

**WEST THURSTON REGIONAL FIRE  
AUTHORITY**10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614**Board of Fire Commissioners General Meeting****Monday, March 11, 2019 at 0900 hrs – Sargent Rd Fire Station****I. CALL TO ORDER****II. ATTENDANCE****III. PUBLIC COMMENT/PRESENTATIONS****IV. ADDITIONS/DELETIONS TO AGENDA****V. LABOR MANAGEMENT TEAM REPORT**

- a. PTSD/Mental Health proposal - Update

**VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1. Expenditures: Accts Payable \$ 59,564.60 ( <i>pages 1-6</i> ) Payroll \$335,647.11 ( <i>pages 7-8</i> ) TOTAL: \$395,211.71 warrants \$134,730.56 EFTs \$260,481.15	Board	Approve/Reject
2. February 11, 2019 General meeting minutes ( <i>pages 9-12</i> )	Board	Approve/Reject
3. Policy updates: a. #1-2005, Anti-Harassment/Non Hostile Work Environment ( <i>pages 13-18</i> ) b. #1.1009, Purchasing and Inventory/Surplus ( <i>pages 19-22</i> )	Board	Review (60-day review period)
4. Resolutions: a. #2019-003, Surplus Equipment ( <i>pages 23-26</i> ) b. #2019-004, Regularly Scheduled Board Meetings ( <i>pages 27-28</i> )	Board	Approve/Reject

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

ITEM	RESPONSIBLE	OUTCOME
1. Sta 1-1, 1-3 bay door timer bids ( <i>pages 29-30</i> )	Board	Approve/Reject
2. Sta 1-1, 1-3 Door locks ( <i>pages 31-35</i> )	Board	Approve/Reject

3. Light Duty Vehicle purchase <i>(pages 36-41)</i>	Board	Approve/Reject
4. Station 1-3 Generator	Chief Scott	Update
5. Request for Labor Contract cost estimates	Negotiating Team	Discussion

## VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Maytown well/water	Chief Kaleiwahea	Update
2. Community Communications	Commr. Pethia	Update
3. GEMT update	Linda	Update
4. Beaver Creek Property	Chief Scott	Update
5. Chehalis Tribe negotiations	Chief Kaleiwahea	Update

## IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Treasurer/Fund February 2019 Reports (RCW 52.16.050(4)) <i>(pages 42-49)</i>	Chief Scott/Linda	Discussion
2. March 2019 Budget reports <i>(pages 50-51)</i>	Chief Scott/Linda	Discussion
3. Long Term Care Annuity report for 2018 <i>(pages 52-53)</i>	Linda	Informational
4. Verizon Lease Termination <i>(pages 54-55)</i>	Chief Kaleiwahea	Informational
5. WTRFA Commendation Program <i>(pages 56-59)</i>	Chief Kaleiwahea	Informational
6. Tumwater Regionalization Study <i>(pages 60-61)</i>	Chief Kaleiwahea	Informational
7. East Olympia Dist. #6 – WTFLS <i>(pages 62-63)</i>	Chief Kaleiwahea	Informational

## X. CHIEFS REPORT *(pages 64-83)*

## XI. COMMISSIONERS REPORT

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

## XII. GOOD OF THE ORDER

- a. BVFF meeting to follow
- b. Weinstein badge pinning ceremony (11:00)

## XIII. ADJOURNMENT

# VOUCHER APPROVALS

West Thurston Regional Fire Authority  
MCAG #: 2964

03/11/2019 To: 03/11/2019

Time: 11:14:59 Date: 03/13/2019  
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190301001 A & D Enterprises, LLC	394	03/11/2019	Claims	6700	1,780.35	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1125 02/11/2019 03/11/2019 1-1, 1-2, 1-3, 1-6 Snow Removal					1,780.35	
190301002 Air Exchange Inc	395	03/11/2019	Claims	6700	1,056.34	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
43779 02/11/2019 03/11/2019 1-2 Littlerock Annual Mtncce for Plymovent Exhaust					1,056.34	
190301003 Associated Petroleum Products	396	03/11/2019	Claims	6700	4,203.82	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1386092-IN 02/11/2019 03/11/2019 1-3 Rochester Propane (444.30 gal)					817.32	
1382729-IN 02/11/2019 03/11/2019 1-5 Michigan Hill (250.10 gal)					463.83	
1384615-IN 02/11/2019 03/11/2019 1-6 Maytown Propane (316.40 gal)					584.51	
1388601-IN 02/11/2019 03/11/2019 1-2 Littlerock Rd Propane (1279.80 gal)					2,338.16	
190301004 BW Printworks	397	03/11/2019	Claims	6700	173.56	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
IN003187/2018 02/11/2019 03/11/2019 Facility Shift Calendars					173.56	
190301005 Batteries Plus	398	03/11/2019	Claims	6700	112.99	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
P11482637 02/11/2019 03/11/2019 1-6 Maytown 12V Lead Battery					30.44	
P11987739 02/11/2019 03/11/2019 12V Lead, 3V Lithium, SMC389 batteries					82.55	
190301006 Brightwire Networks LLC	399	03/11/2019	Claims	6700	2,220.72	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
15319 02/28/2019 03/11/2019 March 2019 Agreement					2,220.72	
190301007 Capital Business Machines Inc	400	03/11/2019	Claims	6700	188.38	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
860013 03/05/2019 03/11/2019 1-1 Grand Mnd Copies					54.22	
860014 03/05/2019 03/11/2019 Vol R&R Grant Copies					92.66	
860014 03/05/2019 03/11/2019 1-2 Littlerock Copies					23.16	
860015 03/05/2019 03/11/2019 1-6 Maytown Copies					18.34	
190301008 Carefirst Bluecross Blueshield	401	03/11/2019	Claims	6700	160.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
190360014493 02/11/2019 03/11/2019 Harris Medical Premium					160.00	
190301009 Cedar Creek Correction Center	402	03/11/2019	Claims	6700	566.25	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1901.978 02/11/2019 03/11/2019 Dec 2018 (partial) and Jan 2019 Work Crew					566.25	
190301010 Central Sales	403	03/11/2019	Claims	6700	81.00	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
69131 02/22/2019 03/11/2019 1-1 Grand Mnd Foam Hand Soap					81.00	
190301011 Citi Cards	404	03/11/2019	Claims	6700	6,171.14	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
MILLS DINER 03/05/2019 03/11/2019 Commissioner Workshop (tip)					20.00	
AMAZON 03/05/2019 03/11/2019 1-3 Rochester Facility Supplies (trash bags) (under					0.13	
AMAZON 03/05/2019 03/11/2019 Safety Signs (Load Capacity) (under paid)					0.36	
BWPRINTWORKS 03/05/2019 03/11/2019 Shift Calendars (x9)					-173.56	
AMAZON 03/05/2019 03/11/2019 1-1 Grand Mnd Facility Supplies (urinal screens)					0.40	
BEST BUY 03/05/2019 03/11/2019 Filming Supplies (under paid)					2,299.18	
AMAZON 03/05/2019 03/11/2019 Adjustable Standing Desk Converter					174.23	
AMAZON 03/05/2019 03/11/2019 Return of Adjustable Standing Desk Converter					-174.23	
LIP CASINO HOTEL 03/05/2019 03/11/2019 WFCA Annual Conference (Comm. Pethia)					176.85	
LIP CASINO HOTEL 03/05/2019 03/11/2019 WFCA Annual Conference (Comm. Ricks)					176.85	
DECORPLANET 03/05/2019 03/11/2019 1-2 Littlerock Women's Restroom Shower Head					175.50	

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03/11/2019 To: 03/11/2019

Time: 11:14:59 Date: 03/13/2019  
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
KLEBALL CENTRAL	03/05/2019	03/11/2019	Pickleball net		64.81	
G, INC (FIRESTORE	03/05/2019	03/11/2019	Custom Leather Shield (Trautman)		63.98	
CITICARD	03/05/2019	03/11/2019	Interest		211.05	
JTH PUGET SOUND	03/05/2019	03/11/2019	FF Recruit Academy (C. Smith)		1,650.00	
AMAZON	03/05/2019	03/11/2019	1-6 Maytown Extention Cords (x3)		34.26	
AMAZON	03/05/2019	03/11/2019	1-1 Grand Mnd Office Supply (label maker tape)		22.64	
BEST BUY	03/05/2019	03/11/2019	Return Camera MicroPhone (filming supplies)		-110.09	
BEST BUY	03/05/2019	03/11/2019	Filming Supply (Headphone)		10.88	
BEST BUY	03/05/2019	03/11/2019	Filming Supply (Headphone)		10.88	
COSTCO	03/05/2019	03/11/2019	1-2 Littlerock Facility Supplies		112.94	
COSTCO	03/05/2019	03/11/2019	1-1 Grand Mnd Facility Supplies		231.52	
COSTCO	03/05/2019	03/11/2019	1-1, 1-3, 1-6 Facility Supplies		161.33	
COSTCO	03/05/2019	03/11/2019	1-1, 1-2, 1-3 Facility Supplies (cases of water)		36.73	
OFFICE DEPOT	03/05/2019	03/11/2019	1-2 Littlerock Office Supplies (newsletter paper)		106.81	
OFFICE DEPOT	03/05/2019	03/11/2019	1-1 Grand Mnd Office Supply (toner)		171.44	
OFFICE DEPOT	03/05/2019	03/11/2019	1-3 Rochester Facility Supply (creamer)		5.84	
KLEBALL CENTRAL	03/05/2019	03/11/2019	1-1 Grand Mnd Pickleball Net		64.81	
SAFELITE	03/05/2019	03/11/2019	A57 U1-2 Repair Windshield		323.66	
SAFELITE	03/05/2019	03/11/2019	A57 U1-2 Repair Windshield Refund-unable to repair		-323.66	
SEARS	03/05/2019	03/11/2019	1-1 Grand Mnd Repair Dorm Room Stove		390.52	
WSP	03/05/2019	03/11/2019	Collision Reports for EF Recovery		126.00	
WALMART	03/05/2019	03/11/2019	PPE Storage Bins		58.41	
WALMART	03/05/2019	03/11/2019	PPE Storage Bins		7.64	
ZOOM	03/05/2019	03/11/2019	Mnthly communications Service		14.99	
LA GROVE TEXACO	03/05/2019	03/11/2019	Chief K - Fuel		48.04	
<hr/>						
190301012 City Of Olympia	405	03/11/2019	Claims	6700	1,265.93	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
10403/17256	02/11/2019	03/11/2019	A68 Altenator Repair		1,265.93	
<hr/>						
190301013 City Sanitary Inc	406	03/11/2019	Claims	6700	280.60	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
11003771	03/05/2019	03/11/2019	1-1 Grand Mnd Recycle		242.90	
11004055	03/05/2019	03/11/2019	1-3 Rochester Recycle		37.70	
<hr/>						
190301014 Clearwater Utility Services LLC	407	03/11/2019	Claims	6700	582.54	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
12827	02/11/2019	03/11/2019	1-1 Grand Mnd Water Srv		154.55	
12805	02/11/2019	03/11/2019	1-2 Littlerock Water Srv, Bacteria Analysis		191.05	
12813	02/11/2019	03/11/2019	1-6 Maytown Water Srv, Extra Salt, Metals DW		236.94	
<hr/>						
190301015 Comcast	408	03/11/2019	Claims	6700	1,303.15	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
1030	02/11/2019	03/11/2019	1-2 Littlerock Phone/Cable		319.97	
1030	02/11/2019	03/11/2019	1-6 Maytown Phone/Cable		228.94	
1030	02/11/2019	03/11/2019	1-1 Grand Mnd Phone/Cable		319.97	
1030	02/11/2019	03/11/2019	1-4 Scott Lake Phone/Cable		243.03	
1030	02/11/2019	03/11/2019	1-3 Rochester Phone/Cable		181.24	
1030	02/11/2019	03/11/2019	Late fee		10.00	
<hr/>						
190301016 Complete Repair Services LLC	409	03/11/2019	Claims	6700	46.82	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
12064	02/27/2019	03/11/2019	Blade on Echo Trimmer		46.82	
<hr/>						
190301017 DE Lage Landen	410	03/11/2019	Claims	6700	358.76	
<i>Invoice # Rcvd Date Due Date Description Amount</i>						
MARCH 2019	03/05/2019	03/11/2019	1-2 Littlerock Copier Lease		358.76	
<hr/>						
190301018 Dept of Interior/Bureau of Land Mgmt Nat'l Interagency Fire Ct	411	03/11/2019	Claims	6700	133.36	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo																									
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>2019027388</td><td>02/28/2019</td><td>03/11/2019</td><td>Wildland Training Supplies/Books</td><td>133.36</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	2019027388	02/28/2019	03/11/2019	Wildland Training Supplies/Books	133.36															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
2019027388	02/28/2019	03/11/2019	Wildland Training Supplies/Books	133.36																											
190301019 ERLA Inc	412	03/11/2019	Claims	6700	277.84																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>78546</td><td>02/11/2019</td><td>03/11/2019</td><td>1-3 Rochester Gurnery Battery Issue</td><td>277.84</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	78546	02/11/2019	03/11/2019	1-3 Rochester Gurnery Battery Issue	277.84															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
78546	02/11/2019	03/11/2019	1-3 Rochester Gurnery Battery Issue	277.84																											
190301020 Emergency Reporting Inc	413	03/11/2019	Claims	6700	4,851.67																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>2019_1640</td><td>02/11/2019</td><td>03/11/2019</td><td>On Site 2 Day Training</td><td>4,046.25</td></tr><tr><td>2019_2001</td><td>02/11/2019</td><td>03/11/2019</td><td>Apr 2019 Mnthly Subscription</td><td>805.42</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	2019_1640	02/11/2019	03/11/2019	On Site 2 Day Training	4,046.25	2019_2001	02/11/2019	03/11/2019	Apr 2019 Mnthly Subscription	805.42										
Invoice #	Rcvd Date	Due Date	Description	Amount																											
2019_1640	02/11/2019	03/11/2019	On Site 2 Day Training	4,046.25																											
2019_2001	02/11/2019	03/11/2019	Apr 2019 Mnthly Subscription	805.42																											
190301021 Firefighters Bookstore	414	03/11/2019	Claims	6700	557.15																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>INV258349</td><td>02/27/2019</td><td>03/11/2019</td><td>IFSTA Hazmat Books/Study Guides</td><td>557.15</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	INV258349	02/27/2019	03/11/2019	IFSTA Hazmat Books/Study Guides	557.15															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
INV258349	02/27/2019	03/11/2019	IFSTA Hazmat Books/Study Guides	557.15																											
190301022 First Choice Health Network	415	03/11/2019	Claims	6700	158.95																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>86679</td><td>03/05/2019</td><td>03/11/2019</td><td>Feb EAP Monthly Srvc</td><td>158.95</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	86679	03/05/2019	03/11/2019	Feb EAP Monthly Srvc	158.95															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
86679	03/05/2019	03/11/2019	Feb EAP Monthly Srvc	158.95																											
190301023 Great Western Supply	416	03/11/2019	Claims	6700	155.38																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>28272</td><td>02/28/2019</td><td>03/11/2019</td><td>1-4 Scott Lake Bark</td><td>77.69</td></tr><tr><td>28274</td><td>02/28/2019</td><td>03/11/2019</td><td>1-4 Scott Lake Bark</td><td>77.69</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	28272	02/28/2019	03/11/2019	1-4 Scott Lake Bark	77.69	28274	02/28/2019	03/11/2019	1-4 Scott Lake Bark	77.69										
Invoice #	Rcvd Date	Due Date	Description	Amount																											
28272	02/28/2019	03/11/2019	1-4 Scott Lake Bark	77.69																											
28274	02/28/2019	03/11/2019	1-4 Scott Lake Bark	77.69																											
190301024 Harris, Mike	417	03/11/2019	Claims	6700	4,808.40																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>REIMBURSEMENT</td><td>02/27/2019</td><td>03/11/2019</td><td>Medicare Part B</td><td>3,214.80</td></tr><tr><td>REIMBURSEMENT</td><td>02/27/2019</td><td>03/11/2019</td><td>Medicare Part D</td><td>1,593.60</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	REIMBURSEMENT	02/27/2019	03/11/2019	Medicare Part B	3,214.80	REIMBURSEMENT	02/27/2019	03/11/2019	Medicare Part D	1,593.60										
Invoice #	Rcvd Date	Due Date	Description	Amount																											
REIMBURSEMENT	02/27/2019	03/11/2019	Medicare Part B	3,214.80																											
REIMBURSEMENT	02/27/2019	03/11/2019	Medicare Part D	1,593.60																											
190301025 Ike's Auto Repair	418	03/11/2019	Claims	6700	60.35																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>7669</td><td>02/11/2019</td><td>03/11/2019</td><td>A25 Oil Change</td><td>60.35</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	7669	02/11/2019	03/11/2019	A25 Oil Change	60.35															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
7669	02/11/2019	03/11/2019	A25 Oil Change	60.35																											
190301026 J & I Power Equipment Inc	419	03/11/2019	Claims	6700	625.57																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>470287</td><td>02/22/2019</td><td>03/11/2019</td><td>A09 Honda Pump (WX15), Hose, Adapters, Screen</td><td>625.57</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	470287	02/22/2019	03/11/2019	A09 Honda Pump (WX15), Hose, Adapters, Screen	625.57															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
470287	02/22/2019	03/11/2019	A09 Honda Pump (WX15), Hose, Adapters, Screen	625.57																											
190301027 Joes Refuse Inc	420	03/11/2019	Claims	6700	176.47																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>10989619</td><td>03/05/2019</td><td>03/11/2019</td><td>1-1 Grand Mnd Refuse</td><td>137.35</td></tr><tr><td>10989459</td><td>03/05/2019</td><td>03/11/2019</td><td>1-3 Rochester Refuse</td><td>39.12</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	10989619	03/05/2019	03/11/2019	1-1 Grand Mnd Refuse	137.35	10989459	03/05/2019	03/11/2019	1-3 Rochester Refuse	39.12										
Invoice #	Rcvd Date	Due Date	Description	Amount																											
10989619	03/05/2019	03/11/2019	1-1 Grand Mnd Refuse	137.35																											
10989459	03/05/2019	03/11/2019	1-3 Rochester Refuse	39.12																											
190301028 John's Plumbing and Pumps Inc	421	03/11/2019	Claims	6700	770.41																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>12559</td><td>02/28/2019</td><td>03/11/2019</td><td>1-1 Grand Mnd Propane Leat at Water Heater</td><td>770.41</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	12559	02/28/2019	03/11/2019	1-1 Grand Mnd Propane Leat at Water Heater	770.41															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
12559	02/28/2019	03/11/2019	1-1 Grand Mnd Propane Leat at Water Heater	770.41																											
190301029 Kent D Bruce Co LLC	422	03/11/2019	Claims	6700	355.85																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>4628</td><td>02/11/2019</td><td>03/11/2019</td><td>Kussmaul Female Connector Plug 20 Amp</td><td>355.85</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	4628	02/11/2019	03/11/2019	Kussmaul Female Connector Plug 20 Amp	355.85															
Invoice #	Rcvd Date	Due Date	Description	Amount																											
4628	02/11/2019	03/11/2019	Kussmaul Female Connector Plug 20 Amp	355.85																											
190301030 LN Curtis & Sons Inc	423	03/11/2019	Claims	6700	5,660.85																										
<table><tr><th>Invoice #</th><th>Rcvd Date</th><th>Due Date</th><th>Description</th><th>Amount</th></tr><tr><td>253332</td><td>02/11/2019</td><td>03/11/2019</td><td>S1-1 Mako AirCompressor Line Valve Rebuild</td><td>236.30</td></tr><tr><td>254889</td><td>02/11/2019</td><td>03/11/2019</td><td>Structural Gloves (x6)</td><td>534.63</td></tr><tr><td>254394</td><td>02/11/2019</td><td>03/11/2019</td><td>Pelican Micro Case</td><td>148.79</td></tr><tr><td>261660</td><td>02/11/2019</td><td>03/11/2019</td><td>FF Jacket/Pants (DeGagne, Swecker)</td><td>4,741.13</td></tr></table>							Invoice #	Rcvd Date	Due Date	Description	Amount	253332	02/11/2019	03/11/2019	S1-1 Mako AirCompressor Line Valve Rebuild	236.30	254889	02/11/2019	03/11/2019	Structural Gloves (x6)	534.63	254394	02/11/2019	03/11/2019	Pelican Micro Case	148.79	261660	02/11/2019	03/11/2019	FF Jacket/Pants (DeGagne, Swecker)	4,741.13
Invoice #	Rcvd Date	Due Date	Description	Amount																											
253332	02/11/2019	03/11/2019	S1-1 Mako AirCompressor Line Valve Rebuild	236.30																											
254889	02/11/2019	03/11/2019	Structural Gloves (x6)	534.63																											
254394	02/11/2019	03/11/2019	Pelican Micro Case	148.79																											
261660	02/11/2019	03/11/2019	FF Jacket/Pants (DeGagne, Swecker)	4,741.13																											

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# VOUCHER APPROVALS

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
190301031	Les Schwab Tire Center of Wa Inc	424	03/11/2019	Claims	6700	831.55	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	31000440244 02/27/2019 03/11/2019 A71 New Tires (x4)					831.55	
190301032	Lincoln Creek Lumber	425	03/11/2019	Claims	6700	122.58	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	367543 02/11/2019 03/11/2019 Connector Armored VINL20A					19.58	
	367559 02/11/2019 03/11/2019 Protective Chaps					98.00	
	367780 02/11/2019 03/11/2019 Kwik Seal Caulk					5.00	
190301033	Molina Healthcare of Washington	426	03/11/2019	Claims	6700	221.00	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	02/14/2019 02/11/2019 03/11/2019 Pt. Refund - Act 115-16-162680690:1					221.00	
190301034	Mountain Mist Water	427	03/11/2019	Claims	6700	255.34	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	029585 02/28/2019 03/11/2019 1-2 Littlerock Water					84.31	
	029585 02/28/2019 03/11/2019 1-6 Maytown Water					40.61	
	029585 02/28/2019 03/11/2019 1-1 Grand Mnd Water					89.63	
	029585 02/28/2019 03/11/2019 1-3 Rochester Water					37.55	
	029585 02/28/2019 03/11/2019 1-4 Scott Lake Water					3.24	
190301035	Nicholson And Associates Insurance LLC	428	03/11/2019	Claims	6700	500.00	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	02/15/2019 02/22/2019 03/11/2019 WSRMG Class (Dahl, Elkins, Pethia, Ricks)					500.00	
190301036	Olympia Sheet Metal Inc	429	03/11/2019	Claims	6700	880.46	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	55122 02/11/2019 03/11/2019 1-6 Maytown Replace Board & Sensor on Heat Pump					880.46	
190301037	On-Hold Concepts Inc	430	03/11/2019	Claims	6700	19.95	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	478618 02/27/2019 03/11/2019 Mnthly On Hold Srvc					19.95	
190301038	Pilot Travel Centers LLC	431	03/11/2019	Claims	6700	235.93	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	384112966 02/28/2019 03/11/2019 A57 U1-2 Fuel					45.06	
	384112966 02/28/2019 03/11/2019 A70 SI-2 Fuel					15.90	
	384112966 02/28/2019 03/11/2019 A71 STAF-2 Fuel					41.95	
	384112966 02/28/2019 03/11/2019 A23 BNI-6 Fuel					16.37	
	384112966 02/28/2019 03/11/2019 A24 CHI-2 Fuel					41.17	
	384112966 02/28/2019 03/11/2019 A25 TO 1-1 Fuel					16.71	
	384112966 02/28/2019 03/11/2019 A19 AI-2 DEF					58.77	
190301039	Puget Sound Energy	432	03/11/2019	Claims	6700	5,513.45	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	200016026946 02/11/2019 03/11/2019 1-2 Littlerock Feb 2019					707.69	
	220005346105 02/11/2019 03/11/2019 1-4 Scott Lake Feb 2019					392.45	
	200012762536 02/11/2019 03/11/2019 1-3 Rochester Dec 2019 & Jan 2019					914.26	
	200020145567 02/11/2019 03/11/2019 1-6 Maytown Jan 2019					848.22	
	200017639499 02/11/2019 03/11/2019 1-1 Grand Mnd Jan 2019					2,366.75	
	220006625754 02/11/2019 03/11/2019 1-7 Old Hwy 99 Feb 2019					284.08	
190301040	Rochester Lumber	433	03/11/2019	Claims	6700	168.75	
	<i>Invoice # Rcvd Date Due Date Description Amount</i>						
	1084814 02/28/2019 03/11/2019 Plugs					37.71	
	1085051 02/28/2019 03/11/2019 1-1 Grand Mnd Heavy Duty 75' Hoses (x2)					86.30	

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# VOUCHER APPROVALS

West Thurston Regional Fire Authority  
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	1085406	02/28/2019	03/11/2019	1-3 Rochester Propane, zip ties, Def, Car Wash	44.74	
190301041 Rochester Water Association	434	03/11/2019	Claims	6700	48.05	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	100100 02/28/2019 03/11/2019		1-3 Rochester Water			48.05
190301042 Scott Lake Maintenance Co	435	03/11/2019	Claims	6700	42.00	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	2165 02/28/2019 03/11/2019		1-4 Scott Lk Water			42.00
190301043 Stericycle Inc	436	03/11/2019	Claims	6700	31.08	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	3004568545 02/11/2019 03/11/2019		1-2 Littlerock HazoWaste			10.36
	3004568545 02/11/2019 03/11/2019		1-3 Rochester HazoWaste			10.36
	3004569793 02/11/2019 03/11/2019		1-6 Maytown HazoWaste			10.36
190301044 Terminix LP	437	03/11/2019	Claims	6700	217.96	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	383110595 02/22/2019 03/11/2019		1-4 Scott Lake Pest Control			84.16
	383110546 02/22/2019 03/11/2019		1-2 Littlerock Pest Control			133.80
190301045 The Olympian	438	03/11/2019	Claims	6700	457.60	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	OLY-77584534 02/22/2019 03/11/2019		Annual Renewal			457.60
190301046 Thurston Co Treasurer	439	03/11/2019	Claims	6700	4,090.74	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	2019 TAXES 02/22/2019 03/11/2019		2019 Property Taxes			4,090.74
190301047 Top Notch Trailer Mft Inc	440	03/11/2019	Claims	6700	21.58	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	124827 02/11/2019 03/11/2019		Maintenance Trailer Jack Wheel			21.58
190301048 Travers Electric Inc	441	03/11/2019	Claims	6700	774.67	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	141484 02/28/2019 03/11/2019		1-1 Grand Mnd Replace Dorm Rm Hall Light Ballast			134.72
	141485 02/28/2019 03/11/2019		1-3 Rochester Repair Bathroom Heaters			639.95
190301049 Verizon Wireless	442	03/11/2019	Claims	6700	1,347.67	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	9824851786 02/28/2019 03/11/2019		Chief K Cell			44.76
	9824851786 02/28/2019 03/11/2019		Chief Scott Cell			44.76
	9824851786 02/28/2019 03/11/2019		Cpt Smith Cell			44.76
	9824851786 02/28/2019 03/11/2019		Cpt Christenson Cell			44.76
	9824851786 02/28/2019 03/11/2019		Cpt Stone Cell			48.16
	9824851786 02/28/2019 03/11/2019		Modems			815.03
	9825215479 02/28/2019 03/11/2019		Apparatus Cells			305.44
190301050 Washington Fire Chiefs	443	03/11/2019	Claims	6700	550.00	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	12570 02/22/2019 03/11/2019		Fire Symposium Training (J. Spiegelberg)			550.00
190301051 Washington Fire Comm Assn	444	03/11/2019	Claims	6700	510.00	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	SM2019-057 02/11/2019 03/11/2019		Chelan Seminar (Dahl, Elkins, Pethia)			510.00
190301052 Wells Fargo Financial Leasing	445	03/11/2019	Claims	6700	161.17	
	<i>Invoice # Rcvd Date Due Date Description</i>					<i>Amount</i>
	5005936613 02/27/2019 03/11/2019		1-1 Grand Mnd Copier Lease			161.17

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190301053 West Thurston Reg Fire PETTY CASH	446	03/11/2019	Claims	6700	111.00	

Total Vouchers: 59,564.60

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# VOUCHER APPROVALS

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
190301057	450	03/11/2019	Payroll	6700	572.00	
190301113	373	03/15/2019	Payroll	6700	163.90	
190301058	451	03/11/2019	Payroll	6700	2,325.00	
190301102	323	03/15/2019	Payroll	6700	1,450.00	
EFT	334	03/29/2019	Payroll	6700	3,064.36	
190301114	374	03/15/2019	Payroll	6700	138.52	
EFT	335	03/29/2019	Payroll	6700	6,094.43	
EFT	336	03/29/2019	Payroll	6700	3,853.23	
EFT	337	03/29/2019	Payroll	6700	4,338.06	
EFT	375	03/15/2019	Payroll	6700		
EFT	338	03/29/2019	Payroll	6700	3,494.28	
EFT	390	03/11/2019	Payroll	6700	30,263.00	
EFT	391	03/11/2019	Payroll	6700	38,461.18	
EFT	392	03/11/2019	Payroll	6700	40,927.69	
EFT	339	03/29/2019	Payroll	6700	4,409.12	
190301059	452	03/11/2019	Payroll	6700	3,415.93	
EFT	340	03/29/2019	Payroll	6700	4,202.62	
EFT	341	03/29/2019	Payroll	6700	4,736.44	
EFT	376	03/15/2019	Payroll	6700	117.68	
190301117	377	03/15/2019	Payroll	6700	104.76	
EFT	378	03/15/2019	Payroll	6700	784.97	
190301060	453	03/11/2019	Payroll	6700	137.00	
190301103	324	03/15/2019	Payroll	6700	1,938.00	
EFT	342	03/29/2019	Payroll	6700	3,932.32	
190301061	454	03/11/2019	Payroll	6700	4,550.00	
190301104	325	03/15/2019	Payroll	6700	1,350.00	
EFT	343	03/29/2019	Payroll	6700	2,522.16	
190301062	455	03/11/2019	Payroll	6700	5,313.91	
190301119	379	03/15/2019	Payroll	6700	454.25	
EFT	380	03/15/2019	Payroll	6700	117.76	
EFT	344	03/29/2019	Payroll	6700	5,044.98	
190301105	326	03/15/2019	Payroll	6700	1,000.00	
EFT	345	03/29/2019	Payroll	6700	3,631.76	
190301106	327	03/15/2019	Payroll	6700	2,595.88	
EFT	346	03/29/2019	Payroll	6700	3,893.47	
EFT	381	03/15/2019	Payroll	6700	92.35	
EFT	347	03/29/2019	Payroll	6700	4,912.82	
190301107	328	03/15/2019	Payroll	6700	1,200.00	
EFT	348	03/29/2019	Payroll	6700	2,899.12	
EFT	382	03/15/2019	Payroll	6700	582.33	
EFT	349	03/29/2019	Payroll	6700	3,906.07	
EFT	350	03/29/2019	Payroll	6700	4,379.81	
190301123	383	03/15/2019	Payroll	6700	217.05	
190301108	329	03/15/2019	Payroll	6700	1,000.00	
EFT	351	03/29/2019	Payroll	6700	3,640.09	
EFT	352	03/29/2019	Payroll	6700	3,934.09	
190301109	330	03/15/2019	Payroll	6700	700.00	
EFT	353	03/29/2019	Payroll	6700	3,847.04	
EFT	354	03/29/2019	Payroll	6700	1,937.68	
EFT	355	03/29/2019	Payroll	6700	3,930.32	
190301124	384	03/15/2019	Payroll	6700	324.28	
EFT	356	03/29/2019	Payroll	6700	3,559.35	
190301088	357	03/29/2019	Payroll	6700	4,113.46	
EFT	358	03/29/2019	Payroll	6700	7,527.58	
190301110	331	03/15/2019	Payroll	6700	1,000.00	

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# VOUCHER APPROVALS

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT	359	03/29/2019	Payroll	6700	3,979.00	
EFT	360	03/29/2019	Payroll	6700	4,690.62	
EFT	361	03/29/2019	Payroll	6700	4,524.32	
190301111	332	03/15/2019	Payroll	6700	500.00	
EFT	362	03/29/2019	Payroll	6700	4,873.23	
EFT	363	03/29/2019	Payroll	6700	4,980.04	
EFT	385	03/15/2019	Payroll	6700	263.94	
190301126	386	03/15/2019	Payroll	6700	319.92	
190301127	387	03/15/2019	Payroll	6700	92.35	
190301095	364	03/29/2019	Payroll	6700	5,204.22	
190301112	333	03/15/2019	Payroll	6700	1,000.00	
EFT	365	03/29/2019	Payroll	6700	4,645.58	
190301128	388	03/15/2019	Payroll	6700	72.35	
EFT	366	03/29/2019	Payroll	6700	5,861.37	
EFT	367	03/29/2019	Payroll	6700	4,283.49	
190301063	456	03/11/2019	Payroll	6700	33,643.18	
EFT	368	03/29/2019	Payroll	6700	4,241.71	
EFT	393	03/11/2019	Payroll	6700	1,155.66	
EFT	369	03/29/2019	Payroll	6700	4,141.96	
190301064	457	03/11/2019	Payroll	6700	270.00	
EFT	370	03/29/2019	Payroll	6700	3,802.07	
Total Vouchers:					<u>335,647.11</u>	

8



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



February 11, 2019 – Governing Board Business Meeting at the Littlerock Road Fire Station

**Call to Order/Attendance:** Commissioner Jones called the meeting to order at 09:00 hours. Commissioners Dahl, Elkins, and Ricks, Chiefs Kaleiwahea, Scott and Stone, Captains Christenson and Dyer, Union Representative Schwartz, Training Captain R. Smith, FF Panuska and Peoples, Volunteer Coordinator Joslin, and Secretary Linda Shea were present. Commissioners Jernigan and Pethia were absent (excused.)

**Public Hearing/Comment/Presentations:** None.

**Additions/Deletions to the Agenda:**

1. Commissioner Elkins asked the board to consider a change to the meeting start time from 0900 to 1600 hours. Linda will bring a resolution for signature to the March meeting.
2. Commissioner Elkins asked about hiring a contractor for snow removal at the stations. Chief Kaleiwahea reported that a contractor has been hired. The chief will also check with the county on considering plowing the station's parking lots as part of a regular snow removal maintenance activity.
3. Linda asked to postpone the BVFF meeting until March.
4. Chief Kaleiwahea reported the badge pinning for FF Weinstein was cancelled due to inclement weather.

**Labor Management Team Report:** Chief Scott reported the team will be meeting later this week. Commissioner Elkins suggested the department might consider "piggybacking" onto the county's contract for providing PTSD and mental health training for the peer support group.

**New Business:**

1. Expenditure Approval. Commissioner Dahl moved to approve expenditures in the amount of \$460,402.44. Commissioner Ricks seconded the motion. Motion carried 4-0.
2. Minutes.
  - a. Commissioner Ricks moved to approve the January 9, 2019 workshop minutes. Commissioner Dahl seconded the motion. Motion carried 4-0.
  - b. Commissioner Dahl moved to approve the January 14, 2019 General board minutes. Commissioner Elkins seconded the motion. Motion carried 4-0.
3. Resolution #2019-002, Surplus Equipment. Linda presented a list of equipment to be surplus. Commissioner Dahl moved to approve Resolution #2019-002. Commissioner Elkins seconded the motion. Motion carried 4-0.
4. Light Duty Vehicle acquisition. Chief Kaleiwahea asked the board to reaffirm his understanding that funding for priority capital/facility improvements was to come from GEMT revenue. After much discussion, the board asked for all projects funded from the GEMT to be brought before the board first for approval. Chief Kaleiwahea proposed three projects to be funded from the current GEMT revenue balance of approximately \$200k:

- a. Replacement of the light duty truck currently being used for both hauling lawn maintenance equipment between the stations, and as a Strike Team Leader vehicle on state mobilizations. Chief Kaleiwahea proposed purchasing a used vehicle to be used solely for lawn maintenance, leaving the current light duty vehicle as a Strike Team Leader vehicle. The board asked the chief to bring bids to the next meeting for their review and approval.
  - b. Replacing the well at the Maytown station. Commissioner Dahl obtained a bid for digging a new well at Maytown for approximately \$6,300. Commissioner Dahl moved to approve the Maytown well project up to \$10,000. Commissioner Ricks seconded the motion. Motion carried 4-0.
  - c. Station 1-3 generator. A discussion was held on the type of generator needed for the Rochester station 1-3. Chief Scott will obtain bids to bring back for board review and approval.
5. 2019 Budget Adjustment Requests. Linda presented two requests for budget adjustments:
- a. \$759.00 carryover from 2018 to 2019 for Health & Wellness equipment. Commissioner Elkins moved to approve the carryover. Commissioner Dahl seconded the motion. Motion carried 3-1, with Commissioner Jones voting nay.
  - b. 3% COLA. Linda reported that due to a misinterpretation of the salary matrix, the 3% COLA approved in the labor contract for 2019 was not included in the 2019 budget projections. She requested \$100,775 to be moved from the Unreserved balance to cover the salaries and benefits associated with the 3% COLA. Commissioner Ricks moved to approve the budget adjustment. Commissioner Elkins seconded the motion. Motion carried 4-0.

**Unfinished Business (action items):**

1. Rochester Station 1-3 fencing bids. The board does not believe this to be a worthwhile investment, and rejected all bids.

**Unfinished Business (nonaction items):**

1. Maytown well/water. Discussion and resolution covered under New Business, 4.b. above.
2. Community Communications. No update.
3. GEMT update. No update.
4. Beaver Creek property. Chief Scott reported the permit process has begun, with a check being sent to the county this week.
5. Chehalis Tribe negotiations. Chief Kaleiwahea reported there has been no update. He is giving the tribe 30 days to respond, and then he will contact them.
6. Administration Reorganization. Chief Kaleiwahea reported on the changes in Administration to create a Logistics Coordinator responsibility which will hopefully streamline many of the facility and equipment maintenance processes, as well as create one point of contact for maintenance issues.

**Communications:**

1. Thurston County Treasurer January 2019 reports were presented as per RCW 52.16.050(4).
2. February 2019 budget reports were distributed. Linda pointed out that a new reserve line had been established for the Wildland Mobilization funds (308.80.00.002, Wildland Res 67A0) as per the board's direction, with a current balance of \$219,592.
3. EAP Utilization report. Linda presented the recent EAP report, which shows a utilization rate of almost 5%.
4. Elected Officials and Retirement Membership. Linda reported she recently learned about the opportunity for elected officials to earn service credit in the Public Employees' Retirement System. Information was handed out to the interested board members.
5. Newsletter-Spring 2019. Chief Kaleiwahea recognized Jessica for her efforts in producing the Spring 2019 newsletter. The newsletters will be displayed in poster stands through-out the district at various businesses and offices.

**Chief Reports:** See written reports.

**Commissioner Reports:**

1. EMS Council. No report.
2. West Thurston Admin Board. Commissioner Ricks reported that discussions continue with District #6 on the prospects of their district joining the West Thurston Fire & Life Safety group.
3. Thurston County Fire Commissioners. No report.
4. Washington Fire Commissioners. No report.
5. Training Consortium. No report.

**Good of the Order:** Linda presented a thank-you from a citizen for the crew who assisted on a medical incident in August.

**Adjournment:** The board adjourned the meeting at 10:11 hours.

Submitted for Board approval by:

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

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

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

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

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Ben Elkins, Board Member

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John Ricks, Board Member

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Jeff Jernigan, Board Member

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## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Personnel – Anti-Harassment/Non Hostile Work Environment

Policy: 1.2005

Effect Date: 1/1/10

Rev. Date: 3/1/2019

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### ANTI-HARASSMENT / NON-HOSTILE WORK ENVIRONMENT

#### 1.0 REFERENCE:

N/A

#### 2.0 POLICY:

2.1 The purpose of this policy is to clearly establish West Thurston Regional Fire Authority's commitment to provide a work environment free from harassment. Because of the unique circumstances present in many emergency service jobs, it is the responsibility of each and every emergency service worker, officer and administrator, volunteer and career, to make sure that there is not inappropriate behavior occurring in the workplace. Inappropriate behavior, which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

2.2 It is the policy of West Thurston Regional Fire Authority to provide a work environment free from harassment, which is harmonious and free from intimidation. Toward this end, the Department will not tolerate any form or degree of harassment. All Department members are prohibited from engaging in harassing behavior. This policy applies to all terms and conditions of volunteer membership and employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training. Prompt and effective action will be taken to stop harassment and appropriate measures will be taken to prevent further harassment.

2.3 Harassment of an applicant, client, contractor, business invitee, customer, volunteer, or employee (a worker) by an officer, administrator, coworker or co-volunteer on the basis of race, religion, color, national origin, ancestry, disability, medical condition, pregnancy, sexual orientation, gender or age is explicitly in violation of state and/or federal law and Department policy and will not be tolerated by the Department.

### 3.0 DEFINITIONS:

For purposes of clarification, harassment includes, but is not limited to, the following behaviors.

3.1 Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.

3.2 Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, ~~sleeping facilities and eating areas~~ any interior or exterior department location, or making explicit or implied threats or promises in return for submission of physical acts.

3.3 Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, pregnancy, sexual orientation, gender or age. This applies to ~~both~~ posted material, broadcasts on a TV or computer, -or material maintained in or on Department equipment, grounds, or personal property in the workplace.

3.4 Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of volunteer membership or employment, is used as the basis of a membership/employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

### 4.0 RESPONSIBILITY:

4.1 Administration: It is the responsibility of the Fire Department Administration to develop this policy, keep it up to date, and to ensure that any violation of this policy is dealt with fairly, quickly, and impartially. It is also Administration's responsibility to provide annual in-person training on this policy.

4.2 Officers: It is the responsibility of the officers to enforce the policy, to conduct a yearly review with each employee to ensure they know the policy and to regularly check the workplace



and environs to ensure the policy is being followed. Additionally, officers are required to set the proper anti-harassment, non-hostile work environment example at all times.

When a deviation from this policy is noted or reported, officers shall bring this information in a written format to Administration immediately.

4.3 Members: It is the responsibility of each and every member to know the policy and to follow the policy. It is imperative that every member and employee treat every other member and employee with dignity and respect so as to facilitate a sound professional work environment.

## 5.0 COMPLAINT PROCEDURE

5.1 Confrontation: If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended volunteer/ employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, volunteers/ employees are not required to confront an offending party prior to initiating this complaint procedure.

5.2 Informal Complaint: Any volunteer/employee, client, contractor, customer, or membership/job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following.

1. Immediate supervisor (officer).
2. Any officer or administrator within the Department.

Any officer or administrator that observes inappropriate behavior or receives a formal harassment complaint shall notify in writing the Fire Chief of Administration or designee.

5.3 Formal Complaints: Filing of a Preliminary Complaint, Any member/employee, client, customer, contractor or applicant who alleges to be a victim of discriminatory workplace harassment should, with reasonable promptness shall, (which should not exceed within 30 calendar days of the alleged incident,) contact his/her station officer and/or an administrative official and file a complaint. This complaint shall be in a written format.

5.4 Time Extension: The party in charge of investigating the complaint may extend the time requirements set forth in this procedure when he/she determines it is in the best interest of fairness and justice to the parties involved.

## 6.0 REVIEW OF PRELIMINARY COMPLAINT

6.1 Upon notification of a harassment complaint, the officer or designated person shall conduct an initial investigation in accordance with the Washington State Human Rights Commission's

(WSHRC) harassment investigation procedures -to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the officer may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. The Fire Chief of Administration or designee shall be notified in writing of the findings by the officer or designated person within ten days of the complaint.

6.2 Formal Complaint: If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a written notice of the right to file a formal written complaint will be given to the complainant via hand delivery or certified mail, return receipt. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be filed within ten (10) calendar days after being notified of the right to file a formal complaint. Upon receipt of the formal written complaint, the Chief or appropriate official will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of same, and will be provided an opportunity to respond. The response shall be in writing, addressed to the appropriate management person, and received by same within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced by an outside investigator, or by an objective department member in accordance with WSHRC harassment investigation procedures.

6.3 Review of Response and Findings: Upon receipt of the response, the designee may further investigate the formal complaint. Such investigation may include an interview with the complainant, the accused harasser(s), and any other persons determined by the designee to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred. The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported by the Chief to appropriate persons including the complainant, the alleged harasser(s), the original reporting officer as appropriate within twenty (20) calendar days from the receipt of the response.

## **7.0 DISCIPLINARY ACTION**

7.1 If harassment is determined to have occurred, the Fire Chief or designee shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to both parties by the Chief.

7.2 Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an

investigation, is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The Fire Chief of Administration or designee will take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

7.3 Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a thorough investigation is impossible on anonymous complaints, or complaints in which the complainant refuses to allow disclosure of their identity to the alleged harasser. Such complaints will be received and filed, but will not be investigated. An alleged harasser has a right to confront the evidence and witnesses against him/her and therefore anonymous complaints cannot be investigated.

7.4 False Complaints: Any complaint made by a member/employee of the Department regarding job-based harassment which is conclusively proven to be false, ~~may~~ shall result in discipline. This discipline may include dismissal from membership or employment. This section is not intended to discourage members/employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated. Complaints that are not conclusively proven to be false, but are still not sustained or proven sufficiently to conclude harassment occurred, may be retained in an "unsustained complaints" file, but there is no requirement to retain such results of investigation.

7.5: Limitations: The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, national origin, ancestry, disability, medical condition, pregnancy, sexual orientation, gender or age. All other complaints shall be handled through the department grievance procedure as established by the department policy manual.

7.6 Distribution: This policy shall be disseminated to all members/employees, officers and administrators of the Department. Any questions, concerns or comments related to this policy should be directed to the Fire Chief of Administration or designee.

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## WEST THURSTON REGIONAL FIRE AUTHORITY

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Section: Administrative – Purchasing and Inventory/Surplus

Policy: 1.1009

Effect Date: 1/1/10

Rev. Date: 02/08/2016; 05/09/2016, 12/1/2018, 3/1/2019

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### **PURCHASING and INVENTORY/SURPLUS**

#### **1.0 PURPOSE:**

1.1 Budget requirements and responsibilities require restrictions to be placed on members purchasing materials and equipment under the Department name.

1.2 Capitalized and small & attractive assets require a strong control for ensuring inventory records of the department are accurate and complete.

1.3 Disposition of surplus property/equipment requires compliance with state and federal law.

#### **2.0 POLICY - PURCHASING:**

2.1 The Officer on duty has the authority to purchase up to \$500 of equipment or items necessary to conduct the business of the department. In general most items can be purchased through the normal purchase and supply process without approval by the chief provided they are budgeted items. This practice will be monitored and the privilege may be revoked at any time.

2.2 All single item purchases which exceed \$500 per item require a Purchase Request to be submitted to the Purchasing office. The Purchase Request can be submitted electronically using the Purchase Request online form (preferred), by email, or hand written. Upon approval by the chief, the purchase request will be processed by the designated purchasing officer.

2.3 All non-emergent or single source purchase requests for \$500.00 or more must be accompanied by three quotes (phone, email or copies of online/contractor quotes)

2. Purchase order records will be managed by the purchasing officer.

2.5 Purchases between \$10,000 and \$50,000 must comply with the Governing Board resolution establishing procedure for such purchases, 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.

2.6 The chief will consult the Governing Board prior to the expenditure of non-traditional and/or non-budgeted expenditures of greater than \$5,000 or when the associated budget line item will be exceeded by the expenditure.

### 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. ~~over the recording of purchased assets.~~

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, Kestrels, 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, ~~asset tag or engraving~~ 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.





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. 2019-003**

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 11th  
day of March, 2019, the following majority of commissioners being present and voting:

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

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

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

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

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

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

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

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

# **EXHIBIT 1 – Surplus Property** **Addendum to Resolution #2019-003**

Item	Orig Cost/Value	Serial #	Reason
STIHL CHAINSAW/034 AV	\$350.00	No longer visible – dept #290	Not found in 2018 inventory count
STIHL CHAINSAW/ 044	\$400.00	1128 791 1000 – Dept #384	Not found in 2018 inventory count
STIHL CHAINSAW MODEL 029	\$300.00	226953902 – dept #07-00658	Not found in 2018 inventory count – last known location APP63
STIHL CHAINSAW 044 MAGNUM	\$400.00	None – dept #5441	Not found in 2018 inventory count – last known location APP62
DELL XP PRO OPTIPLEX 755/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	51Y2CF1 – dept #1329	Not found in 2018 inventory count – last known location DYER
DELL XP PRO OPTIPLEX 755/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	80Y2CF1 – dept #1332	Not found in 2018 inventory count – last known location STA 1-1 CONF RM
DELL XP PRO OPTIPLEX 755/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	5ZX2CF1 – dept #1362	Not found in 2018 inventory count – last known location SCOTT
HP PRO DESK 600 G1 SFF/PCU, 19" SCREEN, BOARD & MOUSE	\$1000.00	2UA4151QKH – Dept #WTRFAPC11	Replaced with laptop Mar2017, located in Comm Rm at Sta 1-2
HP PRO DESK 600 G1 SFF/ PCU, 19" SCREEN, BOARD & MOUSE	\$1100.00	2UA4151QKG – Dept #WTRFAPC10	Recycled by Brightwire
DELL OPTIPLEX 780/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	FJ6PNL1 – dept #07-00348	Not found in 2018 inventory count – last known location STA 1-6 WATCH OFC
DELL OPTIPLEX 780/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	FJ6NNL1 – dept #07-00347	Not found in 2018 inventory count – last known location STA 1-6 WATCH OFC
DELL XP PRO OPTIPLEX 755/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	DZX2CF1 – dept #07-00403	Not found in 2018 inventory count – last known location STA 1-6 OFFICE
DELL OPTIPLEX 780/PCU, 19" SCREEN, BOARD & MOUSE	\$1200.00	FJ6QNL1 – dept #07-00346	Not found in 2018 inventory count – last known location STA 1-6 OFFICE
DELL LATTITUDE LAPTOP E6500	\$600.00	9011197549 – dept #07-00380	Not found in 2018 inventory count – last known location DYER
DELL LATTITUDE LAPTOP E6500	\$600.00	13364762221 – dept #07-00383	Not found in 2018 inventory count – last known location CHIEF K
SAMSUNG TABLET, CASE & ASSESSORIES/ SM-T800NTSEXAR	\$500.00	RF2F60MVWAT – dept #07-00652	No longer useful

DELL 1720DN PRINTER- OOS	\$240.00	GCR57D1 – dept #1335	No longer useful
DELL 1720DN PRINTER- OOS	\$240.00	6SR57D1 – dept #1337	No longer useful
SHARP DIGITAL PRINTER/COPIER/FAX MACHINE #AR-M550N	\$1800.00	55002570 – dept #07-00385	Replaced with leased copier, unable to find this one (last known location Sta 1-2 Work room)
HP SERVER BOX, PID#-658553-001	\$1000.00	5C7236P3BF – dept #1396	Unusable
DELL PORTABLE PROJECTOR SYSTEM 1800MP	\$300.00	94760D1 – dept #07-00073	Not found in 2018 inventory count – last known location STA 1-2
SONY AUDIO CONTOL CENTER, MODEL STR-K650P	Unk	8923846 – dept #1186	Not found in 2018 inventory count – last known location STA 1-2 DAYROOM
SONY TRINITRON TV, MODEL KV32S40	Unk	8044923 – dept #1393	Not found in 2018 inventory count – last known location STA 1-2 CLASSROOM
MAGNAVOX TV, MODEL #27T573-C104	Unk	55408206 – dept #1394	Not found in 2018 inventory count – last known location STA 1-2 CLASSROOM
YAMAHA HDMI STEREO, MODEL RX-V565	Unk	T0963290Q – dept #1195	Not found in 2018 inventory count – last known location STA 1-3 DAYROOM
BOOSTER PAC/ ES5000 12 VOLT UNIT	\$200.00	20N0V07 – dept #1140	Not found in 2018 inventory count (believed to have been thrown away)
CRAFTSMAN 4000 WATT GENERATOR/ 580.327052	\$400.00	1043318 -- no dept #	Reported as stolen from STA 1-5 3/1/2011
HUSKY PRESSURE WASHER	\$400.00	AM1323009 – dept #1170	Out of service (in parts) -- on lawn maintenance trailer
HONDA GX 200 6.5hp 2800 PSIPRESSURE WASHER	\$300.00	None	Not found in 2018 inventory count – last known location STA 1-2
BRIGGS AND STRATTON 3HP PUMP/BE	\$200.00	1995 – dept #520	Out of service
MARK 3 PORTABLE PUMP/MK-3-WP	\$2000.00	201061019 – dept #1007	Out of service
BALDOR PORTABLE WILDLAND PUMP, MODEL 35M120Y191	\$300.00	F0008214327	Out of service
STRYKER MEDICAL POWER COT/ POWER PRO XT 6500	\$5,000 est.	#091141256 – dept #1181	Not found in 2018 inventory count – last known location APP05
STRYKER PRO R3, MODEL 6082 MX	\$5,000 est.	#060939255 – dept #07-00071	Assumed to be sent with APP55 when sold

DELL LATITUDE MDT		#43DQ2R1, dept #07-00467	Not found in 2018 Inventory count
ASUS TRANSFORMER MDT T100H		#G8N0CV07F933325, dept #07-00559	Not found in 2018 inventory count
Motorola Minitor V Pager A03KMS9239BC		136WLW3451 – dept #07-00493	Not found in 2018 inventory count
Motorola Minitor V Pager A03KMS9239BC		136WNH1173 – dept #07-00479	Not found in 2018 inventory count – last known assignment to Sexton
Motorola CDM 1250 AAM25KKD9AA2AAN Mobile radio		103TBA7096 – dept #07-00182	Not found in 2018 inventory count – last known location STA 1-2 Comm Room
BK GPH GPH5102XP portable radio		814363 – dept #07-00141	Not found in 2018 inventory count – last known location STA 1-2 Comm Room
BK KNG P150S portable radio		16460185 – dept #07-00562	Reported missing in river



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. 2019-004**

**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 held on the second Monday of each month, starting at 16:00 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 11th day of March, 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**

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

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

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

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West Thurston Regional Fire Authority  
Governing Board

REQUEST FOR QUOTE SUMMARY

RFQ Item/Service: Bay Door Timers and Lock Outs

**Background Information:** The Department is in need of having station 1-1 fitted with bay door timers for all 10 bay doors. By having the timers installed, this will reduce the amount of time spent on manually opening and closing the doors or forgetting to close them when out on a call. RFQ's were sent originally sent on December 14, 2018 to 8 vendors with a response date of January 4, 2019, no responses were received. A revision to the RFQ was made on January 15, 2019 to include a 'lock out' system/button to be installed at station 1-4 and an extension to the response due date of February 06, 2019. One response has been received.

1. MDK Construction
2. Clarity Construction
3. Olympia Overhead Doors
4. Continental Door Co.
5. ServPro
6. Allied Electric
7. Specialty Door
8. **Bell & Bell**

Contractor	Proposal	Warranty/Service included	Cost (excl. tax)	Notes
Bell & Bell	<ul style="list-style-type: none"><li>• Installation of 10 timers</li></ul>		<ul style="list-style-type: none"><li>• \$185 p/her</li><li>• \$1870.00 (\$187 x 10)</li></ul>	

**Recommendation:** Bell & Bell

- Only contractor to respond
- Have worked with Bell & Bell for several years – they are the vendor whom currently works on all bay door issues
- Have good working / business relationship with Bell & Bell

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West Thurston Regional Fire Authority  
Governing Board

REQUEST FOR QUOTE SUMMARY

RFQ Item/Service: Station 1-1 and 1-3 Door Locks

**Background Information:** The Department is in need of having station 1-1 and 1-3 exterior door locks replaced and/or adjustments made. Station 1-1 has several doors that do not properly close and also there are a few doors that the locks no longer work and should be replaced. Station 1-3 has an exterior fire exit door that is locked shut and is not accessible and there is another exterior door that can only be locked from the inside. An RFQ was sent out February 13, 2019 to four vendors/locksmiths with a response date of March 6, 2019. A follow up to the RFQ was sent out to also include the price to install deadbolt locks for all the dorm rooms at both stations. Two vendors have inspected the needs at the stations and have provided a quote.

1. Avalon Contracting Services, Inc.
2. Harry's Key Service, Inc.
3. MnK Construction, LLC
4. Robblee's Total Security, Inc.

Contractor	Proposal	Warranty/Service included	Cost (excl. tax)	Notes
Harry's Key Service	<b>S1-3 – Option 1:</b> <ul style="list-style-type: none"><li>• Door 1: Simplex Push Button Door Lever-no key override, Door Closer</li><li>• Door 2: Weather stripping, adjust top hinge and install hardware</li><li>• Door 3: Simplex Push button door lever-no key override</li><li>• Thumb turn Only-no Cylinder deadbolts (x4)</li></ul> <b>S1-3 – Option 2:</b> <ul style="list-style-type: none"><li>• Door 1: Simplex Push Button Door Lever-no key override, Door Closer</li><li>• Door 2: Weather stripping, adjust top hinge and install hardware</li></ul>	<ul style="list-style-type: none"><li>• 1 Year Warranty on all parts and labor</li><li>• Includes prevailing wages</li></ul>	<b>Option 1:</b> \$5,405.79          <b>Option 2:</b> \$6,221.08	



Robblee's Total Security, Inc	<ul style="list-style-type: none"> <li>Thumb turn Only-no Cylinder deadbolts (x10)</li> </ul>	<ul style="list-style-type: none"> <li>60 day Warranty on all labor</li> <li>Parts Warranty depends on manufacturer</li> <li>Includes prevailing wages</li> </ul>	\$3,669.67	Vendor has adjusted main entry door already  Customer needs to purchase and install new door for pump house
	<p><b>S1-3</b></p> <ul style="list-style-type: none"> <li>Simplex Pushbutton Combination Lock with wrap around plate (x3)</li> <li>Replace door closer (x1)</li> <li>Schlage thumb turn only deadbolts (x4)</li> </ul> <p><b>S1-1</b></p> <ul style="list-style-type: none"> <li>Simplex Pushbutton Combination Lock with wrap around plate (x3)</li> <li>Schlage thumb turn only deadbolts (x11)</li> </ul>		\$6,028.51	

**Recommendation:** Robblee's Total Security, Inc.

1. Lowest bidder
2. Took the time to make adjustments at no charge on front entrance door at station 1-1

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Chief Kaleiwahea

(14) → BFC

From: NOREPLY@des.wa.gov  
Sent: Tuesday, February 12, 2019 2:23 PM  
To: Chief Kaleiwahea  
Cc: Steve.Hatfield@des.wa.gov  
Subject: Vehicle Quote - 2019-2-270 - WEST THURSTON REGIONAL FIRE AUTHORITY - 33607

Vehicle Quote Number: 2019-2-270

[Create Purchase Request](#)

[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Columbia Ford (W403)  
700 7th Avenue  
Longview WA 98632

Dealer Contact: Marie Tellinghiusen  
Dealer Phone: (360) 423-4321 Ext: 187  
Dealer Email: orders@colford.com

Organization Information

Organization: WEST THURSTON REGIONAL FIRE AUTHORITY - 33607

Email: russ.kaleiwahea@westthurstonfire.org

Quote Notes:

Vehicle Location: Olympia

Color Options & Qty

Race Red (PQ) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2019-0821-0001	2019 Ford F250 Pickup, Regular Cab, 4WD, 142WB, 8ft Box, 6.2L V8 Gas, TorqShift-G 6-speed auto w/SelectShift, 10000# GVWR, 3830# Payload, 3.73 RAR (F2B/600A/996/44S/142WB)	1	\$25,593.00	\$25,593.00
2019-0821-0002	INFORMATION ONLY: Columbia Ford offers a \$300 Prompt Payment Discount if payment is received within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2019-0821-0005	Alternative Cab/Wheelbase: Extended Cab, 164WB, 8ft box, 10000# GVWR, 3490# Payload (X2B/164WB)	1	\$2,401.00	\$2,401.00
2019-0821-0022	Power Equipment Group - Regular/Extended Cabs (includes power door locks and windows, manual-folding, manually-telescoping trailer tow mirrors with power heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals, perimeter alarm, power tailgate lock, Remote Keyless Entry, upgraded door-trim panel) (deletes passenger-side door lock cylinder) (Includes four (4) RKE Fobs w/ Integrated Keys) (90L/54K)	1	\$1,198.00	\$1,198.00
2019-0821-0029	Platform Running Boards (Extended/Crew Cabs)(18B)	1	\$429.00	\$429.00
2019-0821-0044	Tough Bed Spray-In Bedliner (factory) (85S)	1	\$521.00	\$521.00
2019-0821-0054	NEW - XL Value Package [Includes Audio Pkg #585: AM/FM/MP3 and SYNC - Voice Recognition Communications (hands-free cell phone) with 911 Assist, 4.2in LCD screen in center stack, AppLink, and (1) smart-charging USB port) (Regular cab includes 4 speakers, Ext/Crew Cab includes 6 speakers)] PLUS: bright chrome hub covers and center ornaments - SRW only, chrome front and rear	1	\$966.00	\$966.00

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step bumper, Cruise Control #525) (Does not include rear bumper if ordered with Pickup Box Delete #66D) (96V)

2019-0821-0058 Seats: Cloth 40/20/40 split bench w/ center armrest, cupholder and storage, driver side manual lumbar (Regular/Extended Cab) (TT1)	1	\$97.00	\$97.00
2019-0821-0069 F250 Trailer Tow Package - High Capacity (Only available with 6.7L V8 Diesel) (Includes max front springs and upgraded axle) (Increases GCW on diesel engine from 23,500# to 25,700#) (Not available with 9900# GVWR Package #68D or Bed Delete #66D) (535)	1	\$1,091.00	\$1,091.00
2019-0821-0089 XLT - Carpet Delete (replaces with black vinyl flooring, already standard on base XL Trim) (166)	1	(\$45.00)	(\$45.00)
2019-0821-0097 FX4 Off-Road Package (Includes Hill Descent Control, off-road specifically tuned front/rear shock absorbers, transfer case and fuel tank skid plates) (Must also order All-Terrain Tires and Electronic-Locking Rear Axle) (Available with all trim levels) (17X)	1	\$386.00	\$386.00

#### Quote Totals

**Total Vehicles:** 1  
**Sub Total:** \$32,637.00  
**8.4 % Sales Tax:** \$2,741.51  
**Quote Total:** \$35,378.51

#### Total Control Panel

[Login](#)

To: [russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)  
From: noreply@des.wa.gov

Message Score: 1  
My Spam Blocking Level: Medium

High (60): Pass  
Medium (75): Pass  
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Vehicle: 2019 Ford F250 (4WD), Regular Cab (Extended/Crew Cab Options)

Contract #: 05916 - Pick-up Trucks ( 2WD - 4WD)

Dealer: Columbia Ford

### Vehicle Standard Specifications And Additional Information

Specification Description	Specification
2019 Ford F250 Regular Cab, 4WD, 142 inch Wheelbase, 8-foot box, XL Trim Level	F2B/600A/142WB
10,000# GVWR/3,830# Payload	STANDARD
6.2L 2-Valve Gas SOHC EFI NA V8 (Flex Fuel Capable)	996
TorqShift-G Six-Speed Automatic Transmission w/ SelectShift	44S
Rearview Camera (camera located in tailgate)	STANDARD
Electronic Shift-on-the-Fly (ESOF)	STANDARD
Brakes: Four-wheel power disc with anti-locking braking system (ABS)	STANDARD
Solar tinted glass (not privacy glass)	STANDARD
Pickup box and cargo area lamps	STANDARD
LT245/75Rx17E BSW All-Season Tires	TD8
17in argent painted steel wheels/painted hub covers	64A
Full-size spare tire (underbody mounted), 2-Ton mechanical jack	STANDARD
Individual Tire Pressure Monitoring System (TPMS)	STANDARD
Removable tailgate with key lock	STANDARD
Pickup box tie-down hooks (4)	STANDARD
Front Tow Hooks (2)	STANDARD
Powerpoints: (2) in instrument panel	STANDARD
Door Trim: molded with armrest/grab handle and reflector	STANDARD
Headliner: color-coordinated cloth	STANDARD
Dome lamp, dual map lights	STANDARD
Interior Hood Release, underhood service light	STANDARD
Power Steering	STANDARD

Intermittent windshield wipers	STANDARD
AdvanceTrac with Roll Stability Control (RSC)	STANDARD
Airbags: driver and passenger frontal and side airbag curtain	STANDARD
Center high-mounted stop lamp (CHMSL)	STANDARD
Stationary Elevated Idle Control (SEIC)	STANDARD
HD Alternator, 157 Amps	STANDARD
Battery, 650CCA, 72 AH	STANDARD
HD gas shock absorbers, Front stabilizer bar	STANDARD
Trailer Tow Package: 7-wire harness with relays and 7/4 pin connector	STANDARD
2.5in trailer hitch receiver	STANDARD
34-gallon fuel tank	STANDARD
Black front/rear bumpers, grille and door handles	STANDARD
Quad beam halogen jewel effect headlamps, auto on/off with rainlamp wiper activation	STANDARD
Manually telescoping/folding trailer tow mirrors with manual glass	STANDARD
Manual single-zone air-conditioning	STANDARD
AM/FM stereo with (4) speakers	STANDARD
Outside temperature display	STANDARD
Black vinyl flooring	STANDARD
MANUAL DOOR LOCKS, WINDOWS AND MIRRORS	STANDARD
Seats: Vinyl Front 40/20/40 split bench with center armrest, cupholder and storage (includes driver side manual lumbar)	STD/TTA
Height Adjustable Seatbelts (front outboard seating positions only)	STANDARD
Manual tilt/telescoping steering wheel/column	STANDARD
Dual color-coordinated sun visors, driver w/ pocket, passenger w/uncovered mirror	STANDARD
Trailer Sway Control and Hill Start Assist	STANDARD
SecuriLock Passive Anti-Theft System (PATS)	STANDARD
Keys/Locks: Manual lock cylinders on front doors, (4) PATS Keys	STD/DLR



Powertrain	
Order-to-Delivery, 90-120 days	STANDARD
Exterior Paint (No Charge)(M=Metallic): Oxford White, Ingot Silver M, Race Red, Blue Jeans M, Magnetic M, Agate Black, Stone Grey M	STANDARD
Exterior Paint (XLT Trim Level ONLY): Magma Red M, Silver Spruce	Optional
Extra Cost Paint (add 30 days): Vermillion Red, School Bus Yellow, Green Gem	Optional

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

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**Cash Activity**

Date	Description	Amount	Notes
02/01/2019	Beginning Cash Balance	\$3,258,101.63	
	<b>Receipts/Deposits/Refunds:</b>		
02/06/2019	Credit Card Deposit \$67.50 / 6701	✓ 67.50 ✓	
02/06/2019	District Deposit \$1,267.92 / 6701	✓ 1,267.92 ✓	
02/06/2019	District Deposit \$1,764.36 / 6701	✓ 1,764.36 ✓	
02/06/2019	District Deposit \$15,702.52 / 6701	✓ 15,702.52 ✓	
02/07/2019	Interest on Tax Refunds	✓ ✓ (1.29) ✓	
02/08/2019	Credit Card Deposit \$424.99 / 6701	✓ 424.99 ✓	
02/08/2019	District Deposit \$23,581.47 / 6701	✓ 23,581.47 ✓	
02/14/2019	District Deposit \$1,846.23 / 6701	✓ 1,846.23 ✓	
02/14/2019	District Deposit \$3,597.28 / 6701	✓ 3,597.28 ✓	
02/14/2019	District Deposit \$315.86 / 6701	✓ 315.86 ✓	
02/15/2019	District Deposit \$113.00 / 6701	✓ 113.00 ✓	
02/15/2019	District Deposit \$113.00 / 6701	✓ 113.00 ✓	
02/15/2019	District Deposit \$971.61 / 6701	✓ 971.61 ✓	
02/19/2019	Credit Card Deposit \$214.32 / 6701	✓ 214.32 ✓	
02/19/2019	District Deposit \$430.22 / 6701	✓ 430.22 ✓	
02/20/2019	Credit Card Deposit \$100.00 / 6701	✓ 100.00 ✓	
02/20/2019	District Deposit \$2,812.31 / 6701	✓ 2,812.31 ✓	
02/20/2019	District Deposit \$26,385.00 / 6701	✓ 26,385.00 ✓	
02/20/2019	District Deposit \$4,993.09 / 6701	✓ 4,993.09 ✓	
02/21/2019	District Deposit \$1,084.40 / 6701	✓ 1,084.40 ✓	
02/22/2019	District Deposit \$4,117.94 / 6701	✓ 4,117.94 ✓	
02/26/2019	Credit Card Deposit \$100.00 / 6701	✓ 100.00 ✓	
02/26/2019	District Deposit \$881.20 / 6701	✓ 881.20 ✓	
02/27/2019	District Deposit \$1,002.00 / 6701	✓ 1,002.00 ✓	
02/27/2019	District Deposit \$3,156.59 / 6701	✓ 3,156.59 ✓	
02/27/2019	District Deposit \$389.66 / 6701	✓ 389.66 ✓	
02/28/2019	District Deposit \$350.44 / 6701	✓ 350.44 ✓	
02/28/2019	Interest on Tax Refunds	✓ ✓ (1.21) ✓	
02/28/2019	Leasehold Excise Tax	✓ ✓ 254.05 ✓	
02/28/2019	Tax & Assessment Receipts	✓ 104,312.60 ✓	
02/28/2019	Timber Harvest Tax	✓ ✓ 22.85 ✓	
02/28/2019	Timber Harvest Tax	✓ 38,300.74 ✓	
02/28/2019	Interest Paid	✓ ✓ 3,895.18 ✓	
	<b>Total Deposits</b>	<b>\$242,565.83</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
02/13/2019	Electronic Disbursement	(3,914.89)	
02/13/2019	Issued Warrants	(193,248.89)	
02/28/2019	Electronic Disbursement	(263,238.68)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$460,402.46)</b>	
02/28/2019	Ending Cash Balance	\$3,040,265.00	

**Warrant Activity**

02/01/2019	Beginning Warrants Outstanding	\$46,119.51
	Total Warrants Issued	193,248.89
	Total Warrants Redeemed	(210,747.51)
	Total Warrants Voided	-

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

02/28/2019	Ending Warrants Outstanding	\$28,620.89
------------	-----------------------------	-------------

### Investment Activity

02/01/2019	Beginning Interest Receivable	\$13,137.99
	Interest Earned	5,216.00
	Cash Paid	(3,895.18)
02/28/2019	Ending Interest Receivable	\$14,458.81

TCIP Yield (used to calculate interest earnings)	2.13%
LGIP Yield (budget benchmark)	2.39%

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

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### Cash Activity

Date	Description	Amount	Notes
02/01/2019	Beginning Cash Balance	\$441,173.60	
	Receipts/Deposits/Refunds:		
02/07/2019	Interest on Tax Refunds	(0.30)	
02/28/2019	Interest on Tax Refunds	(0.16)	
02/28/2019	Tax & Assessment Receipts	19,780.45	
02/28/2019	Timber Harvest Tax	3,781.05	
02/28/2019	Interest Paid	646.00	
	Total Deposits	\$24,207.04	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
02/28/2019	Ending Cash Balance	\$465,380.64	

### Warrant Activity

02/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
02/28/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

02/01/2019	Beginning Interest Receivable	\$2,321.48
	Interest Earned	722.45
	Cash Paid	(646.00)
02/28/2019	Ending Interest Receivable	\$2,397.93

TCIP Yield (used to calculate interest earnings)	2.13%
LGIP Yield (budget benchmark)	2.39%



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

### Cash Activity

Date	Description	Amount	Notes
02/01/2019	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	
02/28/2019	Ending Cash Balance	\$0.00	

### Warrant Activity

02/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
02/28/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

02/01/2019	Beginning Interest Receivable	\$0.00
	Interest Earned	-
	Cash Paid	-
02/28/2019	Ending Interest Receivable	\$0.00

TCIP Yield (used to calculate interest earnings)	2.13%
LGIP Yield (budget benchmark)	2.39%

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

### Cash Activity

Date	Description	Amount	Notes
02/01/2019	Beginning Cash Balance	\$649,066.23	
	Receipts/Deposits/Refunds:		
02/28/2019	Interest Paid	726.55	
	Total Deposits	\$726.55	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
02/28/2019	Ending Cash Balance	\$649,792.78	✓

### Warrant Activity

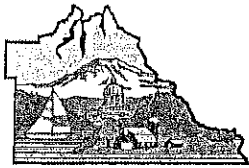
02/01/2019	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
02/28/2019	Ending Warrants Outstanding	\$0.00

### Investment Activity

02/01/2019	Beginning Interest Receivable	\$2,362.63
	Interest Earned	1,060.86
	Cash Paid	(726.55)
02/28/2019	Ending Interest Receivable	\$2,696.94

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

2.13%  
2.39%



# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

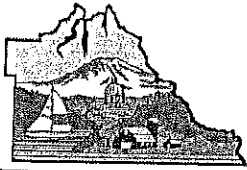
From 02-01-2019 To 02-28-2019

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	\$2,095.02	\$0.00	\$0.00	\$2,095.02
2018	67A00000121100	\$49,127.72	\$19.97	\$2,633.06	\$46,514.63
2017	67A00000121100	\$25,272.13	(\$1.05)	\$1,138.99	\$24,132.09
2016	67A00000121100	\$14,015.52	(\$1.20)	\$1,465.32	\$12,549.00
2015	67A00000121100	\$1,122.90	(\$1.20)	\$23.58	\$1,098.12
2014	67A00000121100	\$795.06	(\$1.35)	\$421.14	\$372.57
2013	67A00000121100	\$235.16	(\$0.90)	(\$0.90)	\$235.16
2012	67A00000121100	\$242.63	\$0.00	\$0.00	\$242.63
2011	67A00000121100	(\$0.46)	\$0.00	\$0.00	(\$0.46)
<b>Fund Total:</b>		<b>\$92,905.68</b>	<b>\$14.27</b>	<b>\$5,681.19</b>	<b>\$87,238.76</b>
<b>Fund: 67A6 W THURSTON RFA M&amp;O FUND</b>					
2015	67A60000121100	\$232.99	(\$0.27)	\$5.22	\$227.50
<b>Fund Total:</b>		<b>\$232.99</b>	<b>(\$0.27)</b>	<b>\$5.22</b>	<b>\$227.50</b>
<b>District Total:</b>		<b>\$93,138.67</b>	<b>\$14.00</b>	<b>\$5,686.41</b>	<b>\$87,466.26</b>

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# THURSTON COUNTY

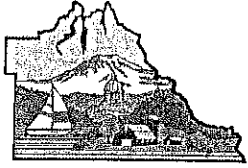
## Property Tax/Special Assessment Fund Activity

From 02-01-2019 To 02-28-2019

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	\$1,581,273.27	(\$287.30)	\$45,094.06	\$1,535,891.91
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>\$1,581,273.61</b>	<b>(\$287.30)</b>	<b>\$45,094.06</b>	<b>\$1,535,892.25</b>
<b>Fund: 6614 F.D.#1 BOND ROCHESTER</b>					
2019	66140000121100	\$504,451.69	(\$73.76)	\$14,056.37	\$490,321.56
2018	66140000121100	\$9,024.94	(\$11.70)	\$419.32	\$8,593.92
2017	66140000121100	\$4,265.04	\$0.00	\$70.48	\$4,194.56
2016	66140000121100	\$2,295.57	\$0.00	\$70.54	\$2,225.03
2015	66140000121100	\$150.72	\$0.00	\$0.00	\$150.72
2014	66140000121100	\$122.14	\$0.00	\$6.79	\$115.35
2013	66140000121100	\$13.79	\$0.00	\$0.00	\$13.79
2012	66140000121100	\$17.67	\$0.00	\$0.00	\$17.67
2011	66140000121100	\$0.01	\$0.00	\$0.00	\$0.01
2010	66140000121100	\$0.03	\$0.00	\$0.00	\$0.03
2009	66140000121100	\$0.09	\$0.00	\$0.00	\$0.09
2008	66140000121100	\$0.05	\$0.00	\$0.00	\$0.05
2007	66140000121100	(\$0.17)	\$0.00	\$0.00	(\$0.17)
<b>Fund Total:</b>		<b>\$520,341.57</b>	<b>(\$85.46)</b>	<b>\$14,623.50</b>	<b>\$505,632.61</b>
<b>Fund: 6615 F.D.#1 M&amp;O ROCHESTER</b>					
2019	66150000121100	\$605,027.54	(\$88.50)	\$16,864.83	\$588,074.21
2018	66150000121100	\$11,204.76	(\$14.52)	\$520.59	\$10,669.65
2017	66150000121100	\$5,777.71	\$0.00	\$95.47	\$5,682.24
<b>Fund Total:</b>		<b>\$622,010.01</b>	<b>(\$103.02)</b>	<b>\$17,480.89</b>	<b>\$604,426.10</b>
<b>District Total:</b>		<b>\$2,723,625.19</b>	<b>(\$475.78)</b>	<b>\$77,198.45</b>	<b>\$2,645,950.96</b>

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# THURSTON COUNTY

## Property Tax/Special Assessment Fund Activity

From 02-01-2019 To 02-28-2019

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	\$1,544,416.72	(\$502.92)	\$25,598.57	\$1,518,315.23
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>\$1,544,417.05</b>	<b>(\$502.92)</b>	<b>\$25,598.57</b>	<b>\$1,518,315.56</b>
<b>Fund: 6712 BOND DEBT SERVICE FUND/FD #11</b>					
2019	67120000121100	\$292,639.00	(\$260.57)	\$4,459.55	\$287,918.88
2018	67120000121100	\$4,634.12	(\$48.90)	\$213.89	\$4,371.33
2017	67120000121100	\$2,299.48	(\$0.20)	\$172.85	\$2,126.43
2016	67120000121100	\$1,391.75	(\$0.23)	\$218.96	\$1,172.56
2015	67120000121100	\$107.57	(\$0.23)	\$4.54	\$102.80
2014	67120000121100	\$90.85	(\$0.29)	\$87.36	\$3.20
2013	67120000121100	\$42.91	(\$0.20)	(\$0.20)	\$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>\$301,240.45</b>	<b>(\$310.62)</b>	<b>\$5,156.95</b>	<b>\$295,772.88</b>
<b>Fund: 6715 M&amp;O FUND/LITTLEROCK FD #11</b>					
2019	67150000121100	\$593,092.96	(\$501.57)	\$9,581.87	\$583,009.52
2018	67150000121100	\$10,067.80	(\$106.85)	\$467.52	\$9,493.43
2017	67150000121100	\$5,364.88	(\$0.46)	\$403.28	\$4,961.14
<b>Fund Total:</b>		<b>\$608,525.64</b>	<b>(\$608.88)</b>	<b>\$10,452.67</b>	<b>\$597,464.09</b>
<b>District Total:</b>		<b>\$2,454,183.14</b>	<b>(\$1,422.42)</b>	<b>\$41,208.19</b>	<b>\$2,411,552.53</b>

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West Thurston Regional Fire Authority  
Budget Report as of:

Mar-19

25% of Year Expended

Account	Title	January	February	March	YTD Collected / Expended	Total Budget	Budget Remaining	Rev/Exp
<b>GENERAL FUND</b>								
308 80 00 000	Beg Bal-Unresv GF 67A0	728,046	(759)		727,287	727,287		
308 80 00 001	Beg Bal-Oper Res 67A0	2,449,000			2,449,000	2,449,000		
308 80 00 007	Beg Bal-Wildland Res 67A0	219,592			219,592	219,592		
308 80 00 018	Beg Bal-GEMT Res 67A0	202,707			202,707	202,707		
	<b>BEGINNING BALANCES</b>	<b>3,599,345</b>	<b>(759)</b>		<b>3,598,586</b>	<b>3,598,586</b>		
311 11 00 000	Property Tax	6,427	76,374		82,801		(82,801)	
311 11 01 001	Property Tax-Regular District #1	-	-			1,581,150	1,581,150	
311 11 01 003	Property Tax-M&O #1 6615	567	17,481		18,048	606,140	588,092	
311 11 02 001	Property Tax-Regular District #11	-	-			1,545,337	1,545,337	
311 11 02 003	Property Tax-M&O #11 6715	1,467	10,453		11,920	606,235	594,315	
311 11 03 000	Property Tax-M&O	102	5		108		(108)	
311 30 00 000	Sale of Tax Title Property GF	-	-					
331 97 00 002	FEMA Grant-Cancer Screenings	-	-			32,226	32,226	
331 97 00 006	FEMA Grant-Vol Recruit	-	26,385		26,385	198,782	172,397	
332 93 40 018	GEMT	9,927	26,118		36,044		(36,044)	
334 04 90 000	State Grant-Dept Of Health	-	-			1,200	1,200	
334 06 90 000	State Grant-Other	-	-			24,540	24,540	
336 02 31 000	DNR PILT NAP/NRCA	-	-					
337 00 00 000	Interlocal Grants (incl. Timber Harvest Tax & Medic 1 B	-	38,578		38,578	59,000	20,422	
341 81 00 000	Printing & Duplicating Services	-	-					
342 21 00 000	Mobilizations	19,194	15,703		34,897		(34,897)	
342 21 01 000	Intergov't/Tribal	76,330	-		76,330	350,210	273,880	
342 60 00 000	Ambulance & Emer Aid Fees	28,765	18,658		47,423	394,380	346,957	
361 40 00 000	Other Interest	5,711	3,893		9,603	20,000	10,397	
362 00 00 000	Space & Fac Leases (Long-term)	4,572	1,755		6,327	47,050	40,723	
367 00 00 000	Contributions And Donations From Private Sources (XX)	-	-					
369 10 00 000	Sale Of Surplus	-	-					
369 91 00 001	Misc Revenue - Incident Cost Recovery	647	1,762		2,409	5,000	2,591	
369 91 00 002	Misc Revenue - Prior Year	7,941	100		8,041		(8,041)	
369 91 00 003	Misc Revenue - Fuel Tax Refunds	-	-					
369 91 00 004	Misc Revenue - Other	-	23		23		(23)	
389 90 00 000	Other-Sales Tax	(307)	118		(189)		189	
395 10 00 000	Sale Of Assets	-	-					
395 20 00 000	Insurance Recovery	-	-					
397 00 00 000	Transfers In	-	-					
	<b>TOTAL REVENUE</b>	<b>161,344</b>	<b>237,405</b>		<b>398,749</b>	<b>5,471,250</b>	<b>5,072,501</b>	<b>0.07</b>
522 10 10 000	Admin-Salaries-Commissioner	994	2,197	789	3,979	27,648	23,669	
522 10 10 001	Admin-Salaries-Admin	40,362	41,064	40,438	121,864	493,996	372,132	
522 10 10 004	Admin-Salaries-Temporary Adm	1,074	1,667	887	3,627	23,400	19,773	
522 10 20 000	Admin-Benefits-Commissioner	92	168	60	321	2,232	1,911	
522 10 20 001	Admin-Benefits-Admin	13,572	13,346	18,073	44,991	186,397	141,406	
522 10 20 004	Admin-Benefits-Temporary Adm	105	128	68	301	2,026	1,725	
522 10 31 001	Admin-Office & Oper Supplies	14	195	301	510	3,535	3,025	
522 10 35 001	Admin-Minor Equip/Computers (noninv)	1,174	724	520	2,417	3,623	1,206	
522 10 35 003	Admin-Small & Attractive Assets (inventoriable)	-	278	-	278	5,000	4,722	
522 10 35 004	Admin-Software	5,471	973	805	7,249	19,980	12,731	
522 10 41 001	Admin-Prof Services	7,244	7,533	6,326	21,103	76,879	55,776	
522 10 42 000	Admin-Communication	89	90	90	268	1,680	1,412	
522 10 44 000	Admin-Advertising	-	-	-		500	500	
522 10 46 000	Admin-Insurance	355	159	159	673	58,684	58,011	
522 10 48 003	Admin-Equipment Maint	81	97	96	273	2,360	2,087	
522 10 49 000	Admin-Misc-Commissioner	412	1,647	1,437	3,496	9,090	5,594	
522 10 49 001	Admin-Misc-Admin	853	250	906	2,008	4,300	2,292	
522 10 49 023	Admin-Dues & Membership	3,600	660	-	4,260	11,800	7,540	
522 10 49 024	Admin-Elections	-	-	-		25,000	25,000	
522 20 10 001	Suppr-Salaries-Career FF	230,354	230,508	219,966	680,828	2,674,729	1,993,901	
522 20 10 002	Suppr-Salaries-Vol Pts	6,355	2,803	2,743	11,901	77,140	65,239	
522 20 10 003	Suppr-Salaries-Mobe OT	-	-	-				
522 20 10 008	Suppr-Salaries-Training OT	271	418	-	689	34,160	33,471	
522 20 20 001	Suppr-Benefits-Career FF	68,392	101,252	53,455	223,098	1,187,015	963,917	
522 20 20 002	Suppr-Benefits-Volunteer	696	1,332	330	2,358	9,531	7,173	
522 20 20 003	Suppr-Benefits-Mobe OT	0	-	-	0	-	(0)	
522 20 20 008	Suppr-Benefits-Training OT	4	6	-	10	3,596	3,586	
522 20 31 001	Suppr-Bunker Gear	5,392	465	5,276	11,133	27,350	16,217	
522 20 31 018	Suppr-Bunker Gear GEMT	-	-	-				
522 20 31 002	Suppr-Uniforms	237	1,240	-	1,477	14,000	12,523	
522 20 31 003	Suppr-Rehab Supplies	-	49	-	49	2,500	2,451	
522 20 35 000	Suppr-Small Tools	1,235	137	-	1,372	12,000	10,628	
522 20 35 001	Suppr-Minor Equipment	160	212	-	372	2,500	2,128	
522 20 35 002	Suppr-Health & Wellness Equip	-	3,183	194	3,377	5,759	2,382	

Account	Title	January	February	March	YTD Collected / Expended	Total Budget	Budget Remaining	Rev/Exp
522 20 35 003	Suppr-Small & Attractive Assets (Inventoriable)	-	1,281	-	1,281	2,500	1,219	
522 20 35 007	Suppr-Wildland tools/gear	-	-	149	149		(149)	
522 20 42 000	Suppr-Comm/Modems	3,096	1,298	1,258	5,653	18,000	12,347	
522 20 44 000	Suppr-Advertising	-	-	-	-	2,500	2,500	
522 20 45 000	Medical Costs	26,932	(4,095)	-	22,837	60,428	37,591	
522 20 46 000	Suppr-Insurance	1,230	-	-	1,230	15,073	13,843	
522 20 49 000	Suppr-Miscellaneous	2,718	(320)	302	2,700	16,400	13,700	
522 20 49 002	Suppr-Misc-Volunteer	623	-	-	623	-	(623)	
522 30 10 000	Fire Inv-Salaries	375	-	-	375	4,000	3,625	
522 30 20 000	Fire Inv-Benefits	30	-	-	30	600	570	
522 30 35 000	Fire Prev-Pub Ed (public)	246	-	-	246	4,000	3,754	
522 30 41 001	Fire Inv-Professional Svcs	111	32	-	143	6,100	5,957	
522 45 31 000	Training-Supplies	281	60	691	1,031	8,000	6,969	
522 45 35 000	Training-Pub Ed/EMS (dept)	4	-	-	4	1,500	1,496	
522 45 43 000	Training-Travel/Registrations (Fire)	-	8,345	4,223	12,568	53,916	41,348	
522 45 43 001	Training Reimb-Residents	-	-	-	-	25,000	25,000	
522 45 43 002	Training-Travel/Registrations (EMS)	-	-	2,023	2,023	4,000	1,977	
522 50 31 000	Facilities-Operating Supplies General	2,871	981	953	4,805	18,750	13,945	
522 50 31 001	Facilities Station 1-1 Kitchen	1	-	-	1	250	249	
522 50 31 002	Facilities Station 1-2 Kitchen	-	-	-	-	250	250	
522 50 31 003	Facilities Station 1-3 Kitchen	-	-	-	-	250	250	
522 50 31 004	Facilities Station 1-4 Kitchen	-	-	-	-	250	250	
522 50 31 005	Facilities Station 1-6 Kitchen	-	-	-	-	250	250	
522 50 32 000	Facilities-Heating Fuels	4,204	4,048	4,204	12,456	40,000	27,545	
522 50 32 001	Facilities-Water	944	460	345	1,749	4,500	2,751	
522 50 42 000	Facilities-Phone/Cable	1,323	1,323	1,323	3,969	15,756	11,788	
522 50 47 000	Facilities-Electricity	5,280	3,065	5,513	13,858	55,620	41,762	
522 50 47 001	Facilities-Garbage	561	176	488	1,226	4,500	3,274	
522 50 48 000	Facilities-Repairs & Maint	15,711	8,216	7,442	31,368	104,723	73,355	
522 50 48 018	Facilities-Repairs & Maint GEMT	-	-	-	-	-	-	
522 60 32 000	Vehicle & Equip-Fuel	2,465	3,664	2,937	9,066	50,500	41,434	
522 60 48 000	Vehicle & Equip-Repairs & Maint	18,535	8,611	3,598	30,744	128,500	97,756	
586 00 00 000	Refunds/Fund Bal Adjusts	-	-	-	-	-	-	
589 90 00 000	Payroll Clearing	2,624	(2,662)	(2,852)	(2,890)	-	2,890	
589 90 00 001	Payroll Draw Clearing	-	-	-	-	-	-	
594 22 60 000	Capital Expenditures	-	-	-	-	-	-	
594 22 60 018	Capital Expenditures GEMT	-	-	-	-	-	-	
597 00 00 000	Transfers-Out - Other Costs Allocations	-	-	-	-	152,024	152,024	
	<b>TOTAL GF EXPENDITURES/OTHER</b>	<b>478,751</b>	<b>447,260</b>	<b>385,516</b>	<b>1,311,527</b>	<b>5,806,550</b>	<b>4,495,023</b>	<b>0.23</b>
	<b>GENERAL FUND - VOL R&amp;R GRANT</b>							
522 10 10 006	Admin-Salaries-Vol Rec (FEMA)	4,666	4,929	4,790	14,384	57,474	43,090	
522 10 20 006	Admin-Benefits-Vol Rec (FEMA)	1,598	1,589	1,579	4,766	23,159	18,393	
522 10 35 006	Admin-Minor Equip-Vol Rec (FEMA)	-	1,393	2,211	3,603	-	(3,603)	
522 10 41 006	Admin-Prof Svcs-Vol Rec (FEMA)	4,473	-	-	4,473	9,179	4,706	
522 10 49 006	Admin-Misc-Vol Rec (FEMA)	63	84	93	240	-	(240)	
522 20 10 006	Suppr-Salaries-Vol Pts (FEMA)	5,120	303	220	5,643	60,000	54,357	
522 20 20 006	Suppr-Benefits-Vol (FEMA)	405	(882)	17	(460)	2,880	3,340	
522 20 45 006	Medical Costs-Vol Rec	932	566	566	2,064	-	(2,064)	
522 20 49 006	Suppr-Misc-Vol Rec (FEMA)	-	-	-	-	-	-	
522 45 43 006	Training Reimb-Vol Rec (FEMA)	6,578	-	-	6,578	20,000	13,422	
	<b>TOTAL VOL R&amp;R EXPENDITURES</b>	<b>23,835</b>	<b>7,982</b>	<b>9,475</b>	<b>41,292</b>	<b>172,692</b>	<b>131,400</b>	<b>0.24</b>
	<b>GENERAL FUND ENDING BALANCE</b>	<b>3,258,103</b>	<b>3,040,266</b>	<b>2,645,275</b>	<b>2,644,516</b>	<b>3,090,594</b>		
	Balance to Treasurer's report==>	(1)	(1)					
	<b>EMERGENCY RESERVE FUND</b>							
308 80 02 000	Beg Bal-Emerg Res 67A4	648,039			648,039	648,039		
361 40 02 000	Other Interest-Emergency Res	1,027	727		1,754	10,000	8,246	
311 11 03 000	Property Tax-M&O							
	<b>EMERGENCY RESERVE ENDING BALANCE</b>	<b>649,066</b>	<b>649,793</b>	<b>649,793</b>	<b>649,793</b>	<b>658,039</b>		
	<b>BOND DEBT FUND</b>							
308 10 20 000	Beg Bal-Reserved Debt Srv	438,732			438,732	438,732		
311 11 20 000	Property Tax-Bond Debt	1,433	19,780		21,213	803,950	782,737	
311 30 00 201	Sale of Tax Title Property Debt Svc							
337 00 00 201	Interlocal Grants		3,781		3,781		(3,781)	
361 40 20 000	Other Interest-Debt Srv	1,009	646		1,655	10,000	8,345	
397 00 00 201	Transfers In-Debt Svc					152,024	152,024	
591 22 70 201	Debt Svcs-Principal Debt Srv Fund					811,086	811,086	
592 22 80 201	Debt Svc-Interest And Other Debt Srv Fund					94,888	94,888	
	<b>BOND DEBT ENDING BALANCE</b>	<b>441,174</b>	<b>465,381</b>	<b>465,381</b>	<b>465,381</b>	<b>498,732</b>		

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The State Life Insurance Company  
a ONEAMERICA® company  
PO Box 406  
Indianapolis, IN 46206



W Thurston Reg Fire Auth  
10828 Littlerock Rd SW  
Olympia, WA 98512

**Your Representative is:**

Christine S Khemis  
5110 Pilchuck Tree Farm Rd  
Snohomish WA 98290  
000-000-0000

## Annuity Care II

Annual Statement of Activity

Policy Number	
Plan Type	
Name of Owner	Nonqualified
Annuitant	W Thurston Reg Fire Auth
Death Benefit	\$118,986.48

Statement Period January 27, 2018 Through January 26, 2019

**Policy Information**

Individual Customer Service

Telephone Number: 1-800-275-5101

WA

Plan of Insurance	Issue Date	Issue Age
Single Premium Deferred Annuity with Long Term Care (LTC) Accumulated Value	January 27, 2017	65

Continuation of Benefits (COB) with Optional Inflation Protection Benefit	Balance	Monthly Limit	Number of Months
	\$185,634.07	\$5,156.50	36

**Policy Value Information**

LTC Accumulated Value	Monthly LTC Withdrawal Limit	Withdrawal Period
\$120,162.70	\$5,006.77	24 months

**Your Summary of Policy Activity for the Statement Period Ending January 26, 2019**

	LTC Accumulated Value	Accumulated Value
Opening Balance (Net Single Premium, if first anniversary)	\$119,054.01	\$118,469.88
Total COB Monthly Charges.....	\$1,141.63	\$1,133.46
Interest Credited at 1.90% .....	\$2,250.32	
Interest Credited at 1.40% .....		\$1,650.06
Closing Balance	\$120,162.70	\$118,986.48

Policy Value as of	01/26/2018	01/26/2019
Cash Surrender Value	\$107,807.59	\$110,414.60



\*H01001\*

Please review your statement and report any error, omission, or exception to State Life Insurance Company immediately in writing, at the address shown on this statement.

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Policy Number	5820438680
Insured/Annuitant	Mike Harris

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### Your Monthly Summary of Withdrawal Activity

Effective Date	Transaction Description	LTC Accumulated Value Deduction	Accumulated Value Deduction	COB Deduction
01/27/2018	Insurance Deductions	\$94.53	\$94.06	
02/27/2018	Insurance Deductions	\$94.63	\$94.13	
03/27/2018	Insurance Deductions	\$94.73	\$94.19	
04/27/2018	Insurance Deductions	\$94.85	\$94.27	
05/27/2018	Insurance Deductions	\$94.96	\$94.34	
06/27/2018	Insurance Deductions	\$95.08	\$94.42	
07/27/2018	Insurance Deductions	\$95.19	\$94.49	
08/27/2018	Insurance Deductions	\$95.30	\$94.56	
09/27/2018	Insurance Deductions	\$95.42	\$94.64	
10/27/2018	Insurance Deductions	\$95.53	\$94.71	
11/27/2018	Insurance Deductions	\$95.65	\$94.79	
12/27/2018	Insurance Deductions	\$95.76	\$94.86	

Please review your statement and report any error, omission, or exception to State Life Insurance Company immediately in writing, at the address shown on this statement.

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Network Real Estate  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
866-862-4404

① → REFC → COMM.

Fedex : 7744 2361 7472

February 8, 2019

Thurston County Fire District #14  
10828 Littlerock Road SW  
Olympia, WA 98512  
Attn: Fire Chief

**RE: Option and Site Lease Agreement dated May 26<sup>th</sup>, 1998 between  
Thurston County Fire District #14 and U S WEST Wireless LLC successor  
in interest Verizon Wireless for property located at 20411 Old Highway 99  
SW, Centralia, WA 98531**

To Whom It May Concern:

This letter will serve as notification that Verizon Wireless will terminate this agreement effective April 9<sup>th</sup>, 2019 as per paragraph 11 (c) of the agreement.

I trust the foregoing is clear, but should you have any questions now or in the future regarding this lease, please contact the Network Real Estate Department at 866-862-4404.

Sincerely,

Kim Slavik  
Network Real Estate

Site Name: **CENQ District 14**  
Contract # 44085

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## WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Personnel- Commendation Program

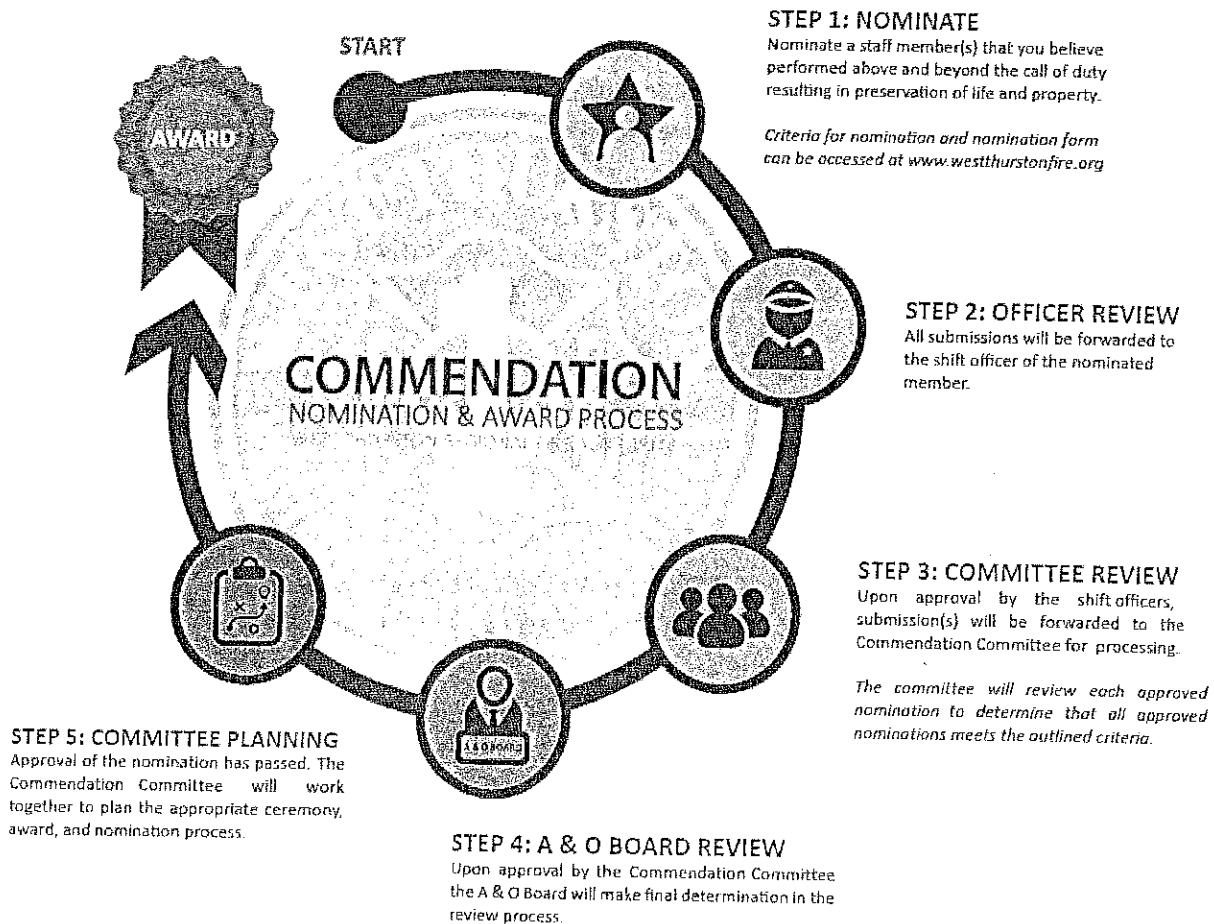
Guideline: 2.0001

Effect Date: April 1<sup>st</sup>, 2019

### Purpose:

In an effort to recognize courage, heroism and commitment while improving moral and memorializing a significant risk, sacrifice and often life-and property saving effort, West Thurston will institute a "Commendation Program". Department Firefighters & Emergency Medical Service personnel will be recognized for meritorious and distinguished service, valor, and bravery and life-saving and other exemplary efforts.

**Uniform and Medal Guidelines:** The Commendation and Award Process are as follows:



Upon award, West Thurston RFA issued Class "A" uniform jackets will be slightly modified on the left breast to accommodate placing medals, panels, commendation bars and center inserts. The uniform modification will be charged to the uniform line item.

Awards (medals & bars) will be subject to relevant and current IRS tax code recipient limitation rules and is non-taxable. Orders will be placed through [www.blackington.com](http://www.blackington.com) or a similar vendor with an emphasis of uniformity and consistency.

### **Recognition Guidelines:**

Commendation will be awarded to the Firefighter/EMT(s) based on criteria listed below.

#### **Level I** (Firefighter will be recognized with a Commendation Medal/Bar and Letter of Commendation)

- Medal of Honor: To receive the Medal of Honor, the firefighter must be a member of the department who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.
- Medal of Valor: To receive the Medal of Valor, the firefighter must be a member of the department who, in the performance of duty while on a call, under hazardous conditions, in which the member is confronted with imminent personal risk, but had no prior knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.
- Medal of Bravery: To receive the Medal for Bravery, the firefighter must be a member of the department who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in adverse conditions of fire, environment, weather, or materials.
- Meritorious Conduct: To receive the Meritorious Conduct Medal/Commendation Bar, the firefighter must be a member of the department who performs a notable act of distinction in the performance of duty and reflects the integrity and devotion shown by the recipient.
- Distinguished Service: To receive the Distinguished Service Medal/Commendation Bar, the firefighter must be a member of the department who performs a highly unusual act of distinction under adverse conditions in the performance of duty.

#### **Level II** (Firefighter will be recognized with a Commendation Bar and Letter of Commendation)

- CPR Save: To receive the Lifesaving Medal, the firefighter must be a member of the department who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act.
- Unit Commendation: The Unit Commendation is awarded to a group of members who have performed service to the department in a highly commendable manner.
- Baby Deliver: The Baby Delivery Commendation recognizes members that have assisted in bringing a new life into the world.

- National Disaster Response: Disasters happen, heroes respond. These Commendations recognize members involved in responding to national or local disasters.

Level III (Firefighter will be recognized with a Commendation Bar)

- Military Service (based on branch)
- Firefighter Service (based on years of service)

Level IV (Firefighter/Team will be recognized by the Shift Commander or Commanding Officer with lunch/dinner and a Letter of Event)

- Lunch or Dinner (not to exceed the WA. State meal reimbursement rule, per recipient)

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Chief Kaleiwahea

(17) → BOFC → COMM

**From:** John Doan <JDoan@ci.tumwater.wa.us>  
**Sent:** Monday, March 04, 2019 3:27 PM  
**To:** Jay Burney; Mike Buchanan; Chief Kaleiwahea; Scott LaVielle; Steve Brooks; Steve North; Warren Peterson; Scott Kennedy; IAFF Local 2409 Tumwater Union Firefighters; Scott LaVielle; Steve Hall; Greg Wright (gwright@ci.olympia.wa.us)  
**Subject:** Fire Regionalization Study Update

Study Leaders,

I talked with Don Bivens of ESCI about the study status. They have struggled a little calibrating the response time information from TComm and aligning the many financial options. As a result, they anticipate delivering to us a draft study in mid-April. I'm asked them to focus on making that date as all of us and our crews are anxious. Thank you to those who have been involved in follow-up information and projects with them.

Please let me know if you have questions. Thank you for your patience.

-John

**John Doan**  
Tumwater City Administrator  
[jdoan@ci.tumwater.wa.us](mailto:jdoan@ci.tumwater.wa.us)

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To: [russ.kaleiwahea@westthurstonfire.org](mailto:russ.kaleiwahea@westthurstonfire.org)

Message Score: 1

High (60): Pass

From:

My Spam Blocking Level: Medium

Medium (75): Pass

btv1=9665951ef2a=jdoan@ci.tumwater.wa.us

Low (90): Pass

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*This message was delivered because the content filter score did not exceed your filter level.*

(60)

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Chief Kaleiwahea

(14) → BOC → COMM

**From:** Warren Peterson <wpeterson@eofd.org>  
**Sent:** Wednesday, February 20, 2019 10:55 AM  
**To:** Chief Kaleiwahea  
**Cc:** Stanley Moon; Richard Wells; Brandon Faust; Kris Antich; Mark Nelson  
**Subject:** West Thurston Fire And Life Safety

At our Fire Commission Meeting on February 13<sup>th</sup> the Commission voted to become an active participant in West Thurston Fire And Life Safety.

Please convey to the group that we appreciate the invitation to join and if there is any additional information you would like. Fire District 6 has designated Commissioner Brandon Faust as the commission representative at this time.

*Warren Peterson*

Fire Chief - Thurston County Fire District 6,  
East Olympia Washington  
(360) 491-5533

"Even if you are on the right track, you'll get run over if you just sit there."  
*Will Rogers*

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From: [wpeterson@eofd.org](mailto:wpeterson@eofd.org)

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# WEST THURSTON REGIONAL FIRE AUTHORITY

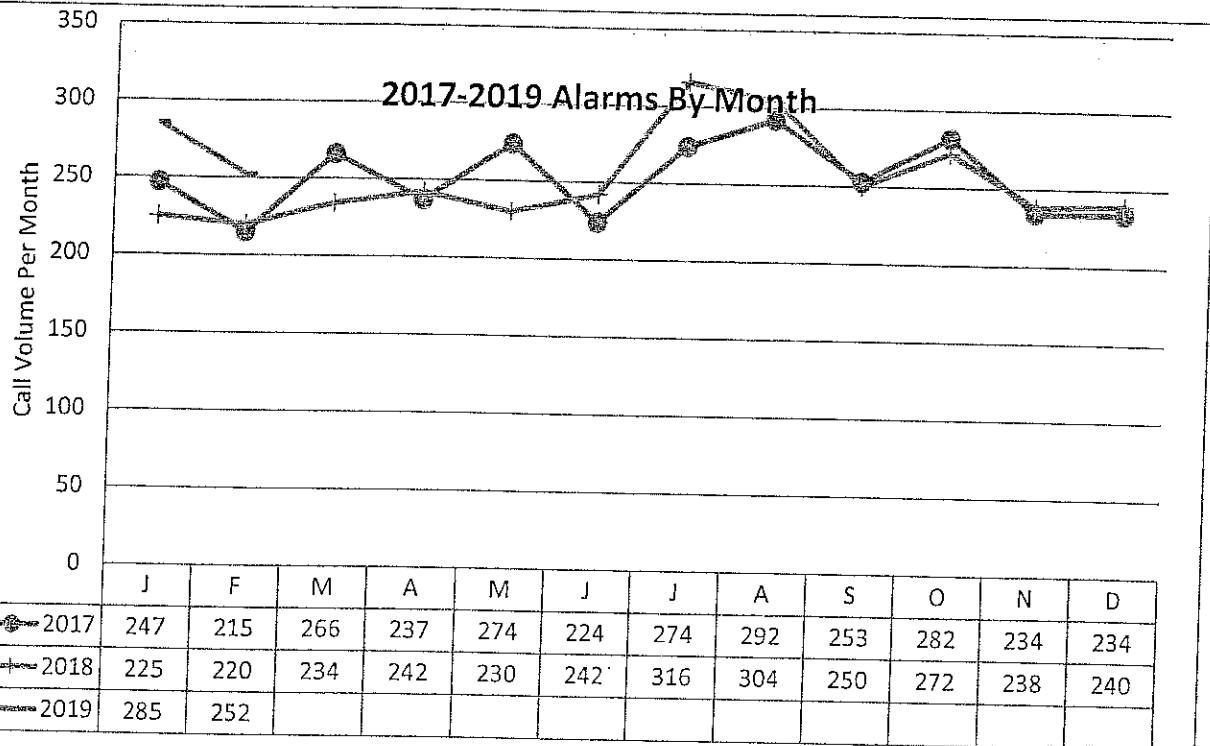
Thurston County Fire Protection District #1, #11 & #14

## CHIEF'S REPORT

Month of Report: February 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								
APR								
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	537	380	14	143	537	29	124	182



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

- Chief Kelly Edwards provided an update regarding the Emergency Services Agreement with the Chehalis Tribe. (3/05/19) He said that they have signed a contract with FCS Group to conduct the analysis I referenced previously. He indicated they anticipate the analysis to be complete by the end of the month.
- West Thurston is working toward completing Pre-Fire and hydrant testing at Cedar Creek and Maple Lane. Captain E. Smith reports that all pre-fire planning is nearing completion.

**Budget & Finance/Planning:**

- I will request labor agreement estimates from the negotiating team. It is vital to have proper budget projections/margins for the next M&O, which will limit our revenue until 2023.

**Expenditure Planning:**

- Maytown well \$20,000; Bunker gear purchase \$27,000

**Development Services (New Construction) Tracking**

- N/A

**Fire Investigation and Fire Loss Reports**

- None submitted for February.
- Chief Gary Stone has decided to retire effective March 1<sup>st</sup>, 2019.

**Grant/Donations/Unanticipated Revenue:**

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

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

- 2019 Quarterly Mandatory meeting- April 4th, 2019 – Anti-Harassment Training
- L&I has completed a Safety Audit at station 1-1, 1-2, 1-3 & 1-6. Air quality testing at all stations passed indoor quality standards. L&I will complete the voluntary safety audit at stations 4 soon.
- A WTRFA Group has formed to consider the development of a PTSD Peer Support Team. The group has recommended bringing in a professional trainer to provide education to fire department and other disciplines. The RFA will fund the training event planned for June 2019.

**Accidents, Incidents, and Injury**

- Brent Devert is on light-duty resulting from a non-work related injury through March.

**IT/Web Development (Joslin)**

- J. Joslin released an RFP and we conducted walk-throughs with four (3) IT Companies on March, 6<sup>th</sup>.



- L. Shea has scheduled ER "Super User" training is for late March, this is the most efficient way to get multiple people trained. She has opened the training to other agencies in the region.

### Labor Management Report

- Request for estimates/projected personnel costs 2020-2023

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

STATION UPTIME REPORT		February 2019
Station 1		100%
Station 2		100%
Station 3		100%
Station 6		Staffing of 2 = 21%
Career Battalion (Station 6)		100%

Certified Responders- Personnel Count		Man-Hours Worked February 2019
(31) Career-Union	Regular Hours: 5515; Overtime Hours: 232; Sick Leave Hours: 427 (includes paternity and FMLA); Kelly Day Hours: 696; Vacation Hours: 314; Personal Leave: 143; Training: 0; Bereavement: 0; Mob: 0; Mob backfill: 0	
(1) Temp Part time	Temp Hours: 0	
(26) Volunteer Responders	2072 Regular Hours	
(13) PACT		
(05) Residents	335 Regular Hours	
(02) Maintenance/Logistics PT	55 Regular Hours	

### Legal Issues:

- Quinn reviewed the Anti-Harassment Policy

### Policy/ Procedures & Guidelines:

- Chief Kaleiwahea reviewed the Anti-Harassment revisions with the Shift Commanders and requested them to review the policy with all of the personnel they supervise at their next staff meeting.
- Chief Kaleiwahea reviewed the single point of contact intent defined in the Deployment Guidelines with all Officers at the March 5<sup>th</sup> Officers Meeting.
- Officers/Operations group is working on review and revision of Section 4000
- L&I has completed review and provided revision/update recommendations on WTRFA Safety P/P/G's. Updates pending.

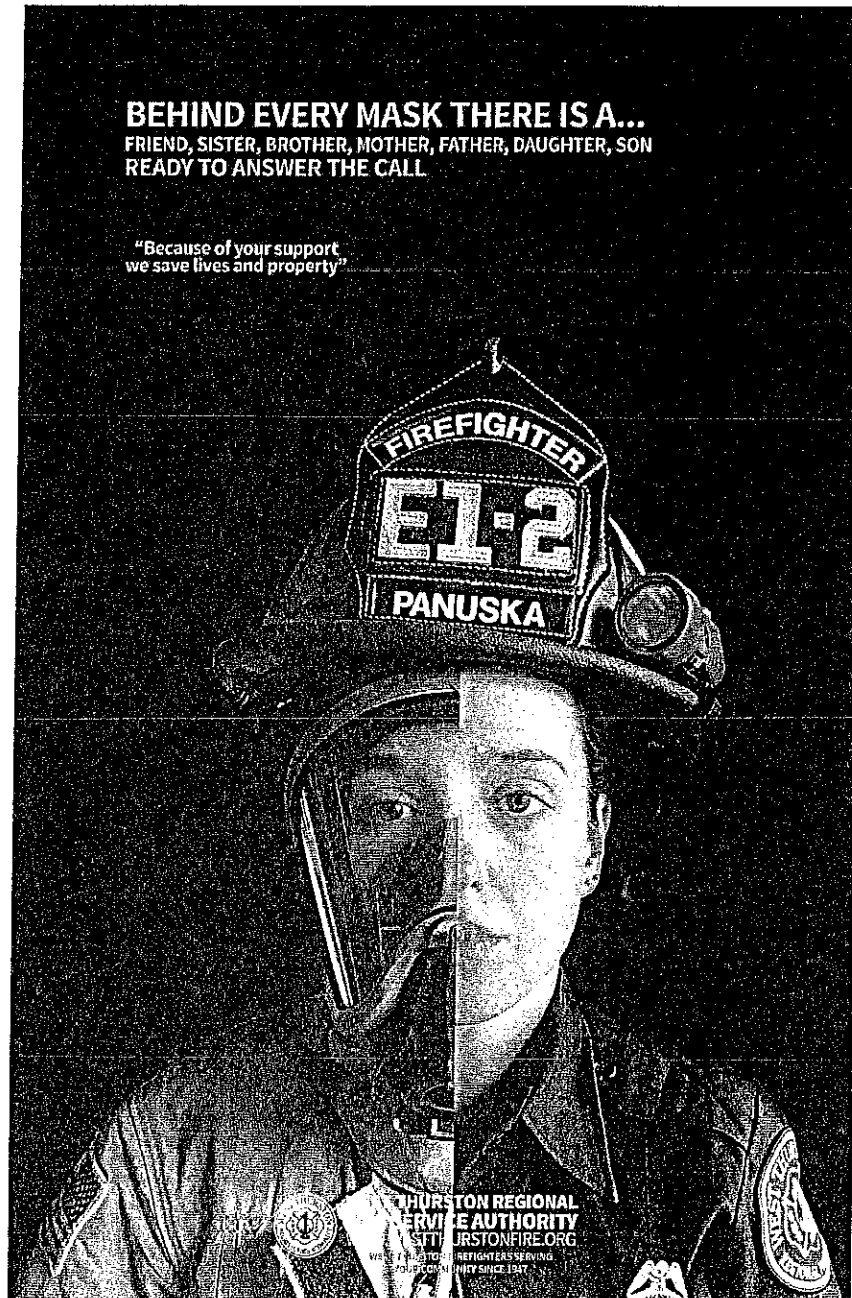
### Risk Management:

- Safety Officer/L&I Safety Audit & indoor air quality and safety inspection nearing completion.
- A PPE/Uniform Committee is researching compliance and will recommend a standard.



**Action/ Review/ Discussion Items:**

- Anti-Harassment Policy revision (Action)
- Commendation/Recognition Program (Draft)
- Tumwater study mid-April
- East Olympia joins WTF&LS



**Meetings & Activities**

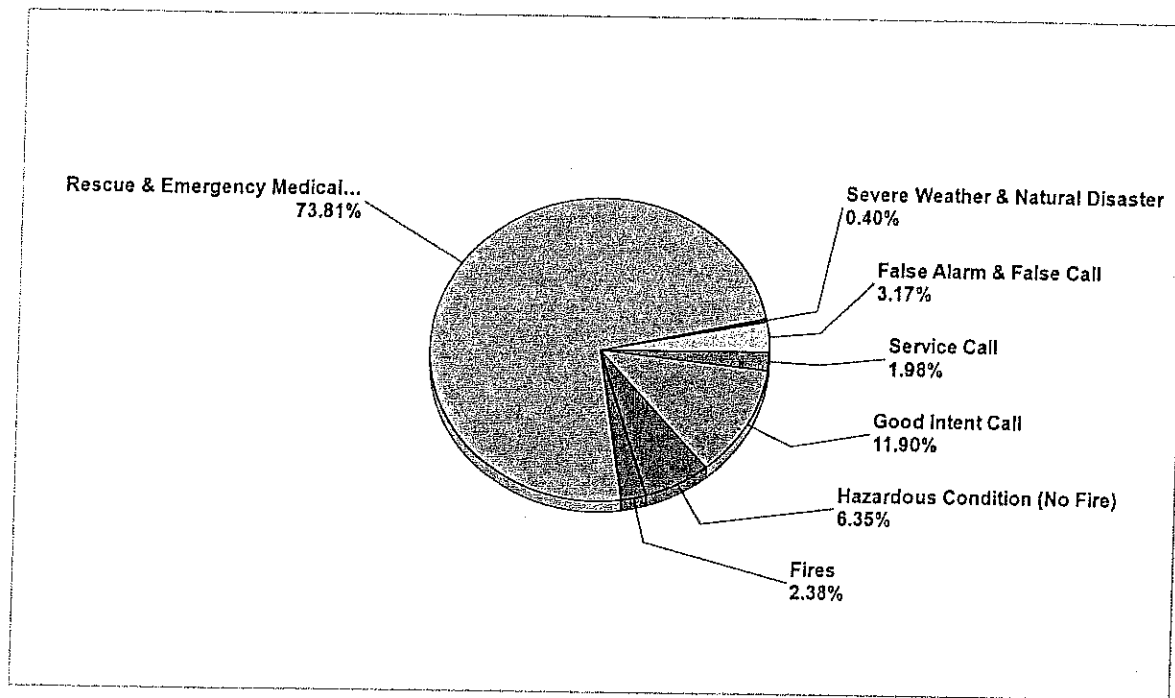
- Feb 7<sup>th</sup> Medic One OPS
- Feb 22<sup>nd</sup> Shift Commander Meeting
- Feb 27<sup>th</sup> TC Chief Meeting (UTA)
- Mar. 5<sup>th</sup> WTRFA Officer Meeting
- March 6<sup>th</sup> IT Company walk-through
- March 7<sup>th</sup> Medic One OPS

**Public Education/ Public Relations Activities:**

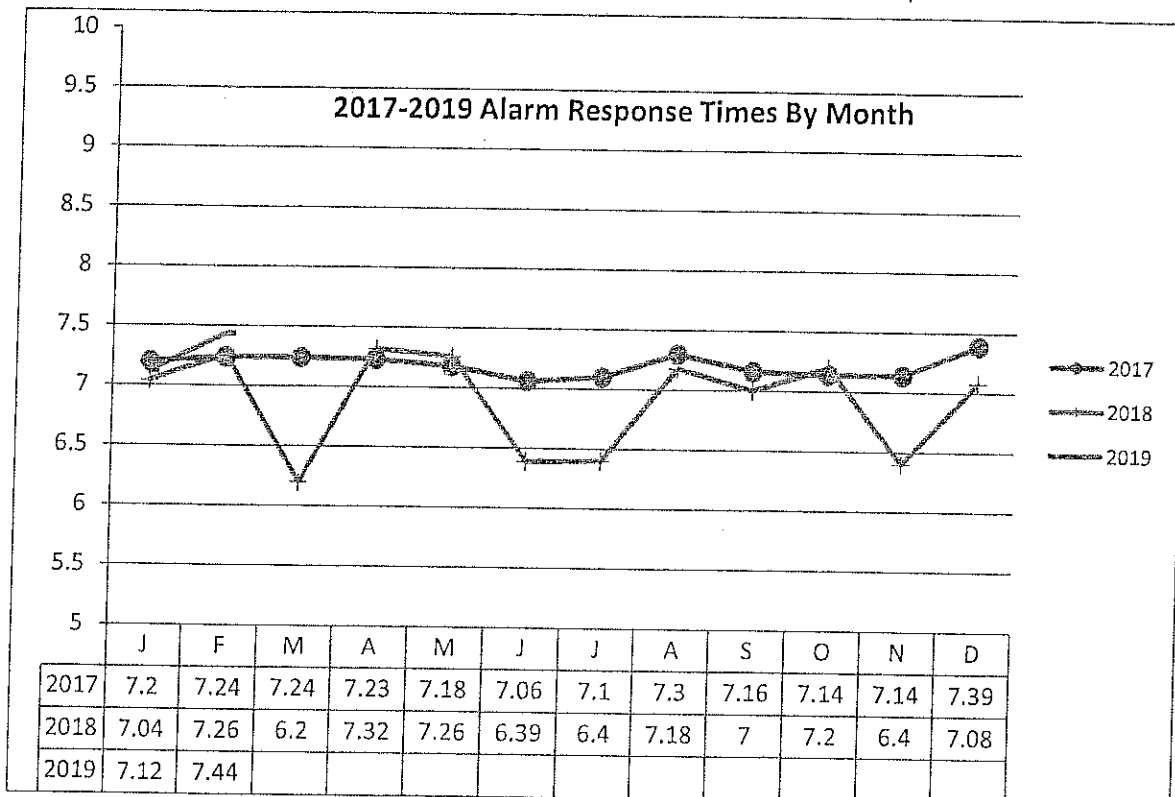
- Our PR team began recording the first video that highlights the impacts and successes of our life and property saving services.
- Left is a draft of one of the posters that will be placed at high traffic areas in our community.
- Capt. Dyer has coordinated a Firewise Workshop, Assessing Structure Ignition Potential Class to be held at station 1-1 April 3<sup>rd</sup>&4<sup>th</sup> and Oct. 2-3, 2019.



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



**Average Response Time: 7:44 Minutes**  
No mutual aid, I-5 or Capitol Forest (first arriving-priority incidents)



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**WTRFA Monthly/ YTD Operations Summary**

Description	Monthly Call Volume	YTD Call Volume
EMS/RESCUE	186	380 (68%)
Fire	06	14 (3%)
Other	60	143 (29%)
<b>For Month</b>	<b>252</b>	<b>537</b>
<b>WT- Transports</b>	<b>61</b>	<b>(33%) of EMS</b>

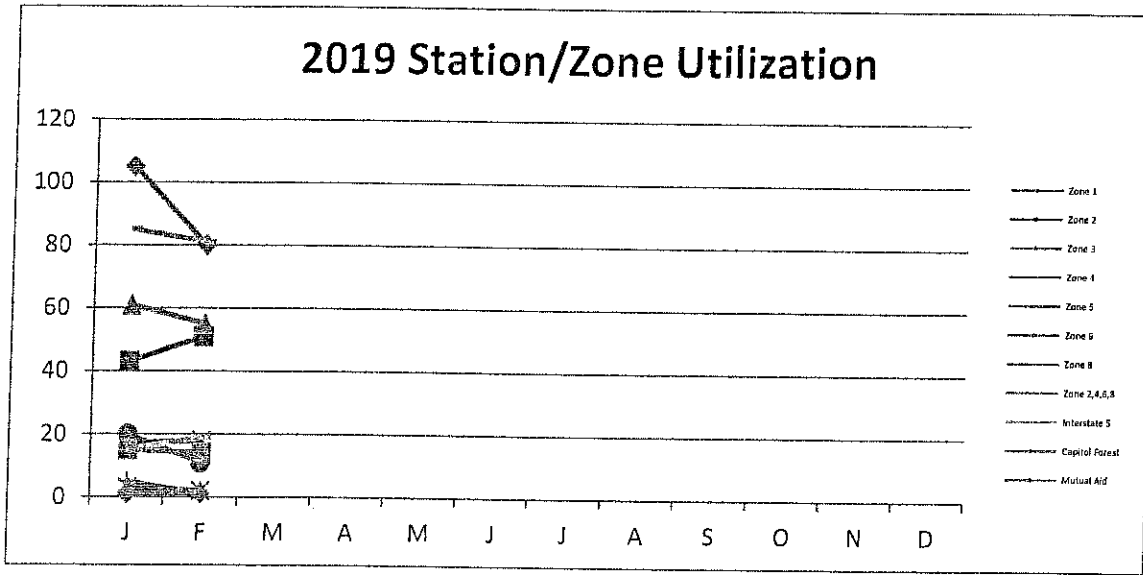
Hospital	Monthly	YTD
SPH	39	77
PHC	42	88
CMC	07	15
MAMC	00	00
Harborview	00	01
GH	00	00
Other	01	00
<b>Total</b>	<b>89</b>	<b>182</b>

Tribal Property	Monthly	YTD
Lucky Eagle (12888)	05	09
Eagles Landing (12840)	02	02
Great Wolf Lodge (20500)	08	13
Fairfield Inn (6223)	01	01
<b>Total</b>	<b>15</b>	<b>25 (5%)</b>

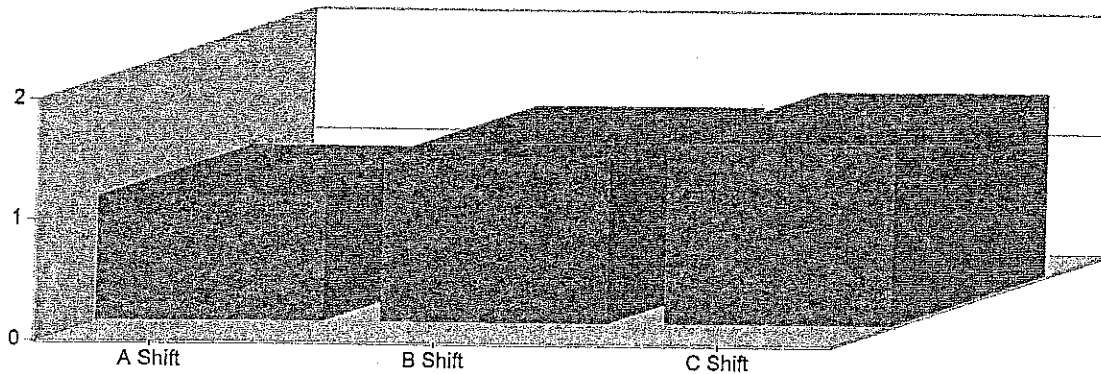
Aid Unit Utilization	Transports For Month	YTD
Aid 1-1 – App 05	20	42
Aid 1-2 – App 06	22	40
Aid 1-3 – App 03	19	41
Aid 1-6 – App 55	00	00
Aid 1-4	00	01
Transported ALS	25	54
Private Ambulance	03	03
Other FD	00	00

Station Zone	Monthly	AVG. Response Time (Month)	*YTD	Percentage YTD
1 – Grand Mound/Sargent	80	6:56	185	34%
2 – Littlerock Rd	51 (81)	9:37	94 (167)	17.5% (31%)
3 – Albany Street	55	6:58	117	22%
4 – Scott Lake- Sta. 1-2	18	9:40	35	7%
5 – Michigan Hill- Sta. 1-3	02	12:38	05	1%
6 – Maytown Rd.	11	7:27	31	6%
8 – Bordeaux Ranch–Sta. 1-2	01	9:44	06	1%
I-5 1-1	11	6:44	21	4%
I-5 1-2	00	0	01	<1%
I-5 1-6	08	10:30	12	2%
Capitol Forest	01	13:13	02	<1%
Mutual Aid	14	N/A	29	5%
<b>Total/ Average Response time</b>	<b>252</b>	<b>7:44</b>	<b>537</b>	<b>100%</b>
<i>Average response time for first arriving unit; does not include Mutual aid, Interstate 5 or Capitol Forest incidents (priority calls-ER report #1605)</i>				

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



A Shift 1:02- B Shift 1:23- C Shift 1:30  
Start Date: 02/01/2019 | End Date: 02/28/2019  
Doc Id: 654  
Emergencyreporting



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

### **Notable Incidents:**

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

#### **Albany Street Station Generator:**

Contact was made with Travers Electric on Feb 13th to give us some insight on the generator project. Since our electrical meter is not a demand logging type, it required a logging counter to be placed on the power input. Travers placed one on the panel on Feb 19<sup>th</sup> and by L&I requirements it will need to be placed on for a 4 week period.

When that is complete, we will have the necessary data to properly identify the generator output for full coverage for the facility. We will then issue an RFQ to area vendors. – **In progress.**

#### **CAD Run Card Changes:**

The TCOMM CAD system has been updated and we are in the middle of confidence testing for the changes – Monitor

#### **Aid Unit Design:**

Preliminary meetings have been communicated to discuss the design of new aid units. We will continue to drill down to come up with specific changes for future purchases. – **In Progress.**

**Bunker Gear Standards and Compliance:** I am working with a standards committee and L. Shea, J. Joslin and Lt. Lyon to complete a Bunker Gear replacement plan. Inventory identified a number of needs that will be addressed in the near future.

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

#### **Thurston County Emergency Alerting System & Smart 911:**

Officer training to send early alerts is pending while addressing other issues and will likely occur in March/April 2019- **In Process**

#### **Maytown Water:**

1. Per requirements we solicited bids from a list of state small works rostered companies. We received only one in addition to the quote from Advanced Drilling. We are waiting for clarification from Advance to compare quotes
2. The well site and group b applications and well agreement were emailed to Steven Cook on 10/18 during our conversation on 12/04 he said he hasn't had the time to look at them but assured me that he today when he gets home. We have received verbal approval from Stephanie Kinney Thurston County to drill at the location identified on the application.





3. I was told by a representative from American Pump and Electric that they are working with Old Dominion Freight Line Inc. to test and engineer a Group A system. If our effort drilling are not fruitful I will make contact with Craig Kaiser – Old Dominion Freight Line Inc. (new owner of the old Ritchie Brother lot) to request sharing the water from that well. **-In Process**

### CAD Run Review Project

TCOMM confidence testing dates scheduled for February – **In Progress**

### Beaver Creek Septic Design:

Becky Reger is submitting documentation for permitting process. Costs are as follows;

- \$1610 for County permit
- \$2400 – Fees for design and study

– **In Process**

### Training Report –By Capt. Rob Smith

As the weather turns to a warmer environment, March finds us preparing for the upcoming Wildland Fire Season, beginning our ongoing OTEP – EMS Training and completing our 1<sup>st</sup> Q Fire Training. Overall, crews will be extremely busy with various Active Shooter drills, Annual Wildland Refresher Training offered multiple dates and Engine Crews participating in MCO's across the County. By the end of 1<sup>st</sup> Q, we will have accomplished quite a bit. Without belaboring the point, I would refer you to my attached report and the Monthly Training Bulletin.

<i>Monthly Summary *Training Events Scheduled (subject to change)*</i>		
<i>Subject</i>	<i>Dates</i>	<i>Description and Requirement</i>
WAC Annual Training	Ongoing/expires 12/31/2019	TCTC Annual Training Requirements
*Auto Extrication Training/Demo	*March 7	*Station 1-2, 1800-2000
Annual Wildland Refresher Training	March 6, 13, 20 and 27	Station 1-1, 1800-2200
County MCO's	March 26 and 30	Thurston County Regional Fire Training Center @9-1; March 26 – 1800-2100; March 30 – 1300-1700
Active Shooter Training	March 19, 20 and 21	Tumwater Fire Department, 0900-1200 and 1300-1700 each day
Active Intruder Drill	March 27	Rochester Middle School with TCSO – 0900-1300

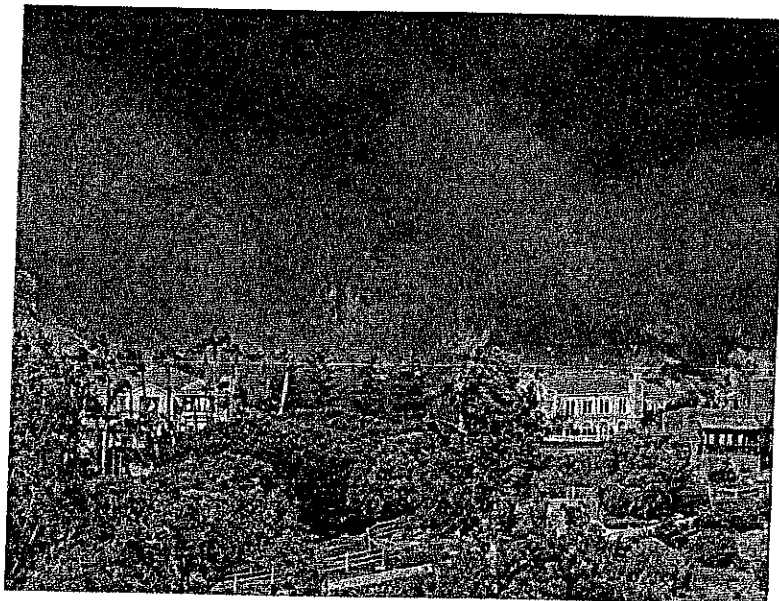
<i>Monthly Shift Drills *Required by All Line Personnel*</i>		
<i>Subject</i>	<i>Dates</i>	<i>Description and Equipment Needed</i>
A Shift – Engine Co Ops	March 15	Satisfies 1st Q – Engine Company Operations
B Shift – Engine Co Ops	March 28	Satisfies 1 <sup>st</sup> Q – Engine Company Operations
C Shift – Engine Co Ops	March 29	Satisfies 1st Q – Engine Company Operations



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

Completed Training for February	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>A Shift Drill – Interior Structural Firefighting Feb 28 -1000-1400</li><li>B Shift Drill – Interior Structural Firefighting Feb 14 – 1000-1400</li><li>MCI Drill/Exercise – Feb 16 – 1200-1700 (CANCELLED)</li><li>C Shift Drill – Interior Structural Firefighting Feb 27 – 1000-1400</li></ul>	<ul style="list-style-type: none"><li>March 6 – Annual Wildland Refresher Training at Station 1-1 – 1800-2200</li><li>March 7 – Thursday Night Drill – Auto Extrication/Demo at Station 1-2 – 1800-2000</li><li>March 9 - EVIP 3.0 at Station 6-4 0830-1330</li><li>March 13 – Annual Wildland Refresher Training at Station 1-1 – 1800-2200</li><li>March 15 – A Shift Drill – Engine Company Ops – 1000-1400</li><li>March 19 – Active Shooter Drill @Tumwater Fire – 0900-1200 and 1300-1700</li><li>March 20 – Active Shooter Drill @ Tumwater Fire -0900-1200 and 1300-1700</li><li>March 20 – Annual Wildland Refresher Training at Station 1-1 – 1800-2200</li><li>March 21 – Active Shooter Drill @ Tumwater Fire -0900-1200 and 1300-1700</li><li>March 26 - County MCO @TCRFTC @9-1 – 1800-2100</li><li>March 27 – Active Intruder Drill with TCSO @RMS – 0900-1300</li><li>March 27 – Annual Wildland Refresher Training at Station 1-1 – 1800-2200</li><li>March 28 – B Shift Drill – Engine Company Ops – 1000-1400</li><li>March 29 – C Shift Drill – Engine Company Ops – 1000-1400</li><li>March 30 – County MCO @TCRFTC @9-1 – 1300-1700</li><li>May 4-5 – Pump Operations Class @WTRFA Station 1-1 – 0800-1700 each day</li><li>June 25 &amp; 26 – An Overview of Peer Support Training for EMS Professionals 0830-1630 each day, hosted by WTRFA (location TBD)</li></ul>	<p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"><li>1403 Live Fire Training –1Q &amp; 2Q- 2019 @Mark Noble courtesy of Thurston County Training Officers (13 days dates are TBD), and Acquired Structure on 183<sup>rd</sup> Ave SW (April 27)</li><li>Responder vs. Machinery – Consider in 2019</li><li>Training with Mutual Aid Partners (Riverside Fire Authority – Lewis County) dates TBD</li><li>Action Training Systems taping – Firefighter 1 &amp; 2/Rapid Intervention Crew – date TBD</li><li>EVIP 3.0 – dates TBD (Department wide)wide)</li></ul> <p><b>Major / Ongoing Projects</b></p> <ul style="list-style-type: none"><li>Brent Strong Memorial – build a memorial at Station 1-4 – in progress (collecting pricing info to share with group and seek Union contribution) – inactive at this time</li><li>Ladder Truck Training: Develop Advanced Functions Task Book Training (phase 2) – in progress</li><li>Thurston County Training Officers: Officer Development Academy – Launched</li><li>Thurston County Training Officers: Coordinate/lead the development of stand-alone Fire Behavior, exposure lab and evaluations for 2019 at Mark Noble with all Thurston County Departments in the Cooperative – inactive at this time</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 2Q.</li><li>Training Tower: Reconsider plans – in progress (very early)</li></ul>

1st Quarter 2019 Training Requirements: Posted– in progress  
Annual Training Requirements (WAC) 2019: Posted – in progress



April 3 – 4, 2019 &  
Oct. 2 – 3, 2019

## **Firewise® Workshop, Assessing Structure Ignition Potential**

Thurston County is hosting two-day "Assessing Structure Ignition Potential from Wildfire" trainings which are based on fire science research into how homes and other structures ignite during wildfires. The course covers wildfire behavior, structure exposure, and the concept of the Home Ignition Zone. You'll learn how to analyze wildfire risks to structures and provide actionable advice to property owners through an activity-rich curriculum.

The training is delivered by experienced wildland fire specialists and focuses on both the physical and behavioral sciences behind successful wildfire mitigation. It's also the only national standardized training that offers factual solutions and action strategies regarding modern wildfire mitigation.

**Who Should Attend:** Building Officials, Emergency Responders, Emergency Management, Homeowner's Associations, Planning Departments, Landscapers, and Construction Contractors.

Please forward this information to anyone who could assist Thurston County in educating others with factual solutions and action strategies learned in this course.

### **Date & Time:**

April 3 – 4, 2019

8:00 a.m. to 4:00 p.m.

Or

October 2-3, 2019

8:00 a.m. to 4:00 p.m.

### **Location:**

Training location will be detailed in acceptance letter prior to course date

### **Registration:**

<https://www.signupgenius.com/go/30E044AACA823A5F94-firewise1>

Registration is required. Limited to 40 attendees.

### **Refreshments:**

Snacks and refreshments, as well as lunch, will be provided.

### **Agenda:**

- Overview
- Fire Characteristics
- Home Ignition Zone
- Preparing for Assessment
- Conducting the Assessment (offsite)
- Benefit of Ignition Resistant Homes

Thurston County Emergency  
Management

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

360-867-2800

Firewise Communities USA

[www.firewise.org](http://www.firewise.org)

# West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 3/5/2019 3:23:14 PM



Incident Count per User-Defined Fields for Date Range  
Start Date: 02/01/2019 | End Date: 02/28/2019

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: Call Type (Required)</b>	
ALS	49
BLS	149
FIRE	54
<b>TOTAL</b>	<b>252</b>

19%  
59%  
22%

<b>USER-DEFINED FIELD: Patient Dispo? (Required)</b>	
AMA	8
Cancelled	21
DOA	6
FIRE	42
No Medical Need	27
POV	7
T & R	46
TRANSPORT	89
UTL	6
<b>TOTAL</b>	<b>252</b>

<b>USER-DEFINED FIELD: Transport BLS or ALS? (Required)</b>	
ALS	25
BLS	66
N/A	161
<b>TOTAL</b>	<b>252</b>

<b>USER-DEFINED FIELD: Unit that transported? (Required)</b>	
A1-1	20
A1-2	22
A1-3	19
Medic Unit	25
Privat Amb	3
N/A	163
<b>TOTAL</b>	<b>252</b>

WTRFA  
61  
**TOTAL**  
89

<b>USER-DEFINED FIELD: Transport Location (Not POV)? (Required)</b>	
Centralia Providence	42
CMC	7
OTHER	1
SPH	39
N/A	163
<b>TOTAL</b>	<b>252</b>

<b>USER-DEFINED FIELD: 2nd Patient Dispo?</b>	
AMA	1

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# West Thurston Regional Fire Authority

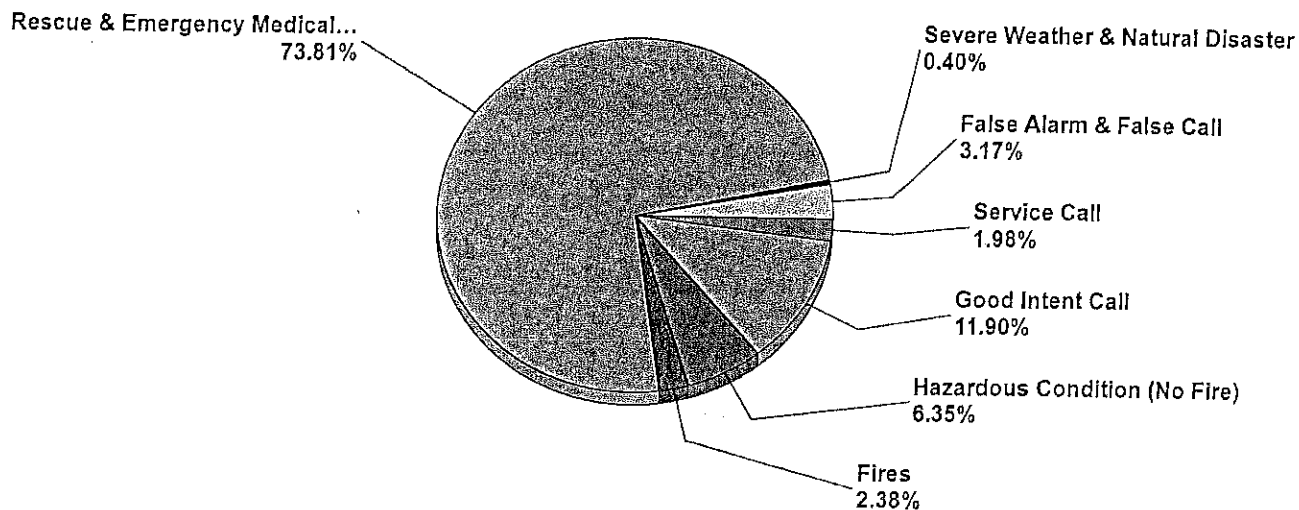
Olympia, WA

This report was generated on 3/5/2019 3:32:16 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2019 | End Date: 02/28/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	2.38%
Rescue & Emergency Medical Service	186	73.81%
Hazardous Condition (No Fire)	16	6.35%
Service Call	5	1.98%
Good Intent Call	30	11.90%
False Alarm & False Call	8	3.17%
Severe Weather & Natural Disaster	1	0.40%
TOTAL	252	100.00%

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

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# West Thurston Regional Fire Authority

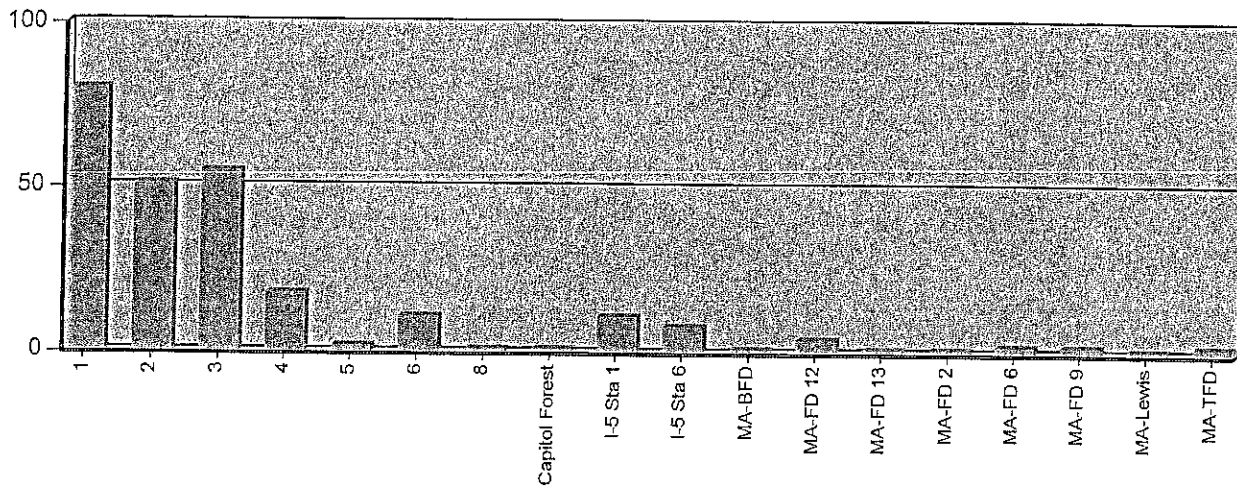
Olympia, WA

This report was generated on 3/5/2019 3:30:35 PM



## Incident Count per Zone for Date Range

Start Date: 02/01/2019 | End Date: 02/28/2019



ZONE	# INCIDENTS
1 - Grand Mound	80
2 - Littlerock	51
3 - Rochester	55
4 - Scott Lake	18
5 - Michigan Hill	2
6 - Maytown	11
8 - Bordeaux / Mima / Gate	1
Capitol Forest - Capitol Forest Zone	1
I-5 Sta 1 - I-5 Station 1-1 Area	11
I-5 Sta 6 - I-5 Station 1-6 Area	8
MA-BFD - Bucoda FD	1
MA-FD 12 - TCFD 12 - Tenino	4
MA-FD 13 - TCFD 13 - Griffin FD	1
MA-FD 2 - TCFD 2 - Yelm / Rainier	1
MA-FD 6 - TCFD 6 - East Olympia	2
MA-FD 9 - TCFD 9 - McLane / Black Lake	2
MA-Lewis - Lewis County	1
MA-TFD - Tumwater FD	2

TOTAL: 252

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

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# Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	1.59%
131 - Passenger vehicle fire	1	0.40%
162 - Outside equipment fire	1	0.40%
320 - Emergency medical service, other	1	0.40%
321 - EMS call, excluding vehicle accident with injury	161	63.89%
322 - Motor vehicle accident with injuries	5	1.98%
324 - Motor vehicle accident with no injuries.	19	7.54%
412 - Gas leak (natural gas or LPG)	1	0.40%
444 - Power line down	15	5.95%
561 - Unauthorized burning	5	1.98%
600 - Good intent call, other	1	0.40%
611 - Dispatched & cancelled en route	21	8.33%
622 - No incident found on arrival at dispatch address	5	1.98%
631 - Authorized controlled burning	2	0.79%
651 - Smoke scare, odor of smoke	1	0.40%
700 - False alarm or false call, other	4	1.59%
743 - Smoke detector activation, no fire - unintentional	1	0.40%
745 - Alarm system activation, no fire - unintentional	3	1.19%
800 - Severe weather or natural disaster, other	1	0.40%
<b>TOTAL INCIDENTS:</b>	<b>252</b>	<b>100.00%</b>

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

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# West Thurston Regional Fire Authority

Olympia, WA

This report was generated on 3/6/2019 3:50:08 PM



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

Mutual Aid: All Types and None | Response Mode(s): Lights and Sirens | Zone(s): 1 - Grand Mound, 2 - Littlerock, 3 - Rochester, 4 - Scott Lake, 5 - Michigan Hill and 2 more | Start Date: 02/01/2019 | End Date: 02/28/2019

Incident Number	Date	Apparatus	Response Time
Bordeaux / Mima / Gate			
2019-0000521	02/27/2019	A1-2	9:44
Number of Calls: 1			Avg Response Time: 9:44
Grand Mound			
2019-0000532	02/28/2019	A1-1	7:04
2019-0000529	02/28/2019	E1-1	7:28
2019-0000522	02/27/2019	A1-1	8:17
2019-0000520	02/27/2019	E1-1	7:52
2019-0000518	02/27/2019	E1-1	5:13
2019-0000511	02/26/2019	A1-1	4:15
2019-0000510	02/26/2019	A1-3	10:44
2019-0000499	02/24/2019	A1-1	6:58
2019-0000498	02/24/2019	E1-1	6:31
2019-0000497	02/24/2019	A1-1	7:29
2019-0000496	02/23/2019	A1-1	6:01
2019-0000495	02/23/2019	A1-1	4:37
2019-0000490	02/23/2019	A1-1	6:24
2019-0000489	02/22/2019	A1-3	10:59
2019-0000488	02/22/2019	E1-3	9:03
2019-0000484	02/22/2019	A1-1	3:32
2019-0000483	02/22/2019	A1-1	5:14
2019-0000477	02/21/2019	A1-1	7:06
2019-0000476	02/21/2019	E1-1	5:35
2019-0000472	02/21/2019	A1-1	5:13
2019-0000471	02/20/2019	A1-1	5:13
2019-0000468	02/19/2019	A1-1	6:15
2019-0000467	02/19/2019	A1-1	4:30
2019-0000465	02/19/2019	A1-1	4:51
2019-0000462	02/19/2019	E1-1	7:26
2019-0000457	02/18/2019	A1-1	5:41
2019-0000456	02/18/2019	A1-1	9:12
2019-0000454	02/18/2019	A1-1	9:45
2019-0000453	02/18/2019	E1-1	5:25
2019-0000449	02/17/2019	A1-1	7:25
2019-0000445	02/17/2019	A1-1	6:36

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



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Incident Number	Date	Apparatus	Response Time
2019-0000442	02/16/2019	A1-1	8:22
2019-0000439	02/16/2019	B1-1	7:16
2019-0000438	02/16/2019	A1-1	8:48
2019-0000437	02/16/2019	A1-1	5:15
2019-0000435	02/16/2019	A1-3	12:36
2019-0000423	02/14/2019	A1-1	5:22
2019-0000409	02/11/2019	A1-1	6:05
2019-0000408	02/11/2019	A1-1	9:21
2019-0000406	02/11/2019	A1-1	8:18
2019-0000386	02/10/2019	A1-1	7:41
2019-0000382	02/09/2019	A1-3	5:22
2019-0000373	02/09/2019	A1-1	7:16
2019-0000355	02/08/2019	E1-1	0:02
2019-0000344	02/07/2019	A1-1	7:12
2019-0000338	02/07/2019	A1-1	6:45
2019-0000336	02/07/2019	A1-1	23:12
2019-0000334	02/06/2019	A1-1	7:01
2019-0000333	02/06/2019	A1-3	8:14
2019-0000332	02/06/2019	A1-1	6:23
2019-0000326	02/05/2019	A1-3	10:00
2019-0000314	02/04/2019	A1-1	6:07
2019-0000305	02/03/2019	A1-1	6:16
2019-0000303	02/02/2019	A1-1	3:42
2019-0000302	02/02/2019	A1-1	2:30
2019-0000298	02/02/2019	A1-1	3:30
2019-0000292	02/01/2019	A1-1	5:36
2019-0000288	02/01/2019	A1-1	6:20

Number of Calls: 58

Avg Response Time: 6:56

**Littlerock**

2019-0000537	02/28/2019	A1-2	7:35
2019-0000531	02/28/2019	A1-2	5:22
2019-0000513	02/26/2019	E1-2	6:38
2019-0000509	02/26/2019	A1-2	7:21
2019-0000502	02/25/2019	A1-2	9:07
2019-0000494	02/23/2019	A1-2	5:26
2019-0000485	02/22/2019	E1-2	10:00
2019-0000474	02/21/2019	A1-2	10:09
2019-0000469	02/20/2019	A1-2	9:22
2019-0000451	02/17/2019	A1-2	7:49
2019-0000447	02/17/2019	E1-2	13:18
2019-0000440	02/16/2019	A1-2	10:46

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



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Incident Number	Date	Apparatus	Response Time
2019-0000431	02/15/2019	E1-2	3:12
2019-0000429	02/14/2019	A1-2	5:35
2019-0000428	02/14/2019	A1-2	12:56
2019-0000427	02/14/2019	A1-2	8:13
2019-0000424	02/14/2019	A1-2	7:23
2019-0000422	02/14/2019	E1-2	9:53
2019-0000420	02/13/2019	A1-2	18:10
2019-0000414	02/12/2019	A1-2	12:45
2019-0000413	02/12/2019	A1-2	28:09
2019-0000385	02/09/2019	A1-2	5:50
2019-0000364	02/09/2019	A1-2	2:43
2019-0000349	02/08/2019	A1-3	15:46
2019-0000348	02/08/2019	A1-2	9:33
2019-0000337	02/07/2019	A1-2	9:13
2019-0000327	02/05/2019	A1-2	11:00
2019-0000299	02/02/2019	A1-2	10:20
2019-0000289	02/01/2019	BN1-6	5:42
Number of Calls: 29			Avg Response Time: 9:37
Maytown			
2019-0000487	02/22/2019	A1-1	7:40
2019-0000486	02/22/2019	A1-1	8:21
2019-0000459	02/18/2019	BN1-6	11:27
2019-0000450	02/17/2019	A1-2	7:59
2019-0000448	02/17/2019	BN1-6	1:05
2019-0000419	02/13/2019	BN1-6	3:51
2019-0000329	02/05/2019	BN1-6	7:40
2019-0000309	02/03/2019	E1-2	11:40
Number of Calls: 8			Avg Response Time: 7:27
Michigan Hill			
2019-0000535	02/28/2019	A1-3	12:38
Number of Calls: 1			Avg Response Time: 12:38
Rochester			
2019-0000536	02/28/2019	A1-3	8:39
2019-0000527	02/27/2019	A1-3	4:47
2019-0000525	02/27/2019	A1-3	9:15
2019-0000519	02/27/2019	A1-3	8:39
2019-0000515	02/26/2019	A1-3	11:44
2019-0000508	02/25/2019	A1-3	4:35
2019-0000507	02/25/2019	A1-3	7:57
2019-0000504	02/25/2019	E1-3	2:47
2019-0000501	02/25/2019	A1-3	5:02

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

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Incident Number	Date	Apparatus	Response Time
2019-0000480	02/21/2019	A1-3	8:27
2019-0000475	02/21/2019	A1-3	4:37
2019-0000463	02/19/2019	E1-1	8:33
2019-0000461	02/19/2019	A1-3	8:56
2019-0000460	02/18/2019	A1-3	6:26
2019-0000436	02/16/2019	A1-3	5:23
2019-0000434	02/16/2019	A1-3	7:59
2019-0000432	02/15/2019	A1-3	9:36
2019-0000430	02/15/2019	A1-3	4:18
2019-0000426	02/14/2019	A1-3	2:59
2019-0000425	02/14/2019	A1-3	7:22
2019-0000421	02/13/2019	A1-3	5:44
2019-0000401	02/11/2019	A1-3	10:55
2019-0000397	02/10/2019	A1-3	7:04
2019-0000392	02/10/2019	A1-3	5:57
2019-0000389	02/10/2019	A1-3	4:49
2019-0000388	02/10/2019	A1-3	12:18
2019-0000372	02/09/2019	E1-3	10:14
2019-0000353	02/08/2019	E1-3	7:24
2019-0000347	02/08/2019	E1-3	7:08
2019-0000346	02/08/2019	A1-3	5:49
2019-0000340	02/07/2019	A1-1	6:33
2019-0000339	02/07/2019	A1-3	4:50
2019-0000335	02/06/2019	E1-3	6:13
2019-0000324	02/04/2019	A1-3	3:50
2019-0000320	02/04/2019	A1-3	4:42
2019-0000315	02/04/2019	A1-3	9:57
2019-0000312	02/03/2019	A1-3	6:04
2019-0000311	02/03/2019	A1-3	10:15
2019-0000301	02/02/2019	A1-3	2:06
2019-0000300	02/02/2019	A1-3	5:20
2019-0000295	02/02/2019	A1-3	10:30
2019-0000294	02/01/2019	E1-3	7:25
2019-0000287	02/01/2019	A1-3	6:47
Number of Calls: 43			Avg Response Time: 6:58
Scott Lake			
2019-0000534	02/28/2019	A1-2	6:04
2019-0000528	02/27/2019	A1-2	9:48
2019-0000512	02/26/2019	A1-2	5:35
2019-0000464	02/19/2019	A1-2	13:02
2019-0000416	02/12/2019	A1-2	10:58

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

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Incident Number	Date	Apparatus	Response Time
2019-0000411	02/11/2019	BN1-6	10:06
2019-0000402	02/11/2019	A1-2	12:31
2019-0000391	02/10/2019	A1-2	10:05
2019-0000323	02/04/2019	A1-2	12:15
2019-0000304	02/02/2019	A1-2	7:36
2019-0000291	02/01/2019	A1-2	8:26
Number of Calls: 11			Avg Response Time: 9:40
Total Number of Calls: 151			Total Avg Response Time: 7:44

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

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