual consent of the other party, in which case the two parties shall devise by mutual written agreement, the conditions of termination including the effective date thereof and in case of termination in part, that portion to be terminated;
  2. By the COUNTY, if the funds allocated by the COUNTY via this Contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- E. Close-Out: In the event that this Contract is terminated in whole or in part for any reason, the following provisions shall apply:
1. Upon written request by the AGENCY, the COUNTY shall make or arrange for payment to the AGENCY of allowable reimbursable costs not covered by previous payments;
  2. The AGENCY shall immediately refund to the COUNTY any monies paid in advance for services not performed;
  3. The AGENCY shall submit, within thirty (30) days after the date of expiration of this Contract, all financial, performance and other reports required by this Contract;
  4. In the event a financial audit has not been performed prior to close out of this Contract, the COUNTY retains the right to withhold a just and reasonable sum from the final payment to the AGENCY after fully considering the recommendations on disallowed costs resulting from the final audit.

#### **XV. JURISDICTION**

- A. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Contract or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Thurston County or in the superior court of the two nearest judicial districts as determined pursuant to RCW 36.01.050.

#### **XVI. SEVERABILITY**

- A. It is understood and agreed by the parties hereto that if any part, term or provision of this Contract is held by the courts to be illegal, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

- B. If it should appear that any provision hereof is in conflict with a statute of the State of Washington, said provision which may conflict therewith shall be deemed modified to conform to such statutory provision.

#### **XVII. ENTIRE AGREEMENT**

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

#### **XVIII. NO THIRD PARTY LIABILITY**

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

#### **XIX. DISPUTE RESOLUTION**

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

**XX. EQUAL OPPORTUNITY TO DRAFT**

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

**XXI. MISCELLANEOUS**

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

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

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

This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing, or disposing of property or any other financial obligation allowed under the Act.

This Agreement does not provide for jointly owned property. All property presently owned or hereafter acquired by one party to enable it to perform the services required under this Agreement, shall remain the property of the acquiring party in the event of the termination of this agreement.

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

**Contract Administration.** This Contract shall be administered by the Fire Chief of the AGENCY and the COUNTY's Emergency Services Director.

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

Thurston County, Washington

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Director, Emergency Services

JON TUNHEIM  
PROSECUTING ATTORNEY

By: Rick Peters, Deputy Prosecuting Attorney



## **EXHIBIT A: SERVICES**

### **I. SERVICE AREA**

The following services shall be provided within Thurston County, or for mutual aid response outside of Thurston County, during the term of this Contract.

### **II. SERVICES**

- A. The AGENCY shall provide BLS patient care as dispatched and following all applicable COUNTY Medic One protocols. The COUNTY, through the Thurston County Emergency Medical Services Fund, shall provide the AGENCY with financial support and medical supplies, based on prior year call volume for said agency. Medic One BLS Supply Funds shall be used to provide emergency medical care or emergency medical services, including related personnel costs, training for such personnel and related equipment, supplies, vehicles, structures needed to provide this care or service, and/or encourage preventative health measures. Expenses shall be consistent with the level of the public agency's State Department of Health Certifications. These funds may be expended directly by Medic One on behalf of the providing agency, or by the providing agency with reimbursement requested from Medic One. The expended amount shall not exceed the amount allocated for each providing agency (Exhibit "B") – subject to annual adjustment. Medic One Financial Support is provided directly to each jurisdiction to cover a portion of the costs for the provision of their BLS service delivery.
  - a. For non-transporting units, AGENCY shall submit the patient care reporting data as required by the COUNTY's current patient care data management system to the COUNTY within one (1) hour of the EMS run.
  - b. For transporting units, AGENCY shall submit the patient care reporting data before the unit leaves the hospital. If the ePCR system has failed, and patient care reporting data must be submitted in paper form, AGENCY shall submit data within 24 hours.
- B. The AGENCY assumes all responsibility for equipment/supplies received.
- C. COUNTY shall have supply orders filled and ready for pickup on the date requested by the Agency. Orders must be submitted no later than 2 business days prior to pick up. Orders not picked up by the Agency on the date requested will be returned to stock, unless prior notification is given for a delayed pick up.
- D. AGENCY shall notify COUNTY within 30 days of supplies/equipment purchased/received, for reimbursement requests.
- E. County shall provide monthly BLS supply fund expenditure reports within 15 business days following the last day of the previous month.
- F. AGENCY shall reconcile accounts within 30 days of receiving COUNTY's monthly BLS supply fund expended report.
- G. AGENCY shall use COUNTY ePCR in the field for patient care, and perform periodic updates as required.
- H. AGENCY shall leave modems, utilized by ePCR, powered on at all times.

- I. AGENCY shall report ePCR outages upon recognition of failure.
- J. AGENCY shall conduct OTEP, in accordance with COUNTY requirements.
- K. AGENCY shall establish, in writing, a BLS POC (point of contact), and provide this to the COUNTY.
- L. Agency shall provide BLS level of service in accordance with State Statute and Department of Health approved protocols.

## EXHIBIT B: PAYMENT

1. The formula for BLS funding may be updated by the Emergency Medical Services Council (EMSC) as needed without affecting other terms and conditions of this agreement.
2. The formula will take into consideration each individual AGENCY's relative share of run (incident) volume for the given fiscal year (January – December). This volume is calculated from the number of EMS runs that have occurred in that AGENCY's jurisdiction, and not include runs made by the AGENCY for mutual aid outside its jurisdiction.
3. The EMS run volume statistics shall be prepared by Thurston 911 Communications and provided to the COUNTY. This information shall be provided by February of each year.
4. The funding is based on the annual budget for BLS Direct Support (financial and supplies & equipment) as approved by the EMSC. The total amount is then allocated by the COUNTY to each AGENCY based on it's individual share (or percentage).
5. Each year, the COUNTY shall prepare an annual allocation form based on the EMSC approved budget. The form shall identify the following:
  - a. Each AGENCY's run volume;
  - b. The percentage of the total Thurston County run volume that AGENCY responded to;
  - c. The total approved budget for financial support for each AGENCY;
  - d. The financial support base compensation for each AGENCY (same for all AGENCYS);
  - e. The financial support compensation per run (call);
  - f. The financial support compensation for reimbursement of AGENCY mobile computer terminal costs per run (call);
  - g. The total approved budget for supplies & equipment for AGENCYS;
  - h. The supply & equipment support base compensation for each AGENCY (same for all AGENCYS);
  - i. The supply & equipment support compensation per run (call); and
  - j. The total compensation to be provided to each AGENCY.
6. The terms and conditions for compensation are covered in Section IV "Compensation and Methods of Payment" of this agreement.

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STATE OF WASHINGTON  
HEALTH CARE AUTHORITY  
626 8th Avenue, SE • P.O. Box 45500 • Olympia, Washington 98504-5500

October 23, 2019

Attn: Billing Administrator  
WEST THURSTON REGIONAL FIRE  
AUTHORITY  
10828 Littlerock Road SW  
Olympia, WA 98512

Subject: 2018 GEMT Interim Settlement

Dear Billing Administrator,

The Washington State Health Care Authority (HCA) has computed the fee for service interim supplemental payment for WEST THURSTON REGIONAL FIRE AUTHORITY (NPI-1588960561) under the Ground Emergency Medical Transportation (GEMT) Program for state fiscal year (SFY) 2018.

In accordance with section E, subsection 2, of the GEMT State Plan HCA has reconciled federal payments with actual claim, payment and cost data from the GEMT participating provider's as filed CMS-approved Cost Reports for SFY2018. This analysis compared the total dollars your organization would have received for ground emergency transportation claims and any TPL payments to what was paid under GEMT. The results show the following:

**\$260,759.49 Is due to your organization.**

**HCA will make payment within 60 days of sending this invoice.**

If you choose to appeal this supplemental payment, you must follow the process set forth in WAC 182-502-0230. The appeal must be sent to:

Abigail Cole, Section Manager  
Hospital Finance and Drug Rebate  
Financial Services Division  
Health Care Authority  
626 8th Avenue SE/P.O. Box 45510  
Olympia, Washington 98504-5510

1588960561 WEST THURSTON REGIONAL FIRE AUTHORITY

| Invoice Date | Final Settlement | Net Payment / (Owed) |
|--------------|------------------|----------------------|
|              | A                | D = A - B - C        |
| 10/04/2019   | \$260,759.49     | \$260,759.49         |

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The tables below detail the costs and payments included in the calculations:

### Average Cost from SFY Cost Report: 2018

| Transport Type | From Date | To Date        | Transports | Average Cost Per transport | Total Transport Cost |
|----------------|-----------|----------------|------------|----------------------------|----------------------|
| A              | B         | C              | D          | E                          | F = E * D            |
| ACA            | 8/16/2017 | 6/24/2018      | 48         | 3,889.00                   | \$186,672.00         |
| PSSI           | 2/18/2018 | 6/14/2018      | 2          | 3,889.00                   | \$7,778.00           |
| XIX            | 7/30/2017 | 6/29/2018      | 48         | 3,889.00                   | \$186,672.00         |
|                |           | <b>Totals:</b> | <b>98</b>  | <b>3,889.00</b>            | <b>\$381,122.00</b>  |

1588960561 , WEST THURSTON REGIONAL FIRE AUTHORITY

| Transport Type | Medicaid Paid Amount | GEMT Total Computable (Difference) | FMAP Percent | Federal Share (GEMT Paid Amount) | Local Share         |
|----------------|----------------------|------------------------------------|--------------|----------------------------------|---------------------|
| G              | H                    | I = F - H                          | J            | K = I * J                        | L = I - K           |
| ACA            | \$9,300.60           | \$177,371.40                       | 0.93         | \$164,955.22                     | \$12,416.18         |
| PSSI           | \$383.08             | \$7,394.92                         | 0.93         | \$6,877.27                       | \$517.65            |
| XIX            | \$8,818.00           | \$177,854.00                       | 0.50         | \$88,927.00                      | \$88,927.00         |
| <b>Totals:</b> | <b>\$18,501.68</b>   | <b>\$362,620.32</b>                |              | <b>\$260,759.49*</b>             | <b>\$101,860.83</b> |

Sincerely,

*Ericka Campbell*

**Ericka Campbell**

GEMT Program Manager  
(Ground Emergency Medical Transportation)  
Hospital Finance & Drug Rebate Section  
Washington State Health Care Authority  
Phone: 360-725-1952  
Email: HCAGEMTAdmin@hca.wa.gov

*\* original estimate was  
\$179,635-  
higher due to  
FMAP*

## Chief Kaleiwahea

---

**From:** Kelly Edwards <kedwards@chehalistribe.org>  
**Sent:** Tuesday, November 05, 2019 2:54 PM  
**To:** Chief Kaleiwahea  
**Subject:** RE: Emergency Services Contract

Hi Chief,

Yes, the office of Tribal attorneys are working on drafting the 2020 Emergency Service Contract. I am hopeful that I will receive something soon.

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:** Tuesday, November 05, 2019 2:24 PM  
**To:** Kelly Edwards <kedwards@chehalistribe.org>  
**Subject:** RE: Emergency Services Contract

Hi Kelly,

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)



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**From:** Kelly Edwards [mailto:[kedwards@chehalistribe.org](mailto:kedwards@chehalistribe.org)]  
**Sent:** Wednesday, August 14, 2019 12:50 PM  
**To:** Chief Kaleiwahea <[russ.kaleiwahea@westthurstonfire.org](mailto: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](mailto:russ.kaleiwahea@westthurstonfire.org)>  
**Sent:** Wednesday, August 14, 2019 10:19 AM  
**To:** Kelly Edwards <[kedwards@chehalistribe.org](mailto: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)



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

**Cash Activity**

| Date       | Description                                       | Amount                | Notes |
|------------|---|-----------------------|-------|
| 10/01/2019 | Beginning Cash Balance                            | \$3,730,183.86        |       |
|            | <b>Receipts/Deposits/Refunds:</b>                 |                       |       |
| 10/02/2019 | Credit Card Deposit \$20.00 / 6701                | 20.00                 |       |
| 10/03/2019 | Credit Card Deposit \$150.00 / 6701               | 150.00                |       |
| 10/03/2019 | District Deposit \$1,806.57 / 6701                | 1,806.57              |       |
| 10/03/2019 | District Deposit \$715.20 / 6701                  | 715.20                |       |
| 10/04/2019 | District Deposit \$1,015.39 / 6701                | 1,015.39              |       |
| 10/04/2019 | District Deposit \$1,568.06 / 6701                | 1,568.06              |       |
| 10/04/2019 | District Deposit \$1,690.95 / 6701                | 1,690.95              |       |
| 10/04/2019 | District Deposit \$26,339.87 / 6701               | 26,339.87             |       |
| 10/04/2019 | District Deposit \$268.58 / 6701                  | 268.58                |       |
| 10/08/2019 | Credit Card Deposit \$25.00 / 6701                | 25.00                 |       |
| 10/09/2019 | District Deposit \$1,614.92 / 6701                | 1,614.92              |       |
| 10/09/2019 | District Deposit \$293.17 / 6701                  | 293.17                |       |
| 10/09/2019 | District Deposit \$850.68 / 6701                  | 850.68                |       |
| 10/10/2019 | District Deposit \$1,202.80 / 6701                | 1,202.80              |       |
| 10/10/2019 | District Deposit \$4,362.05 / 6701                | 4,362.05              |       |
| 10/11/2019 | District Deposit \$12,866.82 / 6701               | 12,866.82             |       |
| 10/11/2019 | District Deposit \$406.49 / 6701                  | 406.49                |       |
| 10/11/2019 | District Deposit \$412.86 / 6701                  | 412.86                |       |
| 10/15/2019 | Credit Card Deposit \$50.00 / 6701                | 50.00                 |       |
| 10/15/2019 | District Deposit \$109.96 / 6701                  | 109.96                |       |
| 10/16/2019 | District Deposit \$230.00 / 6701                  | 230.00                |       |
| 10/16/2019 | District Deposit \$354.97 / 6701                  | 354.97                |       |
| 10/16/2019 | District Deposit \$868.80 / 6701                  | 868.80                |       |
| 10/17/2019 | District Deposit \$206.18 / 6701                  | 206.18                |       |
| 10/18/2019 | District Deposit \$12,925.47 / 6701               | 12,925.47             |       |
| 10/21/2019 | District Deposit \$774.78 / 6701                  | 774.78                |       |
| 10/21/2019 | Interest on Tax Refunds                           | (2.32)                |       |
| 10/22/2019 | District Deposit \$2,498.53 / 6701                | 2,498.53              |       |
| 10/23/2019 | District Deposit \$216.69 / 6701                  | 216.69                |       |
| 10/23/2019 | District Deposit \$27.91 / 6701                   | 27.91                 |       |
| 10/23/2019 | District Deposit \$5,628.23 / 6701                | 5,628.23              |       |
| 10/25/2019 | District Deposit \$25,829.46 / 6701               | 25,829.46             |       |
| 10/25/2019 | District Deposit \$51,717.07 / 6701               | 51,717.07             |       |
| 10/25/2019 | District Deposit \$801.20 / 6701                  | 801.20                |       |
| 10/28/2019 | District Deposit \$26,106.05 / 6701               | 26,106.05             |       |
| 10/28/2019 | District Deposit \$600.00 / 6701                  | 600.00                |       |
| 10/30/2019 | District Deposit \$2,569.92 / 6701                | 2,569.92              |       |
| 10/30/2019 | District Deposit \$2,643.34 / 6701                | 2,643.34              |       |
| 10/30/2019 | District Deposit \$376.57 / 6701                  | 376.57                |       |
| 10/31/2019 | District Deposit \$2,129.95 / 6701                | 2,129.95              |       |
| 10/31/2019 | District Deposit \$3,046.46 / 6701                | 3,046.46              |       |
| 10/31/2019 | Tax & Assessment Receipts                         | 1,623,834.95          |       |
| 10/31/2019 | Interest Paid                                     | 5,479.40              |       |
|            | <b>Total Deposits</b>                             | <b>\$1,824,632.98</b> |       |
|            | <b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b> |                       |       |
| 10/15/2019 | Electronic Disbursement                           | (13,172.15)           |       |
| 10/15/2019 | Issued Warrants                                   | (204,195.76)          |       |
| 10/16/2019 | Electronic Disbursement                           | (7,424.12)            |       |

Reviewed by:

*[Signature]*

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

|            |  |                       |   |
|------------|--|-----------------------|---|
| 10/31/2019 | Electronic Disbursement                            | (301,342.68)          |   |
|            | <b>Total Warrants and Electronic Disbursements</b> | <b>(\$526,134.71)</b> |   |
| 10/31/2019 | <b>Ending Cash Balance</b>                         | <b>\$5,028,682.13</b> | ✓ |

**Warrant Activity**

|            |                                       |                    |
|------------|---------------------------------------|--------------------|
| 10/01/2019 | <b>Beginning Warrants Outstanding</b> | <b>\$9,373.90</b>  |
|            | Total Warrants Issued                 | 204,195.76         |
|            | Total Warrants Redeemed               | (193,865.59)       |
|            | Total Warrants Voided                 | -                  |
| 10/31/2019 | <b>Ending Warrants Outstanding</b>    | <b>\$19,704.07</b> |

**Investment Activity**

|            |                                      |                    |
|------------|--------------------------------------|--------------------|
| 10/01/2019 | <b>Beginning Interest Receivable</b> | <b>\$14,856.20</b> |
|            | Interest Earned                      | 5,730.78           |
|            | Cash Paid                            | (5,479.40)         |
| 10/31/2019 | <b>Ending Interest Receivable</b>    | <b>\$15,107.58</b> |

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

1.81%  
 1.95%

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

### Cash Activity

| Date       | Description                                 | Amount         | Notes |
|------------|---|----------------|-------|
| 10/01/2019 | Beginning Cash Balance                      | \$865,580.27   |       |
|            | Receipts/Deposits/Refunds:                  |                |       |
| 10/21/2019 | Interest on Tax Refunds                     | (0.37)         |       |
| 10/31/2019 | Tax & Assessment Receipts                   | 298,142.48     |       |
| 10/31/2019 | Interest Paid                               | 1,177.79       |       |
|            | Total Deposits                              | \$299,319.90   |       |
|            | Warrant Issues & Voids/Fees/ACH/Wires:      |                |       |
| 10/04/2019 | Fiscal Agent Fees                           | (600.00)       |       |
|            | Total Warrants and Electronic Disbursements | (\$600.00)     |       |
| 10/31/2019 | Ending Cash Balance                         | \$1,164,300.17 |       |

### Warrant Activity

|            |                                |        |
|------------|--------------------------------|--------|
| 10/01/2019 | Beginning Warrants Outstanding | \$0.00 |
|            | Total Warrants Issued          | -      |
|            | Total Warrants Redeemed        | -      |
|            | Total Warrants Voided          | -      |
| 10/31/2019 | Ending Warrants Outstanding    | \$0.00 |

### Investment Activity

|            |                               |            |
|------------|-------------------------------|------------|
| 10/01/2019 | Beginning Interest Receivable | \$3,080.14 |
|            | Interest Earned               | 1,345.00   |
|            | Cash Paid                     | (1,177.79) |
| 10/31/2019 | Ending Interest Receivable    | \$3,247.35 |

TCIP Yield (used to calculate interest earnings) 1.81%  
LGIP Yield (budget benchmark) 1.95%



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

### Cash Activity

| Date       | Description                                 | Amount | Notes |
|------------|---|--------|-------|
| 10/01/2019 | 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 |       |
| 10/31/2019 | Ending Cash Balance                         | \$0.00 |       |

### Warrant Activity

|            |                                |        |
|------------|--------------------------------|--------|
| 10/01/2019 | Beginning Warrants Outstanding | \$0.00 |
|            | Total Warrants Issued          | -      |
|            | Total Warrants Redeemed        | -      |
|            | Total Warrants Voided          | -      |
| 10/31/2019 | Ending Warrants Outstanding    | \$0.00 |

### Investment Activity

|            |                               |        |
|------------|-------------------------------|--------|
| 10/01/2019 | Beginning Interest Receivable | \$0.00 |
|            | Interest Earned               | -      |
|            | Cash Paid                     | -      |
| 10/31/2019 | Ending Interest Receivable    | \$0.00 |

|  |       |
|--|-------|
| TCIP Yield (used to calculate interest earnings) | 1.81% |
| LGIP Yield (budget benchmark)                    | 1.95% |

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

### Cash Activity

| Date       | Description                                 | Amount       | Notes |
|------------|---|--------------|-------|
| 10/01/2019 | Beginning Cash Balance                      | \$657,645.28 |       |
|            | Receipts/Deposits/Refunds:                  |              |       |
| 10/31/2019 | Interest Paid                               | 941.04       |       |
|            | Total Deposits                              | \$941.04     |       |
|            | Warrant Issues & Voids/Fees/ACH/Wires:      |              |       |
|            | No Activity                                 |              |       |
|            | Total Warrants and Electronic Disbursements | \$0.00       |       |
| 10/31/2019 | Ending Cash Balance                         | \$658,586.32 |       |

### Warrant Activity

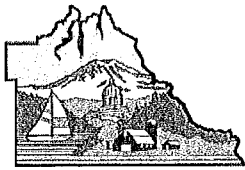
|            |                                |        |
|------------|--------------------------------|--------|
| 10/01/2019 | Beginning Warrants Outstanding | \$0.00 |
|            | Total Warrants Issued          | -      |
|            | Total Warrants Redeemed        | -      |
|            | Total Warrants Voided          | -      |
| 10/31/2019 | Ending Warrants Outstanding    | \$0.00 |

### Investment Activity

|            |                               |            |
|------------|-------------------------------|------------|
| 10/01/2019 | Beginning Interest Receivable | \$2,524.33 |
|            | Interest Earned               | 1,011.29   |
|            | Cash Paid                     | (941.04)   |
| 10/31/2019 | Ending Interest Receivable    | \$2,594.58 |

TCIP Yield (used to calculate interest earnings) 1.81%  
 LGIP Yield (budget benchmark) 1.95%

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# THURSTON COUNTY

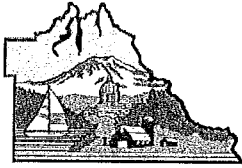
## Property Tax/Special Assessment Fund Activity

From 10-01-2019 To 10-31-2019

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 | \$30,611.46       | (\$52.77)                 | \$1,519.52               | \$29,039.17    |
| 2017  | 67A00000121100 | \$15,961.26       | (\$31.49)                 | \$750.69                 | \$15,179.08    |
| 2016  | 67A00000121100 | \$2,075.19        | (\$27.31)                 | \$165.08                 | \$1,882.80     |
| 2015  | 67A00000121100 | \$985.23          | (\$24.16)                 | \$139.83                 | \$821.24       |
| 2014  | 67A00000121100 | \$410.14          | (\$20.55)                 | \$17.02                  | \$372.57       |
| 2013  | 67A00000121100 | \$235.16          | (\$53.85)                 | (\$53.85)                | \$235.16       |
| 2012  | 67A00000121100 | \$231.89          | \$0.00                    | \$2.54                   | \$229.35       |
| 2011  | 67A00000121100 | (\$0.46)          | \$0.00                    | \$0.00                   | (\$0.46)       |
| <b>Fund Total:</b>                            |                | \$51,217.11       | (\$210.13)                | \$2,540.83               | \$48,466.15    |
| <b>Fund: 67A6 W THURSTON RFA M&amp;O FUND</b> |                |                   |                           |                          |                |
| 2015  | 67A60000121100 | \$202.47          | (\$5.36)                  | \$15.09                  | \$182.02       |
| <b>Fund Total:</b>                            |                | \$202.47          | (\$5.36)                  | \$15.09                  | \$182.02       |
| <b>District Total:</b>                        |                | \$51,419.58       | (\$215.49)                | \$2,555.92               | \$48,648.17    |

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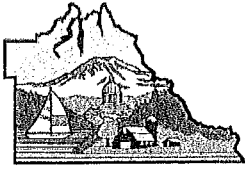
# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 10-01-2019 To 10-31-2019

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 | \$686,159.83          | (\$14.70)                 | \$582,233.82             | \$103,911.31        |
| 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>\$686,160.17</b>   | <b>(\$14.70)</b>          | <b>\$582,233.82</b>      | <b>\$103,911.65</b> |
| <b>Fund: 6614 F.D.#1 BOND ROCHESTER</b>        |                |                       |                           |                          |                     |
| 2019   | 66140000121100 | \$219,584.48          | (\$13.43)                 | \$186,216.49             | \$33,354.56         |
| 2018   | 66140000121100 | \$5,739.00            | (\$13.42)                 | \$479.42                 | \$5,246.16          |
| 2017   | 66140000121100 | \$2,926.87            | \$0.00                    | \$198.46                 | \$2,728.41          |
| 2016   | 66140000121100 | \$258.15              | \$0.00                    | \$66.55                  | \$191.60            |
| 2015   | 66140000121100 | \$149.09              | \$0.00                    | \$28.27                  | \$120.82            |
| 2014   | 66140000121100 | \$127.44              | \$0.00                    | \$12.09                  | \$115.35            |
| 2013   | 66140000121100 | \$13.79               | \$0.00                    | \$0.00                   | \$13.79             |
| 2012   | 66140000121100 | \$14.66               | \$0.00                    | \$0.71                   | \$13.95             |
| 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>\$228,813.49</b>   | <b>(\$26.85)</b>          | <b>\$187,001.99</b>      | <b>\$41,784.65</b>  |
| <b>Fund: 6615 F.D.#1 M&amp;O ROCHESTER</b>     |                |                       |                           |                          |                     |
| 2019   | 66150000121100 | \$263,448.26          | (\$16.11)                 | \$223,422.91             | \$40,009.24         |
| 2018   | 66150000121100 | \$7,125.20            | (\$16.66)                 | \$595.23                 | \$6,513.31          |
| 2017   | 66150000121100 | \$3,964.93            | \$0.00                    | \$268.85                 | \$3,696.08          |
| <b>Fund Total:</b>                             |                | <b>\$274,538.39</b>   | <b>(\$32.77)</b>          | <b>\$224,286.99</b>      | <b>\$50,218.63</b>  |
| <b>District Total:</b>                         |                | <b>\$1,189,512.05</b> | <b>(\$74.32)</b>          | <b>\$993,522.80</b>      | <b>\$195,914.93</b> |



# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 10-01-2019 To 10-31-2019

District: FIRE DISTRICT #11

| Year   | Account Number | Beginning Balance     | Certification Adjustments | Receipts and Adjustments | Ending Balance      |
|--|----------------|-----------------------|---------------------------|--------------------------|---------------------|
| <b>Fund: 6710 EXPENSE FUND/LITTLEROCK FD#11</b>  |                |                       |                           |                          |                     |
| 2019   | 67100000121100 | \$691,325.43          | (\$237.42)                | \$588,496.61             | \$102,591.40        |
| 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>\$691,325.76</b>   | <b>(\$237.42)</b>         | <b>\$588,496.61</b>      | <b>\$102,591.73</b> |
| <b>Fund: 6712 BOND DEBT SERVICE FUND/FD #11</b>  |                |                       |                           |                          |                     |
| 2019   | 67120000121100 | \$130,826.62          | (\$72.32)                 | \$111,091.15             | \$19,663.15         |
| 2018   | 67120000121100 | \$2,824.23            | (\$2.96)                  | \$45.99                  | \$2,775.28          |
| 2017   | 67120000121100 | \$1,344.61            | (\$5.86)                  | \$29.81                  | \$1,308.94          |
| 2016   | 67120000121100 | \$246.96              | (\$5.35)                  | (\$5.35)                 | \$246.96            |
| 2015   | 67120000121100 | \$82.09               | (\$4.65)                  | (\$4.65)                 | \$82.09             |
| 2014   | 67120000121100 | \$3.20                | (\$4.49)                  | (\$4.49)                 | \$3.20              |
| 2013   | 67120000121100 | \$42.91               | (\$11.97)                 | (\$11.97)                | \$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>\$135,405.39</b>   | <b>(\$107.60)</b>         | <b>\$111,140.49</b>      | <b>\$24,157.30</b>  |
| <b>Fund: 6715 M&amp;O FUND/LITTLEROCK FD #11</b> |                |                       |                           |                          |                     |
| 2019   | 67150000121100 | \$265,701.44          | (\$155.43)                | \$226,091.51             | \$39,454.50         |
| 2018   | 67150000121100 | \$6,142.93            | (\$6.48)                  | \$100.54                 | \$6,035.91          |
| 2017   | 67150000121100 | \$3,137.17            | (\$13.66)                 | \$69.56                  | \$3,053.95          |
| <b>Fund Total:</b>                               |                | <b>\$274,981.54</b>   | <b>(\$175.57)</b>         | <b>\$226,261.61</b>      | <b>\$48,544.36</b>  |
| <b>District Total:</b>                           |                | <b>\$1,101,712.69</b> | <b>(\$520.59)</b>         | <b>\$925,898.71</b>      | <b>\$175,293.39</b> |

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West Thurston Regional Fire Authority  
Budget Report as of:

Nov-19

92% of Year Expended

| GENERAL FUND | Title | January | February | March | April | May | June | July | August | Sept | October | November | YTD Collected/<br>Expended | Total Budget | Budget<br>Remaining | % |
|--------------|-------|---------|----------|-------|-------|-----|------|------|--------|------|---------|----------|----------------------------|--------------|---------------------|---|
|              |       |         |          |       |       |     |      |      |        |      |         |          |                            |              |                     |   |

|  |                  |                |                |                  |                 |                 |                 |                 |                 |                  |                |          |                  |                  |             |  |
|--|------------------|----------------|----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|----------------|----------|------------------|------------------|-------------|--|
| Reg Bal-Unresv GF 67A0   | 728,046          | (759)          |                |                  |                 |                 |                 |                 |                 |                  |                |          | 721,287          | 721,287          |             |  |
| Reg Bal-Oper Res 67A0  | 2,449,000        |                |                |                  |                 |                 |                 |                 |                 |                  |                |          | 2,449,000        | 2,449,000        |             |  |
| Reg Bal-Wildland Res 67A0  | 219,592          |                |                |                  |                 |                 |                 |                 |                 |                  |                |          | 219,592          | 219,592          |             |  |
| Reg Bal-GEINT Res 67A0   | 202,707          |                |                |                  |                 |                 |                 |                 |                 |                  |                |          | 475,707          | 75,707           |             |  |
| <b>BEGINNING BALANCES</b>  | <b>3,559,345</b> | <b>(759)</b>   | <b>-</b>       | <b>-</b>         | <b>(50,000)</b> | <b>(27,000)</b> | <b>(50,000)</b> | <b>(50,000)</b> | <b>(50,000)</b> | <b>-</b>         | <b>400,000</b> | <b>-</b> | <b>3,871,586</b> | <b>3,471,586</b> |             |  |
| Property Tax   | 5,507            | 5,681          | 6,457          | 8,212            | 8,034           | 2,503           | (2,328)         | (291)           | 1,234           | 2,541            |                |          | 37,551           |                  | (37,551)    |  |
| Property Tax-Regular District #1                                   | -                | 45,094         | 63,067         | 634,134          | 105,967         | 6,790           | 6,058           | 7,071           | 24,689          | 582,234          |                |          | 1,475,103        | 1,581,150        | 106,047     |  |
| Property Tax-W&O #1 6615   | 567              | 17,481         | 23,938         | 242,427          | 40,615          | 3,372           | 2,641           | 2,474           | 9,575           | 224,287          |                |          | 567,317          | 606,140          | 38,763      |  |
| Property Tax-Regular District #11                                  | 920              | 25,599         | 38,218         | 638,052          | 110,219         | 5,188           | 73              | 5,241           | 24,209          | 588,497          |                |          | 1,486,214        | 1,545,337        | 109,123     |  |
| Property Tax-W&O #11 6715  | 1,467            | 10,453         | 15,625         | 246,355          | 42,803          | 1,997           | (2,233)         | 1,675           | 9,164           | 226,262          |                |          | 553,568          | 606,235          | 52,667      |  |
| Property Tax-W&O   | 102              | 5              | 7              | (5)              | 26              | -               | 7               | -               | 1               | 15               |                |          | 158              |                  | (158)       |  |
| Sale of Tax Title Property GF                                      | -                | -              | -              | 22,770           | -               | -               | -               | -               | -               | -                |                |          | 22,770           | 32,226           | 9,456       |  |
| FEMA Grant-Cancer Screenings                                       | -                | 26,385         | 22,770         | (22,770)         | -               | 46,085          | -               | -               | -               | -                |                |          | 72,470           | 198,782          | 126,312     |  |
| FEMA Grant-Vol Recruit   | -                | 26,118         | 52,395         | 92,136           | 80,653          | (218,626)       | 422,941         | 90,876          | 323,834         | (327,984)        |                |          | 552,269          | (552,269)        | (66)        |  |
| GEINT  | 9,927            | 1,266          | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 1,266            | 1,200            | (66)        |  |
| State Grant-Dept Of Health   | -                | -              | -              | 22,713           | -               | -               | -               | -               | -               | -                |                |          | 22,713           | 24,540           | 1,827       |  |
| State Grant-Other  | -                | -              | -              | -                | -               | 357             | -               | -               | -               | -                |                |          | 357              |                  | (357)       |  |
| DNR Timber Trust 2 - State Forest                                  | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 118,451          | 59,000           | (59,451)    |  |
| DNR PILT MAP/NRCA  | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 75               |                  | (75)        |  |
| Interlocal Grants (incl. Timber Harvest Tax & Medic 1 BUS support) | -                | 38,578         | -              | -                | 54,178          | 140             | 5               | 25,555          | 10              | 17               | 43             |          | 78,084           | 350,210          | 11,790      |  |
| Printing & Duplicating Services                                    | -                | 15,703         | -              | -                | -               | -               | -               | 7,965           | 34,448          | 775              |                |          | 388,480          | 394,380          | 25,434      |  |
| Mobilizations  | 19,194           | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 368,946          | 20,000           | (38,487)    |  |
| Intergov/Tribal  | 76,330           | -              | -              | 76,330           | -               | -               | -               | 55,016          | 45,488          | 76,106           |                |          | 51,776           | 47,050           | (4,726)     |  |
| Ambulance & Emer Aid Fees  | 28,765           | 18,658         | 25,968         | 31,004           | 64,797          | 41,157          | 42,136          | 27,777          | 6,524           | 5,477            |                |          | 1,069            | 5,000            | (1,069)     |  |
| Other Interest   | 5,711            | 3,893          | 3,723          | 6,982            | 9,501           | 4,457           | 7,702           | 4,519           | 1,082           | 2,762            |                |          | 8,158            | (2,682)          | (23)        |  |
| Space & Fac Leases (Long-term)                                     | 4,572            | 1,755          | 544            | 4,684            | 1,845           | 6,398           | 5,340           | 22,795          | 1,082           | 2,762            |                |          | 23               | 1,718            |             |  |
| Contributions And Donations From Private Sources (XX)              | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 1,069            | 5,000            | (1,069)     |  |
| Sale Of Surplus  | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 5,928            | (8,158)          | (2,682)     |  |
| Misc Revenue - Incident Cost Recovery                              | 647              | 1,762          | 324            | 283              | -               | 704             | 1,608           | 600             | -               | -                |                |          | 8,158            | (2,682)          | (23)        |  |
| Misc Revenue - Prior Year  | 7,941            | 100            | -              | -                | 200             | 1,163           | -               | -               | -               | (1,246)          |                |          | 2,682            | 1,718            |             |  |
| Misc Revenue - Fuel Tax Refunds                                    | -                | -              | 832            | -                | 475             | -               | 625             | -               | -               | 750              |                |          | 1,069            | 5,000            | (1,069)     |  |
| Misc Revenue - Other   | -                | 23             | -              | -                | 150             | (150)           | -               | 1,050           | (1,050)         | -                |                |          | 23               | 1,718            |             |  |
| Other-Sales Tax  | (307)            | 118            | 54             | (185)            | 131             | 1,153           | (1,274)         | 39              | 131             | (1,577)          |                |          | 1,069            | 5,000            | (1,069)     |  |
| Sale Of Assets   | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 1,069            | 5,000            | (1,069)     |  |
| Insurance Recovery   | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 1,069            | 5,000            | (1,069)     |  |
| Transfers In   | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 1,069            | 5,000            | (1,069)     |  |
| <b>TOTAL REVENUE</b>   | <b>161,344</b>   | <b>237,405</b> | <b>255,187</b> | <b>2,003,122</b> | <b>519,592</b>  | <b>(97,312)</b> | <b>538,000</b>  | <b>253,057</b>  | <b>479,728</b>  | <b>1,422,136</b> |                |          | <b>5,471,250</b> | <b>(301,008)</b> | <b>1,06</b> |  |
| Admin-Salaries-Commissioner  | 1,003            | 2,197          | 789            | 2,539            | 2,453           | 1,429           | 2,048           | 1,577           | 917             | 661              |                |          | 19,214           | 27,648           | 8,434       |  |
| Admin-Salaries-Admin   | 40,566           | 41,064         | 40,447         | 40,635           | 41,333          | 40,891          | 39,973          | 61,036          | 45,614          | 45,416           |                |          | 486,942          | 493,996          | 7,054       |  |
| Admin-Salaries-Temporary Adm                                       | 1,074            | 1,667          | 887            | 1,367            | 1,353           | 1,431           | 1,602           | 1,857           | 1,757           | 1,208            |                |          | 15,837           | 23,400           | 7,563       |  |
| Admin-Benefits-Commissioner  | 92               | 168            | 60             | 204              | 188             | 53              | 192             | 121             | 70              | 44               |                |          | 1,467            | 2,232            | 765         |  |
| Admin-Benefits-Admin   | 13,572           | 13,346         | 18,074         | 13,896           | 13,286          | 13,290          | 13,764          | 19,695          | 14,774          | 15,529           |                |          | 164,314          | 186,397          | 22,083      |  |
| Admin-Benefits-Temporary Adm                                       | 119              | 128            | 68             | 136              | 104             | 109             | 159             | 142             | 134             | 138              |                |          | 1,361            | 2,026            | 665         |  |
| Admin-Office & Oper Supplies                                       | 14               | 195            | 301            | 140              | -               | 92              | 85              | 70              | 634             | 191              |                |          | 1,966            | 3,535            | 1,569       |  |
| Admin-Minor Equip(Computers (noninv)                               | 1,174            | 724            | 520            | 584              | 800             | 498             | 441             | 441             | 528             | 453              |                |          | 6,745            | 3,623            | (3,122)     |  |
| Admin-Small & Attractive Assets (inventoriable)                    | -                | 278            | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 278              | 5,000            | 4,722       |  |
| Admin-Software   | 5,471            | 973            | 805            | 347              | 594             | 5,108           | 2,458           | 546             | 546             | 546              |                |          | 17,940           | 19,980           | 2,040       |  |
| Admin-Small & Attractive Assets Inventoriable (GEINT)              | -                | -              | -              | -                | 1,860           | 4,374           | -               | -               | -               | -                |                |          | 9,924            | 76,879           | (9,924)     |  |
| Admin-Prof Services  | 7,075            | 7,533          | 6,326          | 4,638            | 7,883           | 3,702           | 6,387           | 4,316           | 4,717           | 8,247            |                |          | 66,437           | 10,442           | (9,785)     |  |
| Admin-Communication  | 89               | 90             | 90             | 90               | 109             | (34)            | 9               | 57              | 110             | 140              |                |          | 964              | 1,680            | 716         |  |
| Admin-Advertising  | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 306              | 500              | 194         |  |
| Admin-Insurance  | 355              | 159            | 159            | 159              | 159             | 159             | 159             | 159             | 159             | 306              |                |          | 11,358           | 58,684           | 47,326      |  |
| Admin-Equipment Maint  | 81               | 97             | 96             | 254              | (2,085)         | 110             | 450             | (177)           | 131             | 2,314            |                |          | 1,314            | 2,360            | 849         |  |
| Admin-Misc-Commissioner  | 412              | 1,647          | 1,437          | (257)            | 575             | 2,294           | 653             | 216             | 262             | 782              |                |          | 9,885            | 9,090            | (895)       |  |
| Admin-Misc-Admin   | 833              | 250            | 906            | 1,358            | 936             | -               | 634             | 591             | 83              | 1,198            |                |          | 8,153            | 4,300            | (3,853)     |  |
| Admin-Dues & Membership  | 3,600            | 660            | -              | 2,250            | -               | -               | -               | -               | -               | -                |                |          | 6,510            | 11,800           | 5,290       |  |
| Admin-Elections  | -                | -              | -              | -                | -               | -               | -               | -               | -               | -                |                |          | 21,417           | 25,000           | (3,583)     |  |
| Suppl-Salaries-Career FF   | 235,462          | 230,508        | 219,966        | 215,311          | 215,260         | 212,336         | 216,356         | 237,890         | 221,562         | 223,235          |                |          | 2,488,065        | 2,674,729        | 186,664     |  |

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| Title  | January | February | March    | April   | May     | June    | July    | August   | Sept    | October | November | YTD/Collected/ | Total Budget | Budget    | %       |
|--|---------|----------|----------|---------|---------|---------|---------|----------|---------|---------|----------|----------------|--------------|-----------|---------|
|  |         |          |          |         |         |         |         |          |         |         |          | Expended       |              | Remaining | New/Exp |
| Suppr-Salaries-Vol Pts                             | 6,355   | 2,803    | 13,101   | 7,106   | 2,689   | 2,705   | 7,049   | 2,579    | 2,760   | 8,879   | 2,860    | 58,895         | 77,140       | 18,245    |         |
| Suppr-Salaries-Moble OT                            | -       | -        | -        | -       | -       | -       | 2,537   | 15,978   | 5,332   | 26      | 6,075    | 29,947         | -            | (29,947)  |         |
| Suppr-Salaries-Training OT                         | 271     | 418      | -        | 1,873   | 1,932   | 901     | 1,466   | -        | -       | 2,445   | 4,954    | 14,258         | 34,160       | 19,902    |         |
| Suppr-Benefits-Career FF                           | 68,392  | 101,252  | 53,455   | 107,489 | 74,161  | 75,337  | 102,657 | 75,707   | 79,991  | 102,920 | 80,100   | 921,459        | 1,187,015    | 265,556   |         |
| Suppr-Benefits-Volunteer                           | 696     | 1,332    | 1,554    | 664     | 1,205   | 447     | 801     | 389      | 331     | 827     | 339      | 8,585          | 9,531        | 946       |         |
| Suppr-Benefits-Moble OT                            | 0       | -        | -        | -       | -       | -       | 37      | 232      | 77      | 6       | 88       | 440            | -            | (440)     |         |
| Suppr-Benefits-Training OT                         | 4       | 6        | -        | 29      | 28      | 17      | 33      | -        | -       | 39      | 72       | 227            | 3,596        | 3,369     |         |
| Suppr-Bunker Gear                                  | 5,392   | 465      | 5,276    | 196     | 7,990   | 4,800   | -       | 1,227    | -       | 321     | 24,000   | 49,667         | 27,350       | (22,317)  |         |
| Suppr-Bunker Gear                                  | 237     | 1,240    | -        | 704     | 542     | (957)   | (8)     | 998      | 854     | 329     | -        | 3,938          | 14,062       | 10,062    |         |
| Suppr-Uniforms                                     | -       | 49       | -        | -       | -       | 404     | -       | -        | 29      | 252     | -        | 734            | 2,500        | 1,766     |         |
| Suppr-Rehab Supplies                               | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 27,000       | 27,000    |         |
| Suppr-Bunker Gear GEMT                             | 1,235   | 137      | -        | -       | -       | -       | 5,406   | (1,713)  | -       | 1,618   | -        | 7,686          | 12,000       | 4,314     |         |
| Suppr-Small Tools                                  | 160     | 212      | -        | -       | -       | 2,636   | 26      | 50       | 209     | 94      | 180      | 4,473          | 2,500        | (973)     |         |
| Suppr-Minor Equipment                              | -       | 3,183    | 194      | 1,365   | -       | -       | -       | -        | -       | -       | -        | 4,866          | 5,759        | 923       |         |
| Suppr-Health & Wellness Equip                      | -       | 1,281    | -        | -       | -       | -       | 9,692   | -        | -       | 244     | -        | 1,281          | 2,500        | 1,219     |         |
| Suppr-Small & Attractive Assets (Inventoriable)    | -       | -        | 149      | -       | 2,129   | 3,045   | 6,692   | -        | -       | -       | -        | 15,258         | 18,000       | (15,258)  |         |
| Suppr-Wildland tools/Gear                          | 3,096   | 1,298    | 1,258    | 1,284   | 1,294   | 1,071   | 1,283   | 1,255    | 1,288   | 1,287   | 1,287    | 15,702         | 2,500        | 2,298     |         |
| Suppr-Comm/Modems                                  | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 2,500        | 2,500     |         |
| Suppr-Advertising                                  | 26,932  | (4,095)  | -        | -       | -       | -       | -       | -        | -       | -       | 4,597    | 27,434         | 60,428       | 32,994    |         |
| Medical Costs                                      | 1,230   | -        | -        | -       | -       | 185     | -       | 180      | -       | -       | -        | 1,595          | 15,073       | 13,478    |         |
| Suppr-Insurance                                    | 2,718   | (320)    | 302      | 266     | -       | 201     | 328     | 550      | 430     | 10,477  | -        | 14,952         | 16,400       | 1,448     |         |
| Suppr-Miscellaneous                                | 623     | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 623            | -            | (623)     |         |
| Suppr-Misc-Volunteer                               | 375     | -        | -        | 113     | 100     | -       | 88      | 450      | 338     | 102     | 210      | 1,774          | 4,000        | 2,226     |         |
| Fire Inv-Salaries                                  | 30      | -        | -        | 11      | 8       | -       | 8       | 34       | 26      | 12      | 16       | 144            | 600          | 456       |         |
| Fire Inv-Benefits                                  | 246     | -        | -        | 1,871   | 384     | -       | 936     | -        | -       | 609     | 385      | 4,432          | 4,000        | (432)     |         |
| Fire Prev-Pub Ed (public)                          | 111     | 32       | -        | 1,527   | 389     | 2,485   | 123     | -        | -       | 6       | -        | 4,673          | 6,100        | 1,427     |         |
| Fire Inv-Professional Svcs                         | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | -            | -         |         |
| Fire Inv-Small & Attractive Assets (Inventoriable) | 281     | 60       | 691      | 754     | -       | 277     | 512     | 553      | 316     | 1,687   | 148      | 1,687          | 8,000        | 4,686     |         |
| Training-Supplies                                  | 4       | -        | 4,223    | 2,910   | 5,221   | (830)   | 2,237   | 4,893    | 448     | 569     | 3,902    | 31,349         | 53,916       | 22,567    |         |
| Training-Pub Ed/EMS (dept)                         | -       | 8,345    | -        | -       | -       | -       | -       | -        | 125     | -       | -        | 890            | 1,500        | 610       |         |
| Training-Travel/Registrations (Fire)               | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 125            | 25,000       | 24,875    |         |
| Training Reimb-Residents                           | -       | -        | 2,023    | (341)   | -       | -       | -       | 1,500    | -       | -       | -        | 3,182          | 4,000        | 818       |         |
| Training-Travel/Registrations (EMS)                | 2,871   | 981      | 953      | 511     | 1,505   | 1,552   | 1,053   | -        | 2,252   | 904     | 1,570    | 14,151         | 18,750       | 4,599     |         |
| Facilities-Operating Supplies General              | 1       | -        | -        | -       | -       | 22      | 31      | -        | -       | -       | -        | 1              | 250          | 249       |         |
| Facilities Station 1-1 Kitchen                     | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 53             | 250          | 197       |         |
| Facilities Station 1-2 Kitchen                     | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 136            | 250          | 114       |         |
| Facilities Station 1-3 Kitchen                     | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 250          | 250       |         |
| Facilities Station 1-4 Kitchen                     | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 250          | 250       |         |
| Facilities Station 1-6 Kitchen                     | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 250          | 250       |         |
| Facilities-Heating Fuels                           | 4,204   | 4,048    | 4,204    | 5,589   | 3,229   | -       | 466     | -        | -       | -       | 804      | 22,543         | 40,000       | 17,457    |         |
| Facilities-Water                                   | 944     | 460      | 345      | 362     | 343     | 377     | 354     | 341      | 338     | 324     | 417      | 4,607          | 4,500        | (107)     |         |
| Facilities-Phone/Cable                             | 1,323   | 1,323    | 1,323    | 1,323   | 1,302   | 1,302   | 1,302   | 1,376    | 1,439   | 1,023   | 2,140    | 15,175         | 15,756       | 581       |         |
| Facilities-Electricity                             | 5,280   | 3,065    | 5,513    | 5,299   | 4,240   | 3,272   | 2,618   | 2,378    | 5,221   | 3,150   | 1,480    | 41,516         | 55,620       | 14,104    |         |
| Facilities-Garbage                                 | 561     | 176      | 488      | 261     | 252     | 348     | 562     | 369      | 317     | 440     | 348      | 4,122          | 4,500        | 378       |         |
| Facilities-Repairs & Maint                         | 15,711  | 8,216    | 7,442    | 14,632  | 2,275   | 1,882   | 4,488   | 14,662   | 6,679   | 26,542  | 27,376   | 129,905        | 104,723      | (25,182)  |         |
| Facilities-Repairs & Maint GEMT                    | 2,465   | 3,664    | 2,937    | 3,920   | 1,856   | 5,007   | 3,366   | 2,888    | 5,384   | 4,042   | 2,038    | 37,577         | 50,500       | 12,923    |         |
| Vehicle & Equip-Fuel                               | 18,535  | 8,611    | 3,598    | 9,175   | 17,804  | 49,279  | 30,296  | 38,936   | 21,690  | 36,152  | 23,676   | 257,753        | 128,500      | (129,253) |         |
| Vehicle & Equip-Repairs & Maint                    | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | 100,000      | 100,000   |         |
| Vehicle & Equip-Repairs & Maint GEMT               | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | -            | -         |         |
| Refunds/Fund Bal Adjusts                           | (2,712) | (2,662)  | (2,852)  | 2,822   | (3,105) | (1,252) | 7,224   | (2,926)  | (2,603) | 5,196   | (3,135)  | (6,005)        | -            | 6,005     |         |
| Payroll Clearing                                   | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | -            | -         |         |
| Payroll Draw Clearing                              | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | -              | -            | -         |         |
| Capital Expenditures                               | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 35,845         | -            | (35,845)  |         |
| Capital Expenditures GEMT                          | -       | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 148,318        | 152,024      | 3,706     |         |
| Transfers-Out - Other Costs Allocations            | -       | -        | -        | -       | -       | 148,318 | -       | -        | -       | -       | -        | -              | -            | -         |         |
| TOTAL GF EXPENDITURES/OTHER                        | 478,582 | 447,260  | 397,107  | 455,361 | 413,596 | 588,671 | 472,340 | 495,932  | 425,266 | 520,540 | 588,727  | 5,283,382      | 5,933,550    | 650,168   | 0.89    |
| <b>GENERAL FUND - VOL R&amp;R GRANT</b>            |         |          |          |         |         |         |         |          |         |         |          |                |              |           |         |
| Admin-Salaries-Vol Rec (FEMA)                      | 4,666   | 4,929    | 4,781    | 4,790   | 4,790   | 4,789   | 4,789   | (15,665) | -       | -       | -        | 17,869         | 57,474       | 39,605    |         |
| Admin-Benefits-Vol Rec (FEMA)                      | 1,588   | 1,589    | 1,578    | 1,658   | 1,584   | 1,571   | 1,652   | (4,807)  | -       | 53      | -        | 6,476          | 23,159       | 16,683    |         |
| Admin-Minor Equip-Vol Rec (FEMA)                   | -       | 1,393    | 2,211    | -       | -       | -       | -       | -        | -       | -       | -        | 3,603          | (3,603)      | (3,603)   |         |
| Admin-Prof Svcs-Vol Rec (FEMA)                     | 4,642   | -        | -        | -       | -       | -       | -       | -        | -       | -       | -        | 4,642          | 9,179        | 4,537     |         |
| Admin-Misc-Vol Rec (FEMA)                          | 63      | 84       | 93       | 149     | 133     | 214     | -       | 773      | -       | -       | -        | 1,508          | (1,508)      | (1,508)   |         |
| Suppr-Salaries-Vol Pts (FEMA)                      | 5,120   | 303      | (10,138) | 3,600   | 181     | 170     | 3,392   | 110      | 198     | 2,954   | -        | 5,890          | 60,000       | 54,110    |         |

| Title                                     | January   | February  | March     | April     | May       | June      | July      | August    | Sept      | October   | November  | YTD Collected /<br>Expended | Total Budget | Budget<br>Remaining | %<br>Rev/Exp |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------------------------|--------------|---------------------|--------------|
| Suppr-Benefits-Vol (FEMA)                 | 405       | (882)     | (1,207)   | 275       | (985)     | 43        | 260       | (21)      | 15        | 226       |           | (1,872)                     | 2,880        | 4,752               |              |
| Medical Costs-Vol Rec                     | 932       | 566       | 566       | (100)     | (90)      | -         | -         | -         | -         | 1,483     |           | 3,357                       |              | (3,357)             |              |
| Suppr-Misc-Vol Rec (FEMA)                 | -         | -         | -         | -         | -         | -         | -         | -         | 167       | 602       |           | 769                         | 20,000       | (769)               |              |
| Training Reimb-Vol Rec (FEMA)             | 6,578     | -         | -         | -         | -         | -         | 195       | 400       | -         | -         |           | 7,173                       |              | 12,827              |              |
| TOTAL VOL R&R EXPENDITURES                | 24,004    | 7,982     | (2,117)   | 10,371    | 5,612     | 6,786     | 10,289    | (19,210)  | 380       | 5,319     |           | 49,416                      | 172,692      | 123,276             | 0.28         |
| GENERAL FUND ENDING BALANCE               | 3,258,103 | 3,040,266 | 2,900,462 | 4,437,852 | 4,538,235 | 3,845,467 | 3,900,838 | 3,677,173 | 3,731,254 | 4,627,532 | 4,038,805 | 4,311,046                   | 2,964,353    |                     |              |
| <b>EMERGENCY RESERVE FUND</b>             |           |           |           |           |           |           |           |           |           |           |           |                             |              |                     |              |
| Beg Bal-Emerg Res 67A4                    | 648,039   |           |           |           |           |           |           |           |           |           |           | 648,039                     | 648,039      | -                   |              |
| Other Interest-Emergency Res              | 1,027     | 727       | 725       | 1,411     | 1,729     | 771       | 1,323     | 781       | 1,112     | 941       |           | 10,547                      | 10,000       | (547)               |              |
| Property Tax-M&O                          |           |           |           |           |           |           |           |           |           |           |           | -                           |              |                     |              |
| EMERGENCY RESERVE ENDING BALANCE          | 649,066   | 649,793   | 650,518   | 651,929   | 653,658   | 654,429   | 655,752   | 656,533   | 657,645   | 658,586   | 658,586   | 658,586                     | 658,039      |                     |              |
| <b>BOND DEBT FUND</b>                     |           |           |           |           |           |           |           |           |           |           |           |                             |              |                     |              |
| Beg Bal-Reserved Debt Srv                 | 438,732   |           |           |           |           |           |           |           |           |           |           | 438,732                     | 438,732      | 54,250              |              |
| Property Tax-Bond Debt                    | 1,433     | 19,780    | 27,563    | 324,951   | 56,031    | 3,826     | 2,151     | 2,757     | 13,065    | 298,142   |           | 749,700                     | 803,950      | (47)                |              |
| Sale of Tax Title Property Debt Svc       |           |           |           |           |           | 47        |           |           |           |           |           | 47                          |              | (47)                |              |
| Interlocal Grants                         |           | 3,781     |           |           | 3,781     |           |           |           |           |           |           | 7,562                       | 10,000       | (7,562)             |              |
| Other Interest-Debt Srv                   | 1,009     | 646       | 607       | 1,153     | 1,641     | 823       | 1,506     | 920       | 1,354     | 1,177     |           | 10,835                      | 152,024      | 3,706               |              |
| Transfers In-Debt Svc                     |           |           |           |           |           | 148,318   |           |           |           |           |           | 148,318                     |              |                     |              |
| Debt Svc-Principal Debt Srv Fund          |           |           |           |           |           | 141,086   |           |           |           |           |           | 141,086                     | 811,086      | 670,000             |              |
| Debt Svc-Interest And Other Debt Srv Fund |           |           |           |           |           | 49,207    |           |           |           | 600       |           | 49,807                      | 94,888       | 45,081              |              |
| BOND DEBT FUND ENDING BALANCE             | 441,174   | 465,581   | 493,551   | 819,655   | 881,108   | 845,828   | 847,485   | 851,162   | 865,580   | 1,164,300 | 1,164,300 | 1,164,300                   | 498,732      |                     |              |

498,732

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Scott Wall Construction, Inc.

PO Box 2789

Olympia, WA 98507

10/29/19 Sent to Kelly Owens

# Invoice

| Date       | Invoice # |
|------------|-----------|
| 10/23/2019 | 219058    |

|   |
|---|
| Bill To   |
| West Thurston Regional Fire Authority<br>10828 Littlerock Rd SW<br>Olympia WA 98512 |

1-2

ENTERED  
ff

RECEIVED  
OCT 29 REC'D  
BY: ff

| Due Date  | Accounting Contact | PO # |
|-----------|--------------------|------|
| 12/7/2019 |                    |      |

| Item            | Description  | Amount    |
|-----------------|--|-----------|
| As per Contract | Littlerock Fire Station- Metal Wall Panel Repair Billing | 8,988.00T |

THANK YOU

SCOTT WALL CONSTRUCTION

1.5 % per month Interest charged on all Past Due Invoices

Interest of 18% annually will be charged on past due invoices.

**Subtotal** \$8,988.00

**Sales Tax (7.9%)** \$710.05

**Total** \$9,698.05

|              |
|--------------|
| Phone #      |
| 360-459-1051 |

Deductible

<250.00>

Due from CIAW

9,448.05

(117)

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## Linda Shea

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**From:** David Pethia <davidpethia@gmail.com>  
**Sent:** Monday, October 28, 2019 7:10 PM  
**To:** Linda Shea  
**Subject:** Re: ICS 402  
**Attachments:** winmail.dat; ATT00001.txt

It sounds like something we should be aware of....Thx, Dave

> On Oct 28, 2019, at 1:18 PM, Linda Shea <[Linda.Shea@westthurstonfire.org](mailto:Linda.Shea@westthurstonfire.org)> wrote:  
>  
> Here is the information on the ICS 402 training - would you like me to add this to the agenda for discussion? I presume we have met all the requirements in order to apply for grant funding, but perhaps we should discuss?  
>  
> ICS 402 - ICS Overview for Executives/Senior Officials : 4 Hours  
>  
> Course Description  
> The purpose of this four hour course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.). Upon successful completion of this course, the student will have an increased level of understanding of NIMS, the Incident Command System, and how it applies and effects their jurisdictions  
>  
>  
> Linda Shea  
> Linda Shea, Office Manager  
> West Thurston Regional Fire Authority  
> 10828 Littlerock Rd SW Olympia WA 98512  
> PH: 360-352-1614 Fax: 360-352-1696  
>  
>

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Total Control Panel

[Login](#)

To: [linda.shea@westthurstonfire.org](mailto:linda.shea@westthurstonfire.org) [Remove](#) this sender from my allow list  
From: davidpethia@gmail.com

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

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# WEST THURSTON REGIONAL FIRE AUTHORITY

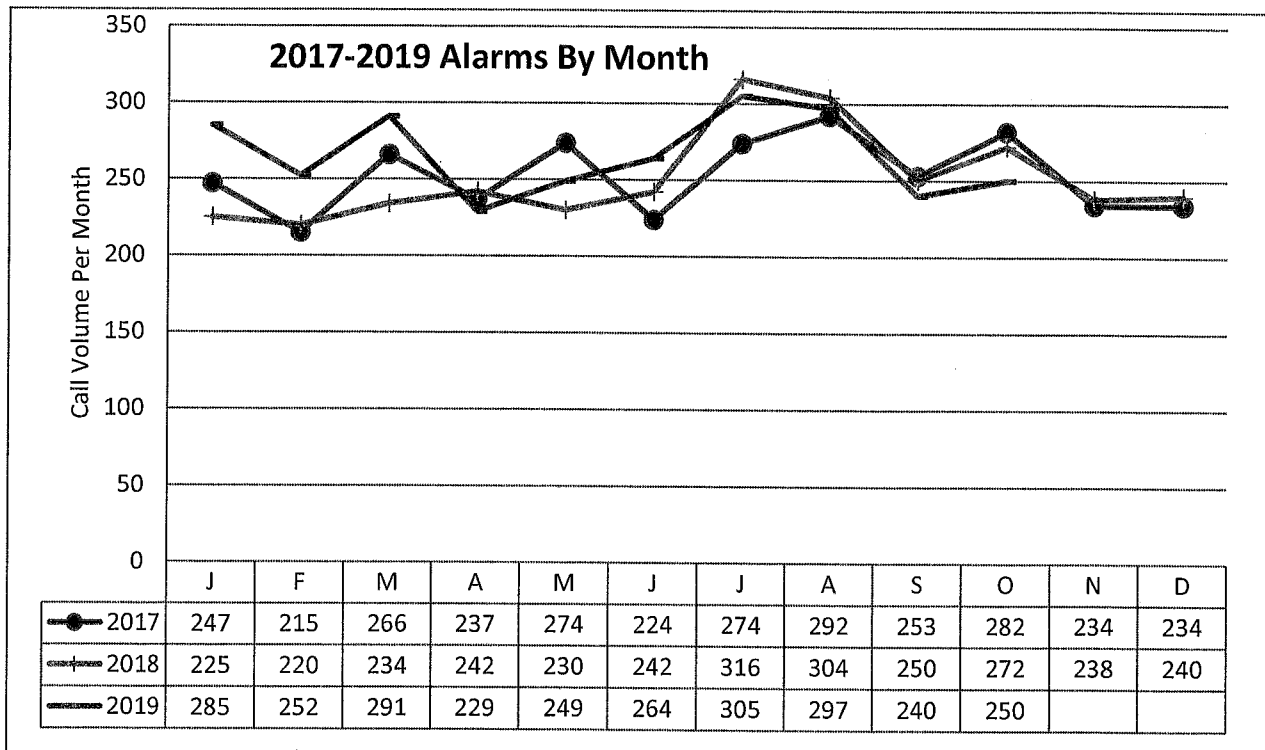
Thurston County Fire Protection District #1, #11 & #14

## CHIEF'S REPORT

Month of Report: October 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   | 240         | 176        | 05   | 59    | 2412         | 12         | 66               | 86               |
| OCT   | 250         | 190        | 06   | 54    | 2662         | 06         | 64               | 96               |
| NOV   |             |            |      |       |              |            |                  |                  |
| DEC   |             |            |      |       |              |            |                  |                  |
| YEAR  | 2662        | 1955       | 100  | 646   | 2662         | 127        | 665              | 969              |





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

- Weyerhaeuser Property Acquisition (Draft)
- Vehicle repair agreement - City of Olympia (Draft)
- On November 6<sup>th</sup> the Chehalis Tribe informed Chief Kaleiwahea that a 2020 Emergency Services agreement is being drafted by the Tribal attorneys.

**Budget & Finance/Planning:**

- Budget Hearing
- Strategic plan 2020/2021 update – November/December 2019 Meeting

**Expenditure Planning:**

- We plan to install Stryker Power Load Systems in the two new aid units being ordered, with a goal of preventing back injuries, sprains & strains. Currently WTRFA operates three transport units and therefore the plan is to utilize approximately \$20,000 remaining Medic One funds this year and add an additional \$800 to outfit the third unit so all operational transport units will operate similarly. It makes no sense to operate
- Disaster supplies: Food \$4,594 to sustain 80 people for 2 weeks (Joslin)
- Waiting on Ham Radio installation bids (\$2000)
- Station wear uniforms \$6500
- Engine, Aid Unit & Brush Unit specification development is ongoing.

**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**

- October 6<sup>th</sup>-RO190002457- 12:19 submitted by Investigator Spiegelberg-9600 Block of Lundeen Rd. SW- Fire out on arrival of 1<sup>st</sup> engine company. Accidental-Greenhouse Fire Origin: Northside of structure; Cause: electrical structure loss <\$10,000
- October 9<sup>th</sup>- RO190002491 -09:30 submitted by Lead Investigator Gary Stone- 17400 Block of Laymon Road SW- Singlewide Mobile home Origin: Woodstove Cause: faulty woodstove installation. Fire originated in the wood stove extending to the structure as a result of faulting installation. Estimated damage to the structure \$2000.

**Grant/Donations/Unanticipated Revenue:**

- EMW-2014-FF-00386-SAFER Grant – has ended, a final reimbursement request is pending.
- 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)**

- Suicide prevention training scheduled for Jan 9<sup>th</sup> All-department meeting (Shea)
- October- Request to safety committee to review and recommend implementation of Healthy In-Healthy-Out brochure.



### Accidents, Incidents, and Injury

- The door of the Telesquirt was pulled off as a result of poor observation and pulling the truck out of the app bay.

### IT/Web Development:

- Implementation plan for Office 365 migration and computer/server replacement ongoing. 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:

- Congratulations to FF Ricardo Santee and FF Miranda Panuska for their recognition by the American Legion- Rochester Post

| STATION UPTIME REPORT        | October 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-<br>Personnel Count | Man-Hours Worked<br>October 2019   |
|--|--|
| (31) Career-Union                        | Regular Hours: 5893; Overtime Hours: 233; Sick Leave Hours: 127 (includes paternity and FMLA); Kelly Day Hours: 888; Vacation Hours: 408; Personal Leave: 108; Training OT: 0; Bereavement: Mob: 89; Mob backfill: 49; Training Hours: 8 |
| (1) Temp-Part-time                       | Temp Hours: 0  |
| (26) Volunteer Responders                | 2531 Regular Hours   |
| (13) PACT                                |  |
| (04) Residents                           | 270 Regular Hours  |
| (02) Maintenance/Logistics PT            | 109 Regular Hours  |

### Legal Issues:

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

### Policy/ Procedures & Guidelines:

- 1.1009 - Purchasing and Inventory

### Risk Management:

- The fire department (Jessica) is making great progress toward being 2 weeks-1 month ready to sustain operations without substantial delivery of goods.
- A PPE/Uniform Committee has researched compliance and has recommend a standard. Recommended business hours Class-B and after hours short and long sleeve T-shirts with names. Joslin is processing a station wear order.



**Action/ Review/ Discussion Items:**

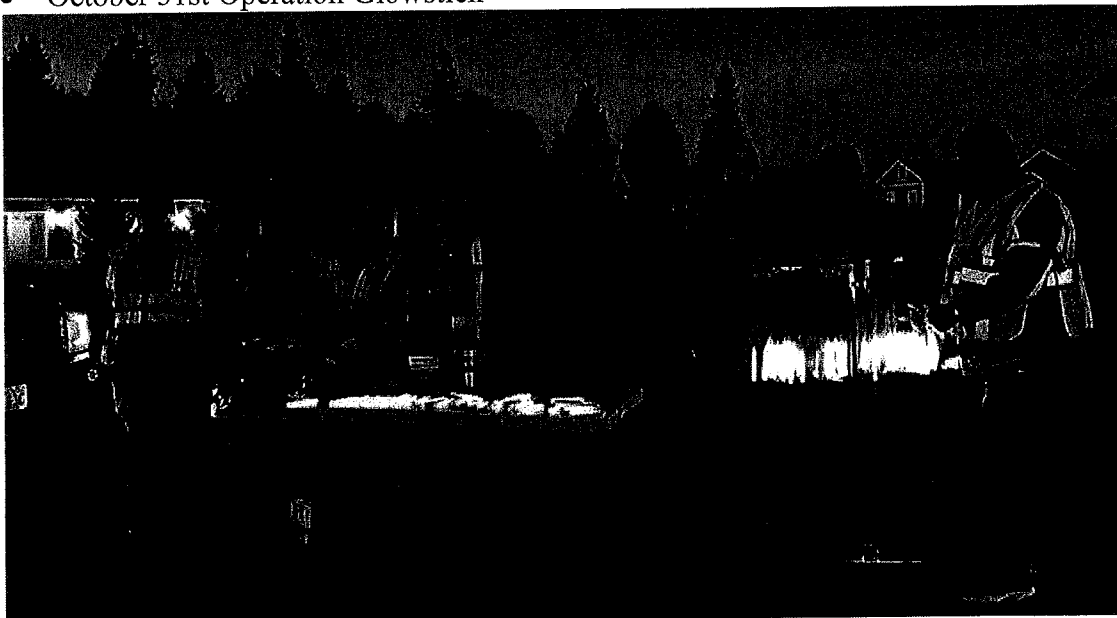
- Weyerhaeuser proposal
- Vehicle Maintenance Agreement-City of Olympia (draft)
- Chehalis Tribe Contract (pending contact from tribe)
- "Drone Team" development presentation

**Public Education/ Public Relations Activities:**

- October 12th Community Safety/Disaster Prepare and Touch a Truck at 1-2



- October 17th The Great Shakeout
- Oct 25th Littlerock Elem Trunk or Treat Set-up 1700 Event 1800-2000
- October 31st Operation Glowstick



**Winter 2019 Newsletter Published & distributed:**

- The main focus of the winter newsletter is disaster preparedness with an emphasis of encouraging residents and business owners to be ready (in the event of a large scale disaster) to be self-sufficient for at least two weeks.

**November/December Events:**

- December 6th Xmas Tree Lighting and Fire Department meet with Gov Office Olympia Capitol Rotunda Time 1700
- December 7th Boot Drive for Christmas Kids 0900 Meet at sta 1-2, then disperse to locations in South and North
- December 8th Boot Drive Scott Lake
- December 14th Santa Pancake Breakfast-Set up prior-0900-1130 breakfast then clean-up
- December 14th Santa Mobile and Food Drive-Time TBD
- December date TBD Xmas Wrapping Party-Date and Time TBD

4:42


< West Thurston Fire  
October 21 at 11:28 AM ·

2017 Scatter Creek Fire Documentary

Fall and Spring is the time to prepare your property and create Defensible Space!

If you make it Defensible, it will be DEFENDABLE!

Thank you to West Thurston's Jessica Joselyn and Lanette Dyer for producing this video.  
#defensibleSPACE  
#westthurstonfire




9.3K Views

Like Comment Share

20,034 people reached >

Write a comment...

Saturday  
December 14th  
9 am - 11:30 am at the  
10828 Littlerock Rd.  
(Littlerock Station)



**WEST THURSTON  
Regional Fire Authority**

*West Thurston is the largest combination fire department in  
Thurston County serving the communities of  
Bordeaux, Delphi, Gate, Grand Mound, Littlerock,  
Maytown, Rochester, Scott Lake and  
numerous smaller neighborhoods.*


# Breakfast with SANTA!

**SPONSORED BY THE FIRETONES AUXILIARY**

Breakfast Includes  
Pancakes with Eggs,  
Fruit and Beverage!

Tickets \$6.00 includes Breakfast &  
Children receive 1 Photo with SANTA!

ALL PROCEEDS SUPPORT  
COMMUNITY FAMILIES  
Breakfast and Raffle  
Tickets will be available  
(Cash or Check Only Please)  
at the door at 10828  
Littlerock Road SW



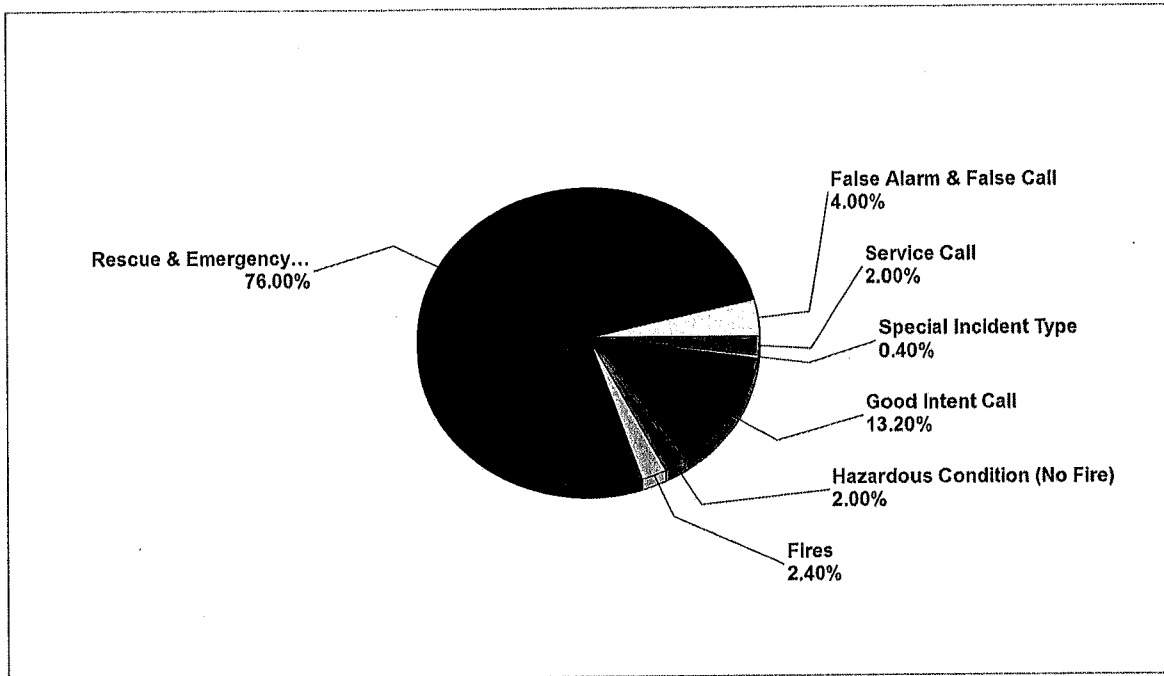
\*The School District does not assume any liability for this event. The School District assumes no responsibility for it. In consideration of the right to distribute materials, the School District shall be held harmless from any and all claims, including administrative tribunals arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards.

- The Scatter Creek video released in October has 9.3k views and over 20,000 reached!



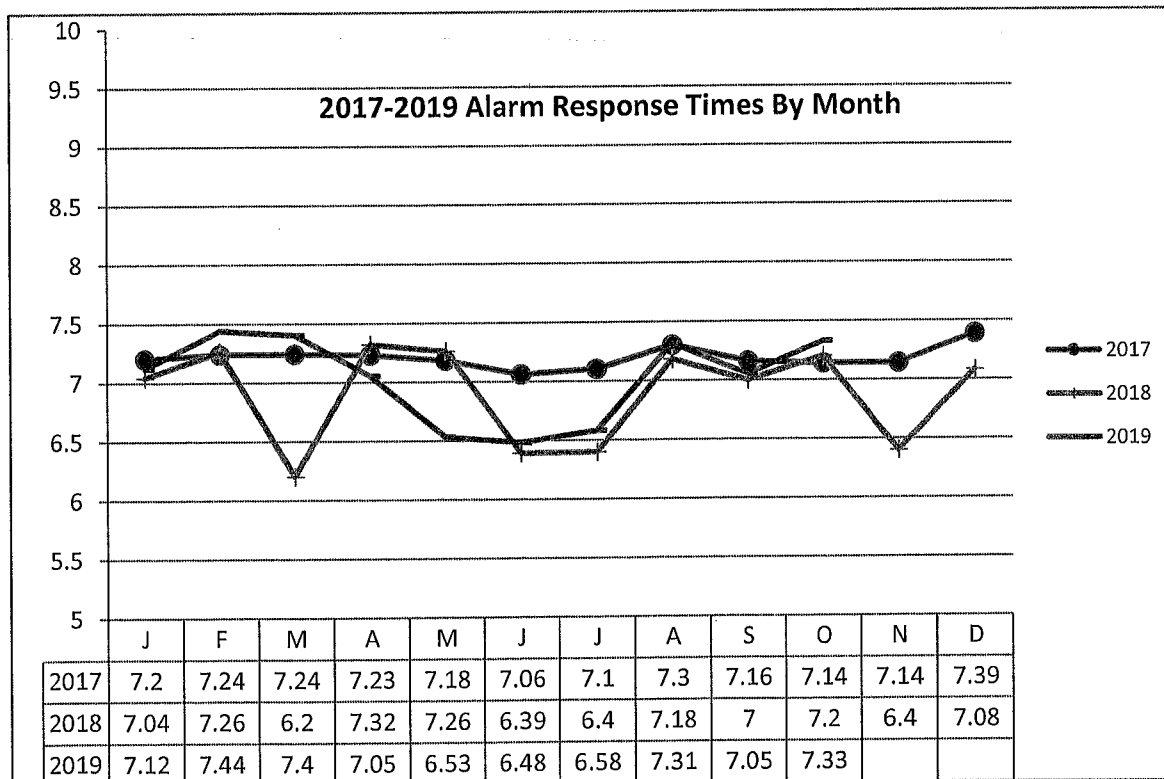
# **West Thurston Monthly-YTD Alarm Information**

ER report #553-Major Incident Types



## **Average Response Time: 7:33Minutes**

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



126



### WTRFA Monthly/ YTD Operations Summary

| Description           | Monthly<br>Call Volume | YTD<br>Call Volume  |
|-----------------------|------------------------|---------------------|
| EMS/RESCUE            | 190                    | 1955 (73%)          |
| Fire                  | 06                     | 100 (4%)            |
| Other                 | 54                     | 646 (24%)           |
| <b>For Month</b>      | <b>250</b>             | <b>2662</b>         |
| <b>WT- Transports</b> | <b>64</b>              | <b>(34%) of EMS</b> |

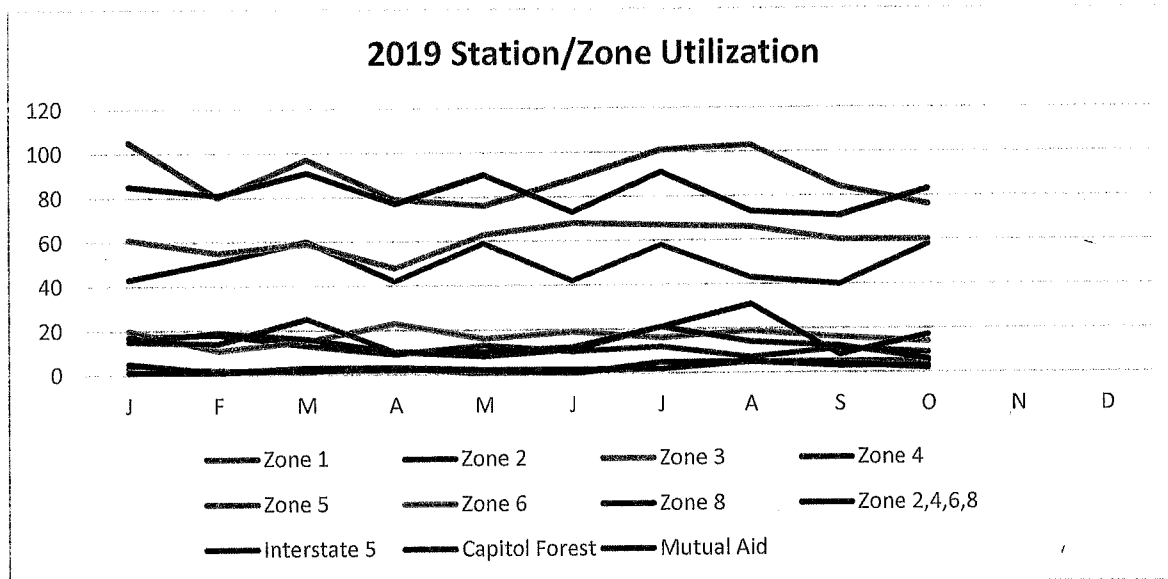
| Hospital     | Monthly   | YTD        |
|--------------|-----------|------------|
| SPH          | 50        | 502        |
| PHC          | 41        | 389        |
| CMC          | 05        | 70         |
| MAMC         | 00        | 00         |
| Harborview   | 00        | 05         |
| GH           | 00        | 00         |
| Other        | 00        | 03         |
| <b>Total</b> | <b>96</b> | <b>969</b> |

| Tribal Property          | Monthly   | YTD                   |
|--------------------------|-----------|-----------------------|
| Lucky Eagle (12888)      | 07        | 57                    |
| Eagles Landing (12840)   | 02        | 15                    |
| Great Wolf Lodge (20500) | 03        | 58                    |
| Fairfield Inn (6223)     | 00        | 02                    |
| <b>Total</b>             | <b>12</b> | <b>WTRFA 132 (5%)</b> |

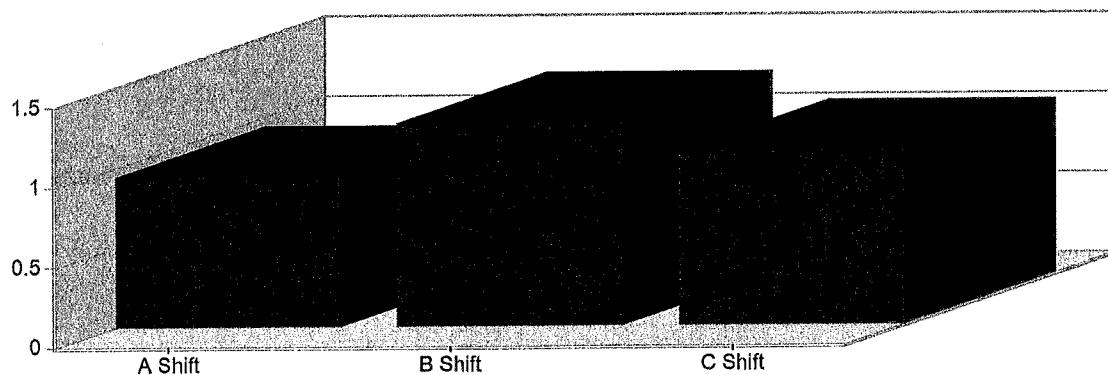
| Aid Unit Utilization | Transports For<br>Month | YTD |
|----------------------|-------------------------|-----|
| Aid 1-1 – App 05     | 18                      | 208 |
| Aid 1-2 – App 06     | 24                      | 254 |
| Aid 1-3 – App 03     | 22                      | 207 |
| Aid 1-6 – App 55     | 00                      | 00  |
| Aid 1-4              | 00                      | 01  |
| Transported ALS      | 25                      | 263 |
| Airlift              | 00                      | 04  |
| Private Ambulance    | 06                      | 32  |
| Other FD             | 01                      | 04  |

| Station Zone                 | Monthly    | AVG. Response Time<br>(Month) | *YTD        | Percentage<br>YTD |
|------------------------------|------------|-------------------------------|-------------|-------------------|
| 1 – Grand Mound/Sargent      | 76         | 6:34                          | 812         | 31%               |
| 2 – Littlerock Rd            | 58 (83)    | 7:50                          | 497 (817)   | 18% (30%)         |
| 3 – Albany Street            | 60         | 7:10                          | 611         | 23%               |
| 4 – Scott Lake- Sta. 1-2     | 09         | 8:58                          | 119         | 5%                |
| 5 – Michigan Hill- Sta.1-3   | 05         | 10:56                         | 25          | <1%               |
| 6 – Maytown Rd.              | 14         | 8:31                          | 170         | 6%                |
| 8 – Bordeaux- Sta.1-2        | 02         | 11:17                         | 29          | 1%                |
| I-5 1-1                      | 07         | 5:01                          | 72          | 3%                |
| I-5 1-2                      | 03         | 14:56                         | 22          | <1%               |
| I-5 1-6                      | 07         | 8:01                          | 63          | 2%                |
| Capitol Forest               | 03         | 49:07                         | 23          | <1%               |
| Mutual Aid                   | 06         | N/A                           | 139         | 6%                |
| <b>Average Response time</b> | <b>250</b> | <b>7:33</b>                   | <b>2582</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 0:56- B Shift 1:16- C Shift 1:05**

Start Date: 10/01/2019 | End Date: 10/31/2019

Doc Id: 654

Emergencyreporting

128





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

### **Notable Fire Incidents:**

- October 6<sup>th</sup>-RO190002457- 12:19 submitted by Investigator Spiegelberg-9600 Block of Lundeen Rd. SW- Fire out on arrival of 1<sup>st</sup> engine company. Accidental-Greenhouse Fire Origin: Northside of structure; Cause: electrical structure loss <\$10,000
- October 9<sup>th</sup>- RO190002491 -09:30 submitted by Lead Investigator Gary Stone- 17400 Block of Laymon Road SW- Singlewide Mobile home Origin: Woodstove Cause: faulty woodstove installation. Fire originated in the wood stove extending to the structure as a result of faulting installation. Estimated damage to the structure \$2000.

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

**Fire Brigade** – Some work has been done in looking for a tender to match our needs for a potential fire brigade for the Michigan Hill area. After the last meeting, contact was made from equipment vendors who are looking for units that would match what would work for our needs. See accompanying report that outlines the potential costs for such a program. – **In Progress.**

**Station 2 Door Repair** –Completed

**Station 2 HVAC Repair** –Completed.

**Bay Door Repair Contract** –Completed.

**New Aid Unit Bid Spec & Bid process**–Completed

**Bunker Gear & station wear Standards and Compliance** – Completed

**Apparatus maintenance schedule** – Completed

**Sargent Rd Energy Study** – All programming changes are complete and will begin to monitor PSE bills for energy usage – **Completed.**

**Replacement Utility Truck Project** – Unit has been received and is now scheduled for equipment install and department markings. Once that's complete, we will rotate the old unit out for surplus – **In Progress.**

**Albany Street Generator Project** – The Generator has been installed on site. – **Final completion pending.**

**New Engine Bid Spec** – Awaiting information back from True North from our last meeting – **In Progress.**

**Brush Units Spec** – The design committee is to meet in November to come up with 2 different options for apparatus and skid designs to bring forward– **In Progress.**



**Amateur Radio Project** –Request for bids for equipment installation have been issued to Day wireless & Whisler Communications. Day wireless toured the 4 stations with Chief Kaleiwahea on October 29<sup>th</sup> to provide an installation quote.-- **In Progress.**

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

**Maytown Water:**

On August 8/14/19. I asked Pam at Advanced Drilling the go ahead to start the permit process to drill a well. Pam told me she is waiting for an update from John at State Ecology and Stephanie from Thurston County regarding a buffer zone waiver. On 10/09/19 Pam told me she will make contact with John again and ask for an update. On 11/06/19 Pam told me she would try again to get in touch with John and if not she will work with Stephanie at Thurston County. On 11/7/19 Pam sent me an email of what permit documents needed to be completed from Stephanie at TC, which I believed Advanced was taking care of. I completed the documents and sent them to TC.-  
**In Process**

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

**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

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

October was a very busy month of training that was capped by Responder v. Machinery Training on October 28 and 29. This training provided us with the foundation to not only learn some skills with unique rescue situations, such as grinder entrapment, rebar impalement through an extremity, head stuck in a fence, and ring and seat belt buckle finger entrapment, but also to consider tools for purchase and placement of a special rescue kit for each engine in district. We were also able to complete Incident Command Training – Blue Card Recertification at Mark Noble Training Center for some command staff.

| Completed Training for September  | Scheduled Training  | Future Planned Training / Not yet Scheduled   |
|---|---|---|
| <p>Regularly Scheduled Shift, Thursday Night Drills and Saturday Training featuring required training topics and non-required training:</p> <ul style="list-style-type: none"><li>October 11 – MCO @Station 6-4 – 0900-1200</li><li>October 15 – B Shift Drill Engine Co Ops 1000-1500</li><li>October 16 – C Shift Drill Engine Co Ops 1000-1500</li><li>October 17 – Thursday Night Drill – Blue Card SIMS</li><li>October 23 – A Shift Drill Engine Co Ops 1000-1500</li><li>October 24 – Auto Extrication Training/Demo 1000-1200</li><li>October 28-29 Responder V Machinery 4 Brothers Training @Station 1-2 – 0800-1200; 1300-1700</li><li>October 30 – Blue Card IC Recertification Lab @Mark Noble 0800-1200 (Chief K, Chief Scott and R. Smith)</li></ul> | <ul style="list-style-type: none"><li>December 4 - 451 Ignite Leadership – The High Reliability Officer at Station 1-2 – 1200-1400</li><li>December 5 – Thursday Night Drill – Emergency Operations Center Drill at Station 1-1 – 1800-2100</li></ul> | <p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"><li>NFPA 1403 Live Fire Acquired Structure Burn – <i>date pending</i></li><li>Training with Mutual Aid Partners (Riverside Fire Authority – Lewis County) dates TBD</li><li>Technical Rescue Training – Rope Rescue Operations Level – Scheduling for 2Q 2020 with Department SORT Members – <i>date pending</i></li></ul> <p>Major / Ongoing Projects</p> <ul style="list-style-type: none"><li>Brent Strong Memorial -committee meeting irregularly –</li><li>Ladder Truck Training: Develop Advanced Functions Task Book Training (phase 2) – in progress</li><li>Thurston County Training Officers: Recruit Academy Curriculum Build for 7<sup>th</sup> Ed Text for 2020 (RA 20-01) – in progress</li><li>Thurston County Training Officers: Fire Behavior and Building Construction stand-alone class offering – planning stages</li><li>Apparatus / Equipment Committee – October 24 meeting</li><li>Thurston County Training Officers: Coordinate/lead MCO's multiple dates 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Q 2019 with all Thurston County Departments in the Cooperative.- in progress</li><li>WTRFA Training Division: New Target Solutions Platform improvements to help end-user experience – in progress and target is rollout for 1Q - 2020.</li><li>Training Tower: Reconsider plans – Reactive 30 days</li></ul> |

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



NOVEMBER 2019 ENGINE COMPANY OPERATIONS

| <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<br>12/31/2019 | TCTC Annual Training Requirements  |
| Rehab Training  | TBD                           | Station 1-2 - TBD  |
| <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  | November 7                    | Satisfies 4th Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1             |
| B Shift – ENG CO OPS  | November 14                   | Satisfies 4th Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1             |
| C Shift – ENG CO OPS  | November 21                   | Satisfies 4 <sup>th</sup> Q –Engine Co Ops, 1000-1200 @Station 1-2, 1300-1500 @Station 1-1 |