



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

Board of Fire Commissioners General Meeting

Monday, August 12, 2024, at 1730 hr.

In-Person: 10828 Littlerock Rd SW, Olympia St. 1-2

Zoom virtual meeting link:

<https://us02web.zoom.us/j/81215098313?pwd=p7aUuNHGvCm0cuvXhugB1FnoKWK34W.1>

Meeting ID: 812 1509 8313

Passcode: 327919

- I. CALL TO ORDER**
- II. ATTENDANCE:**
- III. ADDITIONS/DELETIONS TO AGENDA:**
- IV. PUBLIC COMMENTS/PRESENTATIONS**
- V. LABOR MANAGEMENT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Recognize BC Tom Fitzgerald for 36 Years of Service.		Acting Chief Drake	
2) Expenditures: Accts Payable \$59,609.03 Payroll \$454,609.47 TOTAL: \$514,218.50 Warrants \$134,589.99 EFTs \$379,628.51	1-10	Shannon	Approve/Reject
3) Meeting Minutes a) July 8, 2024, General Meeting b) July 11, 2024, Workshop c) July 22, 2024, General Meeting	11-16	Shannon	Approve/Reject
4) Surplus Radios		Acting Chief Drake	Approve/Reject

VII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
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VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME

IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) 2024 Wage Benefit Survey	17-21	Shannon	Informational

X. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1) Chief/Safety/Training Reports	22-36	Chief Drake	Informational
2) Recruit & Retention Coordinator Report	37	Andrea Reynoldson	Informational
3) Commissioner Meetings		BOFC	Informational

EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (G) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 30 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.

TIME IN: _____

EXTENDED: _____

TIME OUT: _____

XI. GOOD OF THE ORDER:

XII. ADJOURNMENT:

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

09:58:55 Date: 08/14/2024

08/12/2024 To: 08/12/2024

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
240801001 1st Security Bank	1272	08/12/2024	Claims	6700	920.65	
Invoice #	Rcvd Date	Due Date	Description		Amount	
CHEVRON	07/26/2024	08/12/2024	Ice - Rehab		45.00	
CHEVRON	07/26/2024	08/12/2024	Ice - Rehab		41.88	
CHEVRON	07/26/2024	08/12/2024	Ice - Rehab		12.00	
BAILEY'S IGA	07/26/2024	08/12/2024	Ice - Rehab		45.80	
CHEVRON	07/26/2024	08/12/2024	Ice - Rehab		45.00	
SHELL	07/26/2024	08/12/2024	A14 Road 11 Mobe		49.61	
SAFEWAY	07/26/2024	08/12/2024	A14 Road 11 Mobe		34.91	
SAFEWAY	07/26/2024	08/12/2024	A14 Balsam Root Mobe		23.79	
PILOT	07/26/2024	08/12/2024	A14 Balsam Root Mobe		11.90	
SAFEWAY	07/26/2024	08/12/2024	A78 Road 11 Mobe		50.24	
SHELL	07/26/2024	08/12/2024	A78 Road 11 Mobe		82.00	
SAFEWAY	07/26/2024	08/12/2024	A78 Balsam Root Mobe		43.70	
PILOT	07/26/2024	08/12/2024	A78 Balsam Root Mobe		87.77	
WOOD FOOD & GAS	07/26/2024	08/12/2024	A78 Lower Columbia Mobe		8.74	
SHELL	07/26/2024	08/12/2024	A78 Lower Columbia Mobe		52.75	
PILOT	07/26/2024	08/12/2024	A78 Lower Columbia Mobe		78.70	
CIELO AZUL MEXICAN	07/26/2024	08/12/2024	Lower Columbia Mobe Meals		64.75	
GYRO HOUSE	07/26/2024	08/12/2024	Lower Columbia Mobe Meals		50.24	
WAFFLES GAFFE	07/26/2024	08/12/2024	Lower Columbia Mobe Meals		47.16	
SWEET BEES	07/26/2024	08/12/2024	Lower Columbia Mobe Meals		44.71	
240801002 Across The Street Productions Inc.	1273	08/12/2024	Claims	6700	385.00	25821
Invoice #	Rcvd Date	Due Date	Description		Amount	
25821	07/17/2024	08/12/2024	Blue Card Online Training (Sexton)		385.00	
240801003 Air Exchange Inc	1274	08/12/2024	Claims	6700	1,454.03	91612413
Invoice #	Rcvd Date	Due Date	Description		Amount	
91612413	07/17/2024	08/12/2024	1-2 Littlerock Annual Plymovent Maintenance and		1,454.03	
240801004 BW Printworks	1275	08/12/2024	Claims	6700	147.42	IN005659/2024
Invoice #	Rcvd Date	Due Date	Description		Amount	
IN005659/2024	08/06/2024	08/12/2024	2024 Shift Calendars (x7)		147.42	
240801005 Brookfield Group, The	1276	08/12/2024	Claims	6700	666.05	71903
Invoice #	Rcvd Date	Due Date	Description		Amount	
71903	07/30/2024	08/12/2024	Hosted Voice Over Srvc (Aug 2024)		666.05	
240801006 Capital Business Machines Inc	1277	08/12/2024	Claims	6700	256.59	215698, 215699, 215697
Invoice #	Rcvd Date	Due Date	Description		Amount	
215698	07/17/2024	08/12/2024	1-1 Grand Mound Copies (June)		77.95	
215699	07/17/2024	08/12/2024	1-2 Littlerock Copies (June)		154.81	
215697	07/17/2024	08/12/2024	1-6 Maytown Copies (June)		23.83	
240801007 Carefirst Bluecross Blueshield Payment Administrator	1278	08/12/2024	Claims	6700	261.00	241871003894
Invoice #	Rcvd Date	Due Date	Description		Amount	
241871003894	07/18/2024	08/12/2024	Harris Medical Premium		261.00	
240801008 Cedar Creek Correction Center	1279	08/12/2024	Claims	6700	342.70	2407-1759
Invoice #	Rcvd Date	Due Date	Description		Amount	
2407.1759	08/06/2024	08/12/2024	July 2024 Work Crews		342.70	
240801009 Champion Cleaning Services LLC	1280	08/12/2024	Claims	6700	3,873.28	24-0806, 24-0806, 24-0807, 24-0808
Invoice #	Rcvd Date	Due Date	Description		Amount	
24-0806	08/06/2024	08/12/2024	1-1 Grand Mound Semi-Annual Carpet Cleaning		1,417.92	
24-0806	08/06/2024	08/12/2024	1-3 Rochester Semi-Annual Carpet Cleaning		310.40	
24-0807	08/06/2024	08/12/2024	1-2 Littlerock Semi-Annual Carpet Cleaning		1,341.44	
24-0808	08/06/2024	08/12/2024	1-6 Maytown Semi-Annual Carpet Cleaning		803.52	

VOUCHER APPROVAL TRANSMITTAL

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240801010 Citi Cards	1281	08/12/2024	Claims	6700	2,229.20	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AMAZON	07/26/2024	08/12/2024	Office Supply (Chair - Patraca)	97.04	
	AMAZON	07/26/2024	08/12/2024	Apparatus Supply 4-Cycle Fuel & 50:1 Premix	197.98	
	AMAZON	07/26/2024	08/12/2024	Laptop Charger	29.01	
	COSTCO	07/26/2024	08/12/2024	Bottled Water Pallet (x2)	953.02	
	COSTCO	07/26/2024	08/12/2024	Staff Quarterly Meeting	324.27	
	GRINDSTAFF	07/26/2024	08/12/2024	Plaques (x2, R. Smith, T. Fitzgerald)	269.44	
	OFFICE DEPOT	07/26/2024	08/12/2024	1-3 Rochester White Boards (x2)	149.00	
	PUBLIC HEALTH SRV	07/26/2024	08/12/2024	Foof Permit for Volunteer Recruitment Bash	92.12	
	WA FIRE CHIEFS	07/26/2024	08/12/2024	Train the Trainer Course (Santee, Sexton)	100.00	
	ZOOM	07/26/2024	08/12/2024	Mnthly communications Service	17.32	
240801011 City Of Olympia	1282	08/12/2024	Claims	6700	13,231.41	10403/17256
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	10403/17256	07/17/2024	08/02/2024	A14 Annual Srvc	1,126.40	
	10403/17256	07/17/2024	08/02/2024	A20 A1-6 Annual Srvc	1,419.89	
	10403/17256	07/17/2024	08/02/2024	A24 BN1 Annual Srvc	527.84	
	10403/17256	07/17/2024	08/02/2024	A62 E1-1 Quarterly Srvc	2,335.34	
	10403/17256	07/17/2024	08/02/2024	A63 E1-6 Pump Test	799.71	
	10403/17256	07/17/2024	08/02/2024	A68 B1-2 Pump Test	277.54	
	10403/17256	07/17/2024	08/02/2024	A74 B1-1 Pump Test	261.09	
	10403/17256	07/17/2024	08/02/2024	A74 B1-1 Annual Srvc	1,437.90	
	10403/17256	07/17/2024	08/02/2024	A76 A1-2 Quarterly Srvc	1,702.81	
	10403/17256	07/17/2024	08/02/2024	A78 B1-3 Annual Srvc	790.17	
	10403/17256	07/17/2024	08/02/2024	A78 B1-3 Pump Test	277.54	
	10403/17256	07/17/2024	08/02/2024	A76 A1-2 Repair AC, Cab Side Step, Front Brakes	2,275.18	
240801012 City Sanitary Inc	1283	08/12/2024	Claims	6700	220.21	18567742S188, 18567555S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	18567742S188	08/02/2024	08/12/2024	1-1 Grand Mound Recycle	189.61	
	18567555S188	08/02/2024	08/12/2024	1-3 Rochester Recycle	30.60	
240801013 Clearfly	1284	08/12/2024	Claims	6700	233.17	632485
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	632485	08/02/2024	08/12/2024	Aug 2024 SIP Trunk Srvc	233.17	
240801014 Comcast	1285	08/12/2024	Claims	6700	1,039.94	1030
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1030	07/24/2024	08/12/2024	1-2 Littlerock Phone/Cable	226.77	
	1030	07/24/2024	08/12/2024	1-6 Maytown Phone/Cable	226.66	
	1030	07/24/2024	08/12/2024	1-1 Grand Mound Phone/Cable	216.51	
	1030	07/24/2024	08/12/2024	1-4 Scott Lake Phone	171.95	
	1030	07/24/2024	08/12/2024	1-3 Rochester Phone/Cable	198.05	
240801015 Complete Hearing & Balance	1286	08/12/2024	Claims	6700	400.00	158412, 158602
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	158412	07/31/2024	08/12/2024	CPT codes: 92557, 92567, 99203 (Broumley)	200.00	
	158602	07/31/2024	08/12/2024	CPT codes: 92557, 92567, 99203 (Blocher)	200.00	
240801016 DE Lage Landen	1287	08/12/2024	Claims	6700	280.50	82861040
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	82861040	07/23/2024	08/12/2024	1-2 Littlerock Copier Lease (July 2024)	280.50	
240801017 Davis Dustin James	1288	08/12/2024	Claims	6700	21.70	Lost Warrant Reissue
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	ST WARRANT REISSUE	07/24/2024	08/12/2024	Lost Warrant (1582611 from 7/12/2023) Reissue	21.70	
240801018 Department Of Natural Resources	1289	08/12/2024	Claims	6700	3,792.66	18023882, 18024084
	Invoice #	Rcvd Date	Due Date	Description	Amount	

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	18023882	07/17/2024	08/12/2024	Wildland Supplies (hose, nozzle, gloves, helmets,	3,441.02	
	18024084	07/17/2024	08/12/2024	Wildland Supplies (response pocket guides, shirts)	351.64	
240801019 Eric T. Quinn, P.S.	1290	08/12/2024	Claims	6700	625.00	1775
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1775	08/02/2024	08/12/2024	July 2024 Legal Svcs	625.00	
240801020 First Choice Health Network	1291	08/12/2024	Claims	6700	141.12	0120863
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	0120863	08/02/2024	08/12/2024	EAP Mnthly Svcs July 2024	141.12	
240801021 Fowler Fire LLC	1292	08/12/2024	Claims	6700	1,450.00	6834, 6837
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	6834	07/17/2024	08/12/2024	Fire Officer I Training (Sexton)	475.00	
	6837	07/17/2024	08/12/2024	Fire Officer I & II Training (Christenson)	975.00	
240801022 Home Depot Credit Services	1293	08/12/2024	Claims	6700	159.26	6611326, 6612473, 7763364
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	6611326	07/26/2024	08/12/2024	Apparatus Maintenance Supplies (Rust Block, Tire	56.39	
	6612473	07/26/2024	08/12/2024	Cub Cadet Lawn Mower Battery	83.38	
	7763364	07/26/2024	08/12/2024	Crawfoot Wrench for SCBA's	19.49	
240801023 Intelligent Technical Solutions, LLC	1294	08/12/2024	Claims	6700	4,207.21	160961
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	160961	08/02/2024	08/12/2024	Mnthly Svcs Aug 2024	4,207.21	
240801024 Interpath Laboratory, Inc	1295	08/12/2024	Claims	6700	413.69	3661723, 3660196, 3650333
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	3661723	07/17/2024	08/12/2024	Labs (G. Broumely)	160.29	
	3660196	07/17/2024	08/12/2024	Labs (G. Smith)	126.70	
	3650333	07/17/2024	08/12/2024	Labs (M. Visser)	126.70	
240801025 Joes Refuse Inc	1296	08/12/2024	Claims	6700	180.24	18564101S188, 18563963S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	18563963S188	08/02/2024	08/12/2024	1-3 Rochester Refuse	39.93	
	18564101S188	08/02/2024	08/12/2024	1-1 Grand Mound Refuse	140.31	
240801026 LN Curtis & Sons Inc	1297	08/12/2024	Claims	6700	1,052.70	842678, 843834, 843451, 846790, 849235, 851433
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	842678	07/17/2024	08/12/2024	Fire and Emergency Svc Co. Book (Sexton)	78.95	
	843834	07/17/2024	08/12/2024	Fire and Emergency Svc Co. Book (Christenson)	263.06	
	843451	07/17/2024	08/12/2024	Fire Pants (N. Drake)	339.11	
	846790	07/17/2024	08/12/2024	Urethane O-Ring for SCBA Bottles	95.41	
	849235	07/17/2024	08/12/2024	Essentials of FireFighting Book (Hull, Lohse)	184.11	
	851433	07/17/2024	08/12/2024	Essentials of FireFighting Book (Hardina)	92.06	
240801027 Lincoln Creek Lumber	1298	08/12/2024	Claims	6700	92.06	443077, 443819
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	443077	07/17/2024	08/12/2024	A68 4 Cycle Fuel, Fuel Filter, 50:1 Fuel	59.17	
	443819	07/17/2024	08/12/2024	Facility Maintenance (saw chain)	32.89	
240801028 Mountain Mist Water	1299	08/12/2024	Claims	6700	366.16	29585
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	29585	08/02/2024	08/12/2024	1-2 Littlerock Water	108.39	
	29585	08/02/2024	08/12/2024	1-6 Maytown Water	44.23	
	29585	08/02/2024	08/12/2024	1-1 Grand Mound Water	142.24	
	29585	08/02/2024	08/12/2024	1-3 Rochester Water	71.30	
240801029 Munsell Barbara	1300	08/12/2024	Claims	6700	33.00	July 2024

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240801030 Northwest Water Systems	1301	08/12/2024	Claims	6700	1,145.97	15475, 15616, 15745, 15849																																								
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240801031 On-Hold Concepts Inc	1302	08/12/2024	Claims	6700	19.95	644046																																								
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644046	07/31/2024	08/12/2024	Mnthly On Hold Srvc	19.95																																										
240801032 Pilot Travel Centers LLC	1303	08/12/2024	Claims	6700	390.55	674259930																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>674259930</td> <td>08/02/2024</td> <td>08/12/2024</td> <td>A77 BN1-6</td> <td style="text-align: right;">264.39</td> </tr> <tr> <td>674259930</td> <td>08/02/2024</td> <td>08/12/2024</td> <td>A68 B1-2</td> <td style="text-align: right;">10.68</td> </tr> <tr> <td>674259930</td> <td>08/02/2024</td> <td>08/12/2024</td> <td>A71 STAF-2</td> <td style="text-align: right;">39.40</td> </tr> <tr> <td>674259930</td> <td>08/02/2024</td> <td>08/12/2024</td> <td>A25 CH1-2</td> <td style="text-align: right;">76.08</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	674259930	08/02/2024	08/12/2024	A77 BN1-6	264.39	674259930	08/02/2024	08/12/2024	A68 B1-2	10.68	674259930	08/02/2024	08/12/2024	A71 STAF-2	39.40	674259930	08/02/2024	08/12/2024	A25 CH1-2	76.08															
Invoice #	Rcvd Date	Due Date	Description	Amount																																										
674259930	08/02/2024	08/12/2024	A77 BN1-6	264.39																																										
674259930	08/02/2024	08/12/2024	A68 B1-2	10.68																																										
674259930	08/02/2024	08/12/2024	A71 STAF-2	39.40																																										
674259930	08/02/2024	08/12/2024	A25 CH1-2	76.08																																										
240801033 Puget Sound Energy	1304	08/12/2024	Claims	6700	6,018.32																																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>200017639499</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-1 Grand Mound Bdqt Plan (Jun 2024)</td> <td style="text-align: right;">2,668.35</td> </tr> <tr> <td>220025935044</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-2 Littlerock Bdqt Plan (Jul 2024)</td> <td style="text-align: right;">772.00</td> </tr> <tr> <td>220025935051</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-4 Scott Lake Bdqt Plan (Jul 2024)</td> <td style="text-align: right;">240.00</td> </tr> <tr> <td>220025935077</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-5 Michiqan Hill (May 2024)</td> <td style="text-align: right;">65.67</td> </tr> <tr> <td>220025935069</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-6 Maytown Bdqt Plan (Jun 2024)</td> <td style="text-align: right;">1,513.94</td> </tr> <tr> <td>220006625754</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-7 Old Hwy 99 Bdqt Plan (Jun 2024)</td> <td style="text-align: right;">313.36</td> </tr> <tr> <td>220033813829</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-3 Rochester Bdqt Plan (Jul 2024)</td> <td style="text-align: right;">445.00</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	200017639499	07/17/2024	08/12/2024	1-1 Grand Mound Bdqt Plan (Jun 2024)	2,668.35	220025935044	07/17/2024	08/12/2024	1-2 Littlerock Bdqt Plan (Jul 2024)	772.00	220025935051	07/17/2024	08/12/2024	1-4 Scott Lake Bdqt Plan (Jul 2024)	240.00	220025935077	07/17/2024	08/12/2024	1-5 Michiqan Hill (May 2024)	65.67	220025935069	07/17/2024	08/12/2024	1-6 Maytown Bdqt Plan (Jun 2024)	1,513.94	220006625754	07/17/2024	08/12/2024	1-7 Old Hwy 99 Bdqt Plan (Jun 2024)	313.36	220033813829	07/17/2024	08/12/2024	1-3 Rochester Bdqt Plan (Jul 2024)	445.00
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200017639499	07/17/2024	08/12/2024	1-1 Grand Mound Bdqt Plan (Jun 2024)	2,668.35																																										
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240801034 Quest Diagnostics	1305	08/12/2024	Claims	6700	84.40	9210392593																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>9210392593</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>CPT Code 0019023, 0008766 (Broumely, Barnes)</td> <td style="text-align: right;">84.40</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	9210392593	07/17/2024	08/12/2024	CPT Code 0019023, 0008766 (Broumely, Barnes)	84.40																														
Invoice #	Rcvd Date	Due Date	Description	Amount																																										
9210392593	07/17/2024	08/12/2024	CPT Code 0019023, 0008766 (Broumely, Barnes)	84.40																																										
240801035 Radia Inc PS	1306	08/12/2024	Claims	6700	372.00	ZC8KKY9, ZC9898F, ZC8GZ5H, ZCBTP44																																								
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ZCBTP44	07/17/2024	08/12/2024	CPT Code 71046 (Broumley)	93.00																																										
240801036 Rochester Lumber	1307	08/12/2024	Claims	6700	128.49	1231748, 1231742, 1231733, 1231215, 1231688, 1232522, 1232523																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1231748</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-1 Grand Mound Dorm Shower Repair (plumbers tape,</td> <td style="text-align: right;">13.04</td> </tr> <tr> <td>1231742</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-1 Grand Mound Dorm Shower Repair (tube cutter,</td> <td style="text-align: right;">28.14</td> </tr> <tr> <td>1231733</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>Utility Trailer Paint</td> <td style="text-align: right;">10.28</td> </tr> <tr> <td>1231215</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-3 Rochester HVAC Wall Repair (caulk, wall texture)</td> <td style="text-align: right;">24.89</td> </tr> <tr> <td>1231688</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-3 Rochester HVAC Wall Repair (screen)</td> <td style="text-align: right;">7.32</td> </tr> <tr> <td>1232522</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-1 Grand Mound Dorm Shower Repair (shower head)</td> <td style="text-align: right;">21.65</td> </tr> <tr> <td>1232523</td> <td>07/17/2024</td> <td>08/12/2024</td> <td>1-1 Grand Mound Dorm Shower Repair (plumbers tape,</td> <td style="text-align: right;">23.17</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	1231748	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (plumbers tape,	13.04	1231742	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (tube cutter,	28.14	1231733	07/17/2024	08/12/2024	Utility Trailer Paint	10.28	1231215	07/17/2024	08/12/2024	1-3 Rochester HVAC Wall Repair (caulk, wall texture)	24.89	1231688	07/17/2024	08/12/2024	1-3 Rochester HVAC Wall Repair (screen)	7.32	1232522	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (shower head)	21.65	1232523	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (plumbers tape,	23.17
Invoice #	Rcvd Date	Due Date	Description	Amount																																										
1231748	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (plumbers tape,	13.04																																										
1231742	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (tube cutter,	28.14																																										
1231733	07/17/2024	08/12/2024	Utility Trailer Paint	10.28																																										
1231215	07/17/2024	08/12/2024	1-3 Rochester HVAC Wall Repair (caulk, wall texture)	24.89																																										
1231688	07/17/2024	08/12/2024	1-3 Rochester HVAC Wall Repair (screen)	7.32																																										
1232522	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (shower head)	21.65																																										
1232523	07/17/2024	08/12/2024	1-1 Grand Mound Dorm Shower Repair (plumbers tape,	23.17																																										
240801037 Rochester Water Association	1308	08/12/2024	Claims	6700	57.30	100100																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice #</th> <th style="text-align: left;">Rcvd Date</th> <th style="text-align: left;">Due Date</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>100100</td> <td>07/26/2024</td> <td>08/12/2024</td> <td>1-3 Rochester Water Srvc</td> <td style="text-align: right;">57.30</td> </tr> </tbody> </table>							Invoice #	Rcvd Date	Due Date	Description	Amount	100100	07/26/2024	08/12/2024	1-3 Rochester Water Srvc	57.30																														
Invoice #	Rcvd Date	Due Date	Description	Amount																																										
100100	07/26/2024	08/12/2024	1-3 Rochester Water Srvc	57.30																																										
240801038 Scott Lake Maintenance Co C/O Northwest Water Syst	1309	08/12/2024	Claims	6700	119.20	2267600																																								
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Invoice #	Rcvd Date	Due Date	Description	Amount																																										
2267600	07/30/2024	08/12/2024	1-4 Scott Lake Water Srvc	119.20																																										

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
240801039 Sea-Western Inc	1310	08/12/2024	Claims	6700	550.92	33923	
Invoice #	Rcvd Date	Due Date	Description				Amount
33923	07/17/2024	08/12/2024	Black Hoods (x10)				550.92
240801040 Sound Landscape Professionals, Inc.	1311	08/12/2024	Claims	6700	974.70	08239	
Invoice #	Rcvd Date	Due Date	Description				Amount
08239	07/18/2024	08/12/2024	1-3 Rochester Cut & Remove Downed Tree Limb				974.70
240801041 State Auditors Office	1312	08/12/2024	Claims	6700	1,599.65	L162579	
Invoice #	Rcvd Date	Due Date	Description				Amount
L162579	07/18/2024	08/12/2024	2020-2022 Accountability/Financial Audt (June time)				1,599.65
240801042 Stericycle Inc	1313	08/12/2024	Claims	6700	129.11	8007610612, 8007891607, 8007911482	
Invoice #	Rcvd Date	Due Date	Description				Amount
8007610612	07/17/2024	08/12/2024	1-2 Littlerock Hazo Waste				36.86
8007891607	07/17/2024	08/12/2024	1-3 Rochester Hazo Waste				65.75
8007911482	07/17/2024	08/12/2024	1-2 Littlerock Hazo Waste				26.50
240801043 Systems Design West LLC	1314	08/12/2024	Claims	6700	1,641.12	20241307	
Invoice #	Rcvd Date	Due Date	Description				Amount
20241307	07/31/2024	08/12/2024	June Transports (x62)				1,641.12
240801044 Tumwater Eye Center, Inc.	1315	08/12/2024	Claims	6700	1,245.00	33134, 33065, 33028	
Invoice #	Rcvd Date	Due Date	Description				Amount
33134	07/17/2024	08/12/2024	CPT Codes 92004, 92015, 92250 (Broumley)				415.00
33065	07/17/2024	08/12/2024	CPT Codes 92004, 92015, 92250 (Garcia)				415.00
33028	07/17/2024	08/12/2024	CPT Codes 92004, 92015, 92250 (McCutcheon)				415.00
240801045 Verizon Wireless	1316	08/12/2024	Claims	6700	342.89	9968826176, 9969830058	
Invoice #	Rcvd Date	Due Date	Description				Amount
9968826176	07/24/2024	08/12/2024	Apparatus Cells (x5)				49.28
9969830058	07/24/2024	08/12/2024	R&R Coordinator Cell				41.99
9969830058	07/24/2024	08/12/2024	Captains Cells				171.60
9969830058	07/24/2024	08/12/2024	Modems				80.02
240801046 Wells Fargo Financial Leasing	1317	08/12/2024	Claims	6700	85.28	5030577739	
Invoice #	Rcvd Date	Due Date	Description				Amount
5030577739	07/17/2024	08/12/2024	1-2 Littlerock Copier Lease (7/7 - 8/6)				85.28
240801047 West Thurston Reg Fire PETTY CASH	1318	08/12/2024	Claims	6700	12.50		
Invoice #	Rcvd Date	Due Date	Description				Amount
PETTY CASH	07/31/2024	08/12/2024	Repayment Petty Cash Transaction Fee (June)				12.50
240801048 Wilcox & Flegel	1319	08/12/2024	Claims	6700	6,215.73	0880666-IN, 0883640-IN, 0880660-IN, 0883622-IN, 0886856-IN, 0886841-IN, CL38229	
Invoice #	Rcvd Date	Due Date	Description				Amount
0880666-IN	07/17/2024	08/12/2024	1-1 Grand Mound Diesel (295 gal)				1,199.36
0883640-IN	07/17/2024	08/12/2024	1-1 Grand Mound Diesel (180 gal)				724.73
0880660-IN	07/17/2024	08/12/2024	1-2 Littlerock Diesel (180 gal)				731.80
0883622-IN	07/17/2024	08/12/2024	1-2 Littlerock Diesel (190 gal)				765.01
0886841-IN	07/17/2024	08/12/2024	1-2 Littlerock Diesel (115 gal)				449.08
0886856-IN	07/17/2024	08/12/2024	1-1 Grand Mound Diesel (210 gal)				820.04
CL38229	07/17/2024	08/12/2024	A71 STAF-2				17.77
CL38229	07/17/2024	08/12/2024	A25 CH1-2				39.50
CL38229	07/17/2024	08/12/2024	A14 SU1-8				139.35
CL38229	07/17/2024	08/12/2024	A54 B1-6				23.11
CL38229	07/17/2024	08/12/2024	A77 BN1-6				492.61
CL38229	07/17/2024	08/12/2024	A24 BN1				186.20

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	CL38229	07/17/2024	08/12/2024	A07 E1-7	165.84	

48 Vouchers:

59,609.03

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
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240801050	Benefit Solutions Inc-WSCFF	1321	08/12/2024	Payroll	6700	2,325.00	
	EFT Employee Paycheck	1195	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1231	08/30/2024	Payroll	6700		
240801100	Employee Paycheck	1211	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1232	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1212	08/14/2024	Payroll	6700		
240801102	Employee Paycheck	1213	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1233	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1234	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1235	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1214	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1215	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1236	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1237	08/30/2024	Payroll	6700		
	EFT Department Of Retirement Services Deferred Comp	1268	08/12/2024	Payroll	6700	34,394.14	
	EFT Department Of Retirement Systems Retirement	1269	08/12/2024	Payroll	6700	46,707.14	
	EFT Department Of The Treasury	1270	08/12/2024	Payroll	6700	56,544.88	
	EFT Employee Paycheck	1238	08/30/2024	Payroll	6700		
240801051	Dimartino Associates Brown & Brown of WA, Inc	1322	08/12/2024	Payroll	6700	2,443.98	
	EFT Employee Paycheck	1239	08/30/2024	Payroll	6700		
240801105	Employee Paycheck	1216	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1240	08/30/2024	Payroll	6700		
240801052	GET Program	1323	08/12/2024	Payroll	6700	287.00	
	EFT Employee Paycheck	1196	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1241	08/30/2024	Payroll	6700		
240801053	HRA VEBA Trust	1324	08/12/2024	Payroll	6700	7,200.00	
	EFT Employee Paycheck	1197	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1242	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1217	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1243	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1244	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1245	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1246	08/30/2024	Payroll	6700		
240801054	IAFF Local 3825 Treasurer	1325	08/12/2024	Payroll	6700	6,421.96	
	EFT Employee Paycheck	1218	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1247	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1219	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1248	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1249	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1220	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1198	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1250	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1221	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1251	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1252	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1199	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1253	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1200	08/15/2024	Payroll	6700		
	EFT Employee Paycheck	1254	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1222	08/14/2024	Payroll	6700		
	EFT Employee Paycheck	1255	08/30/2024	Payroll	6700		
	EFT Employee Paycheck	1256	08/30/2024	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time:

09:31:58 Date: 08/14/2024

08/12/2024 To: 08/12/2024

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
240801112 Employee Paycheck	1223	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1224	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1257	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1258	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1225	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1259	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1260	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1201	08/15/2024	Payroll	6700		
EFT Employee Paycheck	1261	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1226	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1262	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1202	08/15/2024	Payroll	6700		
EFT Employee Paycheck	1263	08/30/2024	Payroll	6700		
240801116 Employee Paycheck	1227	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1264	08/30/2024	Payroll	6700		
EFT Employee Paycheck	1265	08/30/2024	Payroll	6700		
240801055 Trusteed Plans	1326	08/12/2024	Payroll	6700	53,898.03	
240801117 Employee Paycheck	1228	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1229	08/14/2024	Payroll	6700		
EFT Employee Paycheck	1230	08/14/2024	Payroll	6700		
EFT Washington State Support Registry	1271	08/12/2024	Payroll	6700	768.66	
240801056 West Thurston Fire - House Funds	1327	08/12/2024	Payroll	6700	210.00	
				75 Vouchers:	<u>454,609.47</u>	



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

July 8, 2024 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-3

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 17:30 hours.

Commissioners: Scott, Ricks, Culleton, Reed, Merryman (Zoom)

Chief:

Asst. Chief: N. Drake

Battalion Chief: R. Stone

Captains: B. Christenson, E. Smith

Lieutenants: T. Sexton, E. Palmerson, I. Garza, M. Morales (Zoom)

Firefighters: C. White, M. Bennett (Zoom), R. Santee (Zoom), T. Trott (Zoom), A. Hall, J. Hoskison (Zoom)

Volunteer: S. Brownell (Zoom)

Admin: Admin Svcs Director/Secretary S. Hemminger, Recruit & Retention Coord. A. Reynoldson

Union Representative: A. Trautman

Guests: Linda Ricks, Emily Morales (Zoom), Diana Balsam (Zoom)

Additions/Deletions to the Agenda: Chief Interview, Captains to Battalion Chiefs, Beaver Creek Property

Public Comments/Presentations: None

Labor Management: A. Trautman reported that the Blood Drive went great, and they had 50% over what they planned. Light Duty – two people still on light duty.

New Business:

1. Expenditure Approval – Commissioner Ricks moved to approve the total expenditure amount of \$611,221.21. Commissioner Culleton seconded the motion. Motion carried 6-0.
2. Meeting Minutes – Commissioner Ricks moved to approve the June 10, 2024, and June 24, 2024, meeting minutes. Commissioner Merryman seconded the motion. Motion carried 6-0.
3. Resolution 2024-004 Warrant Cancellations – Commissioner Culleton moved to approve Resolution 2024-004 Warrant Cancellations. Commissioner Scott seconded the motion. Motion carried 6-0.
4. RFQ Station 1-3 Mini-Split for Watch Office – Four bids were received through the RFQ process, and the lowest bid was selected. Commissioner Culleton moved to approve the bid from Capitol Heating for \$4260.00 plus tax. Commissioner Ricks seconded the motion. Motion carried 6-0.
5. Leave of Absence Request – FF C. White submitted a request for a leave of absence from August 1, 2024, through December 31, 2024. FF White tentatively accepted a position with Tumwater Fire Department on the condition they receive the new Medic One Unit. Policy 2021 Personnel – Career Employees Leave and Benefits Section 3.6a *“Requests for a leave of absence must be in writing to the Fire Chief, who will forward to the Board for consideration in cases not authorized in this policy. Generally, leave of absence request to pursue outside employment will not be approved.”* Commissioner Dahl called for a motion. Commissioner Scott moved to approve the Leave of Absence request; Commissioner Reed recused himself from the vote for personal reasons. Motion failed 4 no’s, 1 yes.

Unfinished Business (action items): None

Unfinished Business (non-action items): Sale of Beaver Creek Property and Attorney recommendation on how to proceed was provided. Commissioner Scott recommended this issue be tabled for the Workshop Meeting.

Communications:

- 1 June 2024 Thurston County Treasurers report presented.
- 2 Recruit & Retention Coordinator Grant. Secretary Hemminger updated the Board on the Recruit & Retention Coordinator Grant after meeting with FEMA. The Grant will only cover salary and benefits, not supplies as originally thought.

Chief/Training/EMS/Shift Reports: Refer to printed reports.

Recruit & Retention Coordinator Update: Summer Bash will be on July 20th, 2024, at Station 1-2 on Littlerock Rd., starting at 11a.m.

Commissioner Reports:

- Commissioner Ricks – Bylaw changes sent to the County Commissioners for review.
- Commissioner Merryman – Reached out to the School Board reference the Capitol Forest timber sales being blocked by the Thurston County Commissioners, and they want to partner with the RFA with continued appeals due to a significant reduction in revenue.

Good of the Order:

Adjournment: The board adjourned the meeting at 1813 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Calvin Dahl, Board Member

John Ricks, Board Member

Robert Scott, Board Member

Tom Culleton, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

July 11, 2024 – Workshop Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 17:37 hours.

Commissioners: Scott, Ricks, Culleton, Reed, Merryman (Zoom)

Chief:

Asst. Chief:

Battalion Chief: R. Stone

Captains:

Lieutenants: M. Morales

Firefighters: T. Fox

Volunteer:

Admin: Admin Svcs Director/Secretary S. Hemminger, Admin Asst. L. Patraca

Union Representative: A. Trautman

Guests: Emily Morales

Additions/Deletions to the Agenda: None

Public Comments/Presentations: None

Labor Management: A. Trautman – FF/EMT Tom Sexton is temporarily being promoted to Lt. in charge of training. Trautman confirmed two FF/EMT’s out on injuries and Part-Time Temporary FF/EMT’s filling their shifts.

New Business: None

Unfinished Business (action items): FF C. White Leave of Absence revisited. A second letter from White was received requesting a leave of absence for education opportunities by accepting a position with Tumwater Fire Department as an FF/EMT enrolled in paramedic school. Per Personnel Policy 2021 – Career Employees Leave and Benefits Section 3.7 A. *Leave without pay may be granted for prolonged illness, maternity causes, educational pursuit, or other reasons as approved. Though the employee may retain his or her relative job status, no pay or other compensation is received during this leave.* Commissioner Ricks is concerned this will set a precedent for future requests for leave of absence while taking a position with another employer. All Commissioners concurred this will not set a precedent. Commissioner Scott made a motion to accept FF White’s second request for a leave of absence. Commissioner Culleton seconded the motion. Commissioner Reed recused himself for personal reasons. Motion carried 5-0.

Unfinished Business (non-action items): Board Secretary S. Hemminger provided a budget process overview, factors taken into account when putting the budget together, reoccurring expenses, establishing a facility and fleet reserve and how salaries are put together. Secretary S. Hemminger also provided a Levy Projections Worksheet and discussed the importance of running a Maintenance and Operations Levy in 2024. The RFA has an aging fleet that requires more maintenance, the facilities have aging mechanics, roofs, and one facility needs

a new well and plumbing. Secretary S. Hemminger advised the Board that the RFA can only run a one-year M & O under the RFA and recommends an M & O Levy at .38 cents to move the RFA into 2026 without a budget shortfall. Commissioner Ricks moved to approve an M & O Levy in the amount of .38 cents. Commissioner Culleton seconded the motion. Motion carried 6-0.

Communications: None

Chief/Training/EMS Reports: None

Recruit & Retention Coordinator Update: None

Commissioner Reports: None

Good of the Order: None

Adjournment: The board adjourned the meeting at 1822 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Calvin Dahl, Board Member

Robert Scott, Board Member

Jeff Merryman, Board Member

John Ricks, Board Member

Tom Culleton, Board Member

Mike Reed, Board Member



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

July 22, 2024 – Governing Board Business Meeting at 18720 Sargent Rd SW, Rochester St. 1-3

Call to Order/Attendance: Commissioner Dahl called the meeting to order at 17:30 hours.

Commissioners: Scott, Ricks, Culleton, Merryman, Reed (Excused)

Chief:

Asst. Chief: N. Drake

Battalion Chief: R. Stone

Captains:

Lieutenants: J. Swecker, T. Sexton, M. Morales, E. Palmerson (Zoom)

Firefighters: R. Santee, D. Miller, R. Lohse, B. Devert (Zoom)

Volunteer: B. Crabb, N. Eliason, T. Berryman

Admin: Admin Svcs Director/Secretary S. Hemminger, Recruit & Retention Coord. A. Reynoldson

Union Representative: A. Trautman

Guests: Chief Andrew Schaffran, Emily Morales, Diana Balsam (Zoom)

Additions/Deletions to the Agenda: None

Public Comments/Presentations: Chief Andrew Schaffran – provided a handout and discussed the possibility of the RFA partnering with Tenino and S.E. Thurston Fire Districts.

Labor Management: None

New Business:

1. Resolution 2024-005 2024 Maintenance and Operation Levy. - Commission Culleton moved to approve Resolution 2024-005. Commissioner Scott seconded the motion. Motion carried 5-0.
2. Prothman Employment Agency for Chief Recruitment – Commissioner Scott expressed his concern of not being able to afford the cost. Commissioner Merryman suggested searching for a Business Manager to fill the Chief position. Commissioner Dahl asked Commissioner Merryman who he suggests will do the search, application review, and perform interviews. Commissioner Dahl stated that the Commissioners perform the Chief Interview rather than staff.
3. Staffing – Acting Chief Drake recommended to the Board that the RFA should hire an FF/EMT from the established list to fill FF C. White’s position with the exception being if FF C. White returns from his leave of absence, the new hire will be laid off. The board agreed to this recommendation. Commissioner Scott moved to approve the hiring of a FF/EMT from the established hiring list. Commissioner Culleton seconded the motion. Motion carried 5-0.
4. Town Hall Meeting Scott Lake Community – Commissioner Culleton is working with the Scott Lake Board to set a date for a Town Hall Meeting. Commissioner Merryman and Commissioner Scott volunteered to attend the Town Hall Meeting.

Unfinished Business (action items): None

Unfinished Business (non-action items): None

Communications: None

Chief/Training/EMS/Shift Reports: None

Recruit & Retention Coordinator Update: None

Commissioner Reports: Commissioner Culleton attended a meeting where the WA ST Insurance Commission provided a presentation and part of it was explaining by insurance rates are going up. Commissioner Culleton advised that the cost increases are do in part to the catastrophic incidents that are occurring and the cost in managing these incidents are spread across all states.

Good of the Order: Commissioner Merryman noted that Indigenous Peoples Day is October 14th, 2024, if we wanted to reach out to the Chehalis Tribe to participate.

Adjournment: The board adjourned the meeting at 1813 hours.

Submitted for Board approval by:

Shannon Hemminger, Secretary

Calvin Dahl, Board Member

John Ricks, Board Member

Robert Scott, Board Member

Tom Culleton, Board Member

Jeff Merryman, Board Member

Mike Reed, Board Member

WASHINGTON FIRE COMMISSIONERS ASSOCIATION



2024 WAGE & BENEFIT SURVEY

All fire districts/RFAs complete:

PART I - GENERAL INFORMATION

Today's Date: 5-23-2024
Fire District/RFA: West Thurston Regional Fire Authority
Mailing Address: 10828 Littlerock Rd SW Olympia WA 98512
Survey Contact Person: _____ Phone: (____) _____
Linda Patraca 360-273-5582
Email Address: Linda.Patraca@wtrfa.org

- 1. Service area population—include contract area(s): 23,360
- 2. Square miles served by fire district/RFA—include contract area(s): 15.40
- 3. Insurance rating for fire protection: 4 Within district/RFA boundary
4 Within contract area
- 4. Area classification: Urban Suburban Rural Agricultural
- 5. Total number of stations: 5
- 6. Total number of calls last year: 3,471
Of the total number listed above, how many were:
a. Fire calls 171
b. EMS/rescue 2,555
c. Hazardous materials 54
d. Other calls (clean-up, wash down, etc.) 691
- 7. Does your fire district/RFA generally transport BLS? Yes No
- 8. Does your fire district/RFA generally transport ALS? Yes No
- 9. Total number of paid employees: Full Time 36
Part Time 2
- 10. Total number of volunteers: 42
- 11. Total number of resident firefighters: 0
- 12. Total number of sleepers: 45

Fire District/RFA: WTRFA

Budget

13. Total assessed value (current year): \$ 5,685,389,198
14. Tax revenue (current year):
- a. Regular property tax \$ 5,589,858
 - b. Special excess levy \$ 0
 - c. G. O. bond \$ 375,705
 - d. EMS levy \$ 0
 - e. Other tax revenue (timber, etc.) \$ 20,000
15. Other revenue (current year):
- a. Benefit assessment \$ 0
 - b. Interest bearing warrants \$ 0
 - c. Fire protection contract(s) \$ 572,586
 - d. Other contract agreement(s) \$ 1,203,208
 - e. Grants \$ 140,700
 - f. Miscellaneous revenue \$ 65,000
16. Expenditures (current year):
- a. Salaries \$ 4,156,708
 - b. Personnel benefits \$ 1,812,623
 - c. Supplies \$ 231,575
 - d. Other services \$ 1,345,878
 - e. Intergovernmental services and taxes \$ 0
 - f. Capital outlay \$ 0
 - g. Debt service \$ 0

Revenue Ballot Measure

17. Did your district/RFA pass a ballot measure within the last 12 months? Yes No
- If yes, what type?
- Lid Lift Duration: 6 year term
 - EMS Duration:
 - Excess Levy Duration:
 - Benefit Charge Duration:

Fire District/RFA: WTRFA

Districts/RFAs with volunteer personnel please complete:

PART II - VOLUNTEER INFORMATION

1. Are volunteers compensated? Wages Reimbursement None
2. Does your district/RFA have a resident firefighter program? Yes No
3. Does your district/RFA use a point system? Yes No
If yes, explain point value (dollars or other): _____
4. Wage/reimbursement schedule for the volunteers:

<u>JOB TITLE</u>	WAGES (\$ PER HOUR)		REIMBURSEMENT (\$ PER INCIDENT)	
	DRILL	TURNOUT	DRILL	TURNOUT
a. Fire Chief				
b. Deputy Chief				
c. Asst. Chief				
d. Batt. Chief				
e. Captain				
f. Secretary				
g. Lieutenant				
h. Firefighter				\$180 per 24 hr. shift
i. Firefighter/EMT				\$160 per 24 hr. shift
j. Firefighter/Para				
k. EMT only				\$120. per 24 hr. shift

Uniforms

5. Is there a uniform allotment for the volunteers? Yes No
If yes, individual annual cash allotment: \$_____
6. Are uniforms furnished by your district/RFA? Yes No
7. Who is responsible for uniform maintenance (laundry/cleaning/repair)?
 District/RFA Volunteer—at own expense Volunteer—part of uniform cash allotment
8. Is there a safety work shoe allotment? Yes No
If yes, individual annual cash allotment: \$_____
9. Are safety work shoes furnished by your district/RFA? Yes No
10. Is turnout/bunker gear furnished by your district/RFA? Yes No

Medical/Physical Examination

11. Does your district/RFA require a medical exam prior to enrollment as a volunteer? Yes No
12. Does your district/RFA require periodic medical exams of volunteers? Yes No
13. Is release of the medical report to your district/RFA mandatory? Yes No

Fire District/RFA: _____

14. Does your district/RFA assign a physician? Yes No
15. Does your district/RFA pay examination cost? Yes No
16. Is examination considered compensated time? Yes No
17. Is there a counseling process on examination results? Yes No
18. Is medical coverage available other than the Volunteer Relief and Pension System? Yes No
19. Is disability insurance provided other than the Volunteer Relief and Pension System? Yes No
20. Is vision care provided for volunteers? Yes No
21. Is life insurance provided for volunteers? Yes No
22. Are dependents of volunteers covered under medical and/or dental? Yes No

Fire District/RFA: WTRFA

Districts/RFAs with **full-time paid** personnel please complete:

PART III - ANNUAL SALARIES

1. **ANNUAL** base pay schedule for **full-time paid** personnel:

	<u>Minimum per year</u>	<u>Maximum per year</u>
a. Administrator/Executive Director	99,576	99,576
b. Fire Chief	152,736	152,736
c. Deputy Chief		
d. Assistant Chief	120,000	120,000
e. Assistant Chief (EMS)		
f. Battalion Chief	122,244	122,244
g. Division Chief		
h. Captain	110,016	112,824
i. Lieutenant	100,608	103,428
j. Secretary (District/RFA)		
k. Secretary (Department)		
l. Office Manager		
m. Administrative Assistant	71,868	71,868
n. Administrative Specialist		
o. Office Assistant/Receptionist		
p. Finance Officer		
q. Accounting Assistant		
r. Payroll Analyst		
s. Human Resources Coordinator		
t. Human Resources Manager		
u. Training Officer		
v. EMS Coordinator		
w. Volunteer Coordinator	62,496	62,496
x. Public Information Officer		
y. Public Education Specialist		
z. Community Coordinator		
aa. Health/Safety Officer		
bb. Fire Marshal		
cc. Inspector		
dd. Engineer		
ee. Intern/Temporary Firefighter	not less than minimum wage	
ff. Firefighter		
gg. Firefighter/EMT	84,624	94,032
hh. EMT		
ii. Firefighter/Paramedic		
jj. Paramedic		
kk. Firefighter/Mechanic		
ll. Mechanic		
mm. Mechanic Supervisor		
nn. Driver		
oo. Dispatcher		
pp. Facilities Maintenance	48,744	48,744
qq. Facilities Maintenance Manager		
rr. Fleet Maintenance		
ss. Fleet Maintenance Manager		
tt. IT Technician		
uu. IT Manager		
vv. Network Systems Manager		
ww. Purchasing Officer		
xx. Supply Coordinator		
yy. _____		
zz. _____		



WEST THURSTON REGIONAL FIRE AUTHORITY

CHIEF REPORT | July 2024 *Assistant Chief N. Drake*

CHIEF'S RECAP

Staffing

Staffing has been fluctuating over the last several months. July was no different as we had 3 firefighters out for 2 weeks or more due to injury or illness. With that being said, we did see a reduction of both sick time use (621 to 446) and shift OT (384 to 265) from last month with no mandatory OT. I believe this was due to Firefighters returning from injury and adding an additional temp FF. We still do have 2 firefighters out on injury with another scheduled for surgery later this month. I will be monitoring this closely in the next couple months to ensure proper staffing is met to keep OT costs down and moral up. We had a Firefighter take a leave of absence for 6 months that started August 1st. To fill the vacancy, we offered a full time FF/EMT job to FF Steve Ruiz who accepted and started on August 1st on B-Shift.

Tribal Contract

Last month we received the final ruling on the Summary Judgment brought by the Chehalis Tribe. The court ruled in our favor and dismissed the plaintiff's complaint. Prior to the judgment the Tribe voluntarily dismissed count 2 of the complaint. We are working with our legal counsel to schedule a meeting with the Chehalis Tribe to discuss normalizing our relationship moving forward.

Wildland Mobilizations

During July WTRFA deployed personal and brush units on 4 mobilizations. These State Mobilizations provide our agency with additional funding while being able to assist agencies that have a need. We bill WSP State Mobilization for the Brush Truck at a rate of \$1,467 per day and all personnel overtime time and coverage is paid in full. Mobilization is a great opportunity for our personnel to get some quality experience while the agency makes some additional funds.

1. 7/4 to 7/7: Road 7 Fire and Balsam Root Fire. B1-3: Kaleiwahea, Hoskison, Crabb STL: Berryman
2. 7/10 to 7/12: Lower Columbia Pre Po. B1-3: Kaleiwahea, Cooper, Crabb
3. 7/14 to 7/28: Falls Fire in Burns, OR B1-3: Kaleiwahea, Cooper
4. 7/22 to Current: Big Horn Fire then Retreat Fire STL: Berryman

Facility Maintenance

1. HVAC replacement at Station 1-3 was completed and working
2. Station 1-1 had a domestic water issue where water was not flowing to the building. It was determined to be a faulty backflow preventer valve that was cleaned and temporarily fixed. An RFQ was created and advertised for full replacement with back up options to create serviceable system.
3. Boost pump at Station 1-6 was continuously run and would not get up to pressure and shut off. Plumber was called out and determined pump needs to be replaced. Pump has been ordered and is scheduled to be fix mid-month. Water can still be used but pump must be turned on and then turned off manually.



Community Events

1. Blood Drive July 1st at Station 1-1. Great event put on by American Red Cross that exceeded their expectation. Planning another event in September.
2. Had Summer Bash at Station 1-2 July 20th. Had a great turn out and it was a fun event for the community. Thank you to all those that volunteered to help with this event.

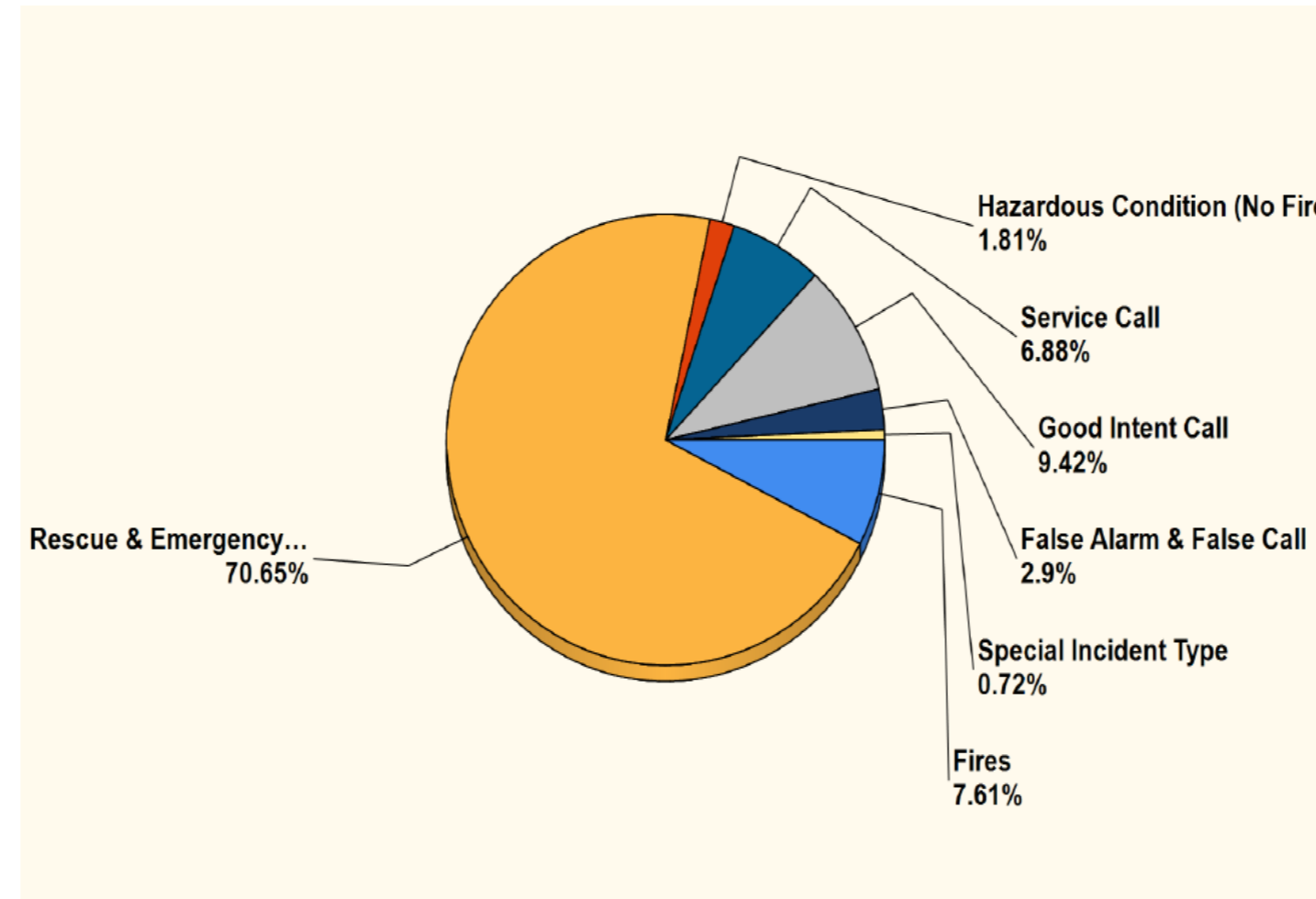
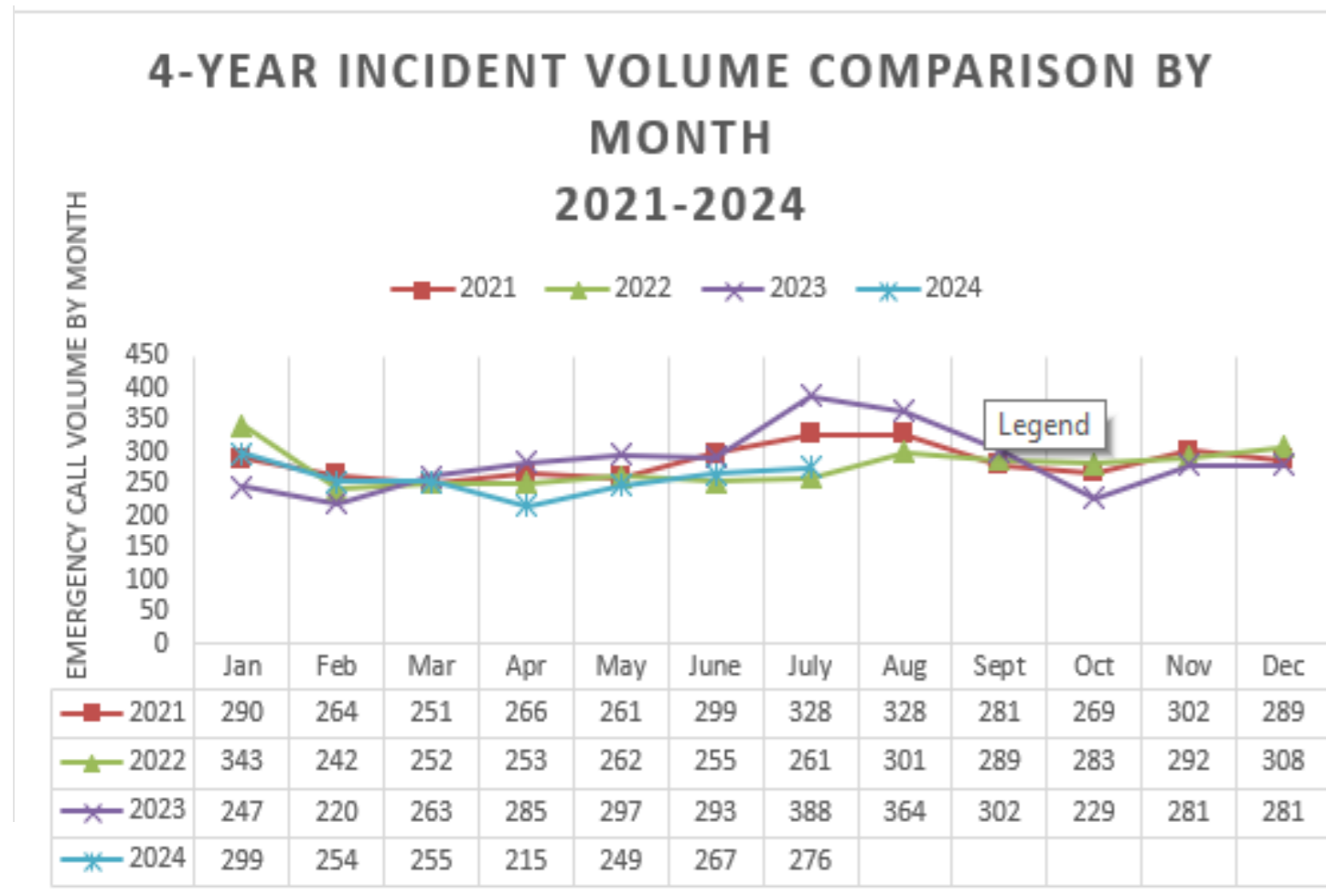
Recruit Training

1. We continue to train with our new recruits, making sure to keep them engaged with PACT drills every other Tuesday.
2. On July 14th 11 of our recruits completed Initial Wildland Fire Training by Lt. Lyon, FF Cooke and FF Davis.
3. We had 10 recruits apply for EMT Class and I am happy to report all 10 were accepted. The EMT Class starts later this month and will be completed in December.
4. We expect to have 5 recruits attend Fire Academy this fall.

WEST THURSTON REGIONAL FIRE AUTHORITY



2024 BY THE NUMBERS – Monthly Report July 2024
Assistant Chief Nathan Drake

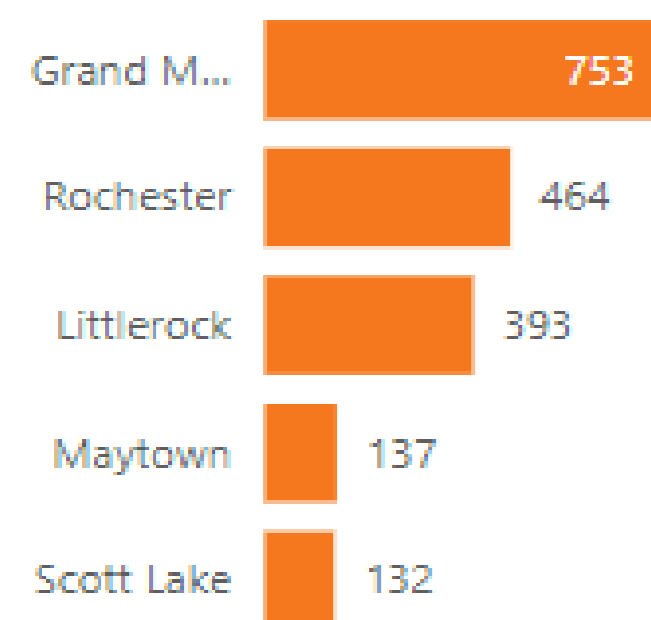


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	21	7.61%
Rescue & Emergency Medical Service	195	70.65%
Hazardous Condition (No Fire)	5	1.81%
Service Call	19	6.88%
Good Intent Call	26	9.42%
False Alarm & False Call	8	2.9%
Special Incident Type	2	0.72%
TOTAL	276	100%

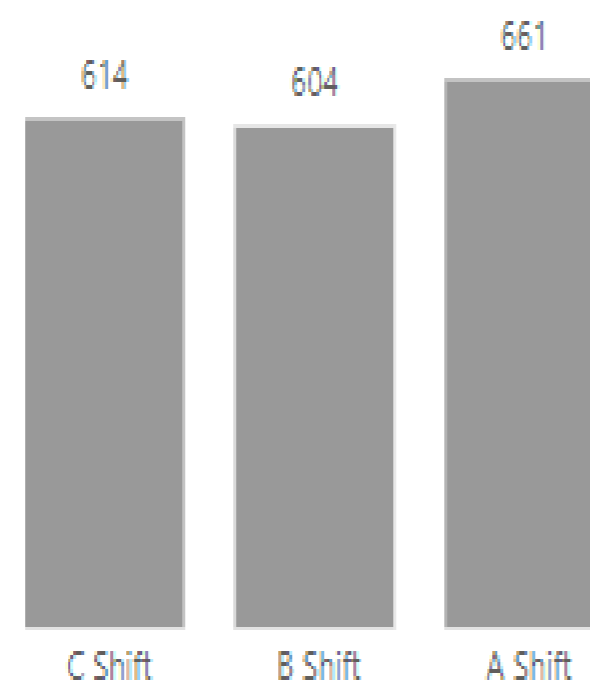
Calls by Station

Calls by Shift

Top Stations by # of Incidents



of Incidents by Shift



- 1895 FOR YEAR
- 1993 PRIOR YEAR
- 98 CHANGE PYTD
- 5% % PYTD

JULY AVERAGE PRIMARY RESPONSE TIME 8:19

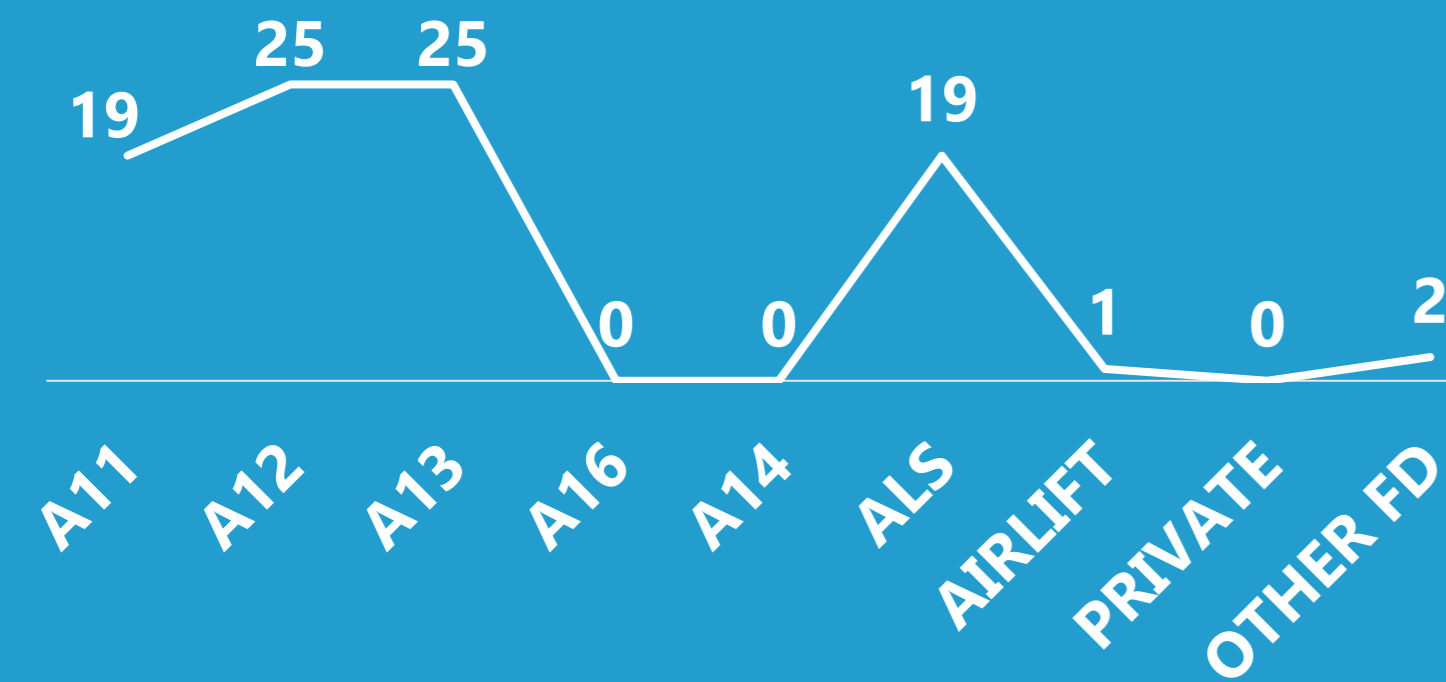
July CALLS = 276

34.31% OVERLAPPING CALLS (94) IN JULY

WTRFA INCIDENT RESPONSE SUMMARY

PATIENT TRANSPORTS

WTRFA AID UNIT TRANSPORTS – JULY



YTD WTRFA TRANSPORTS



471

JULY WTRFA TRANSPORTS



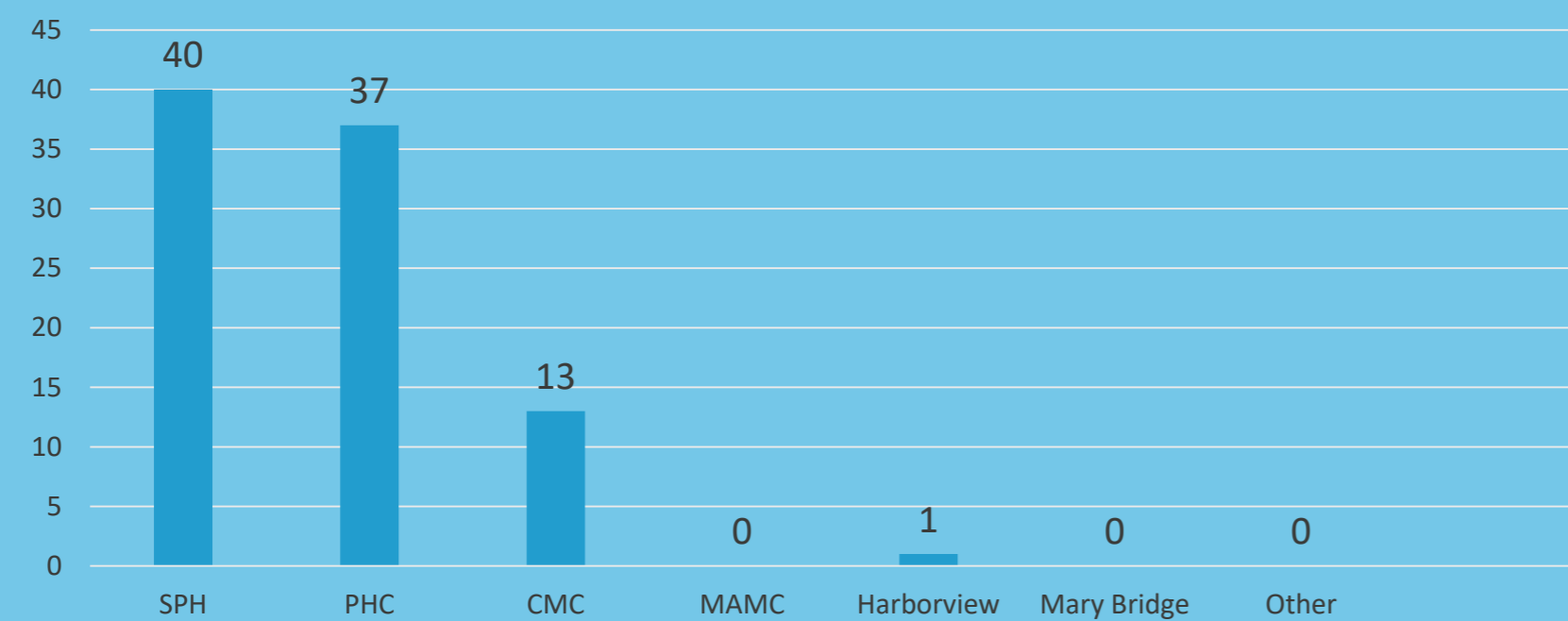
69

Total Transports YTD

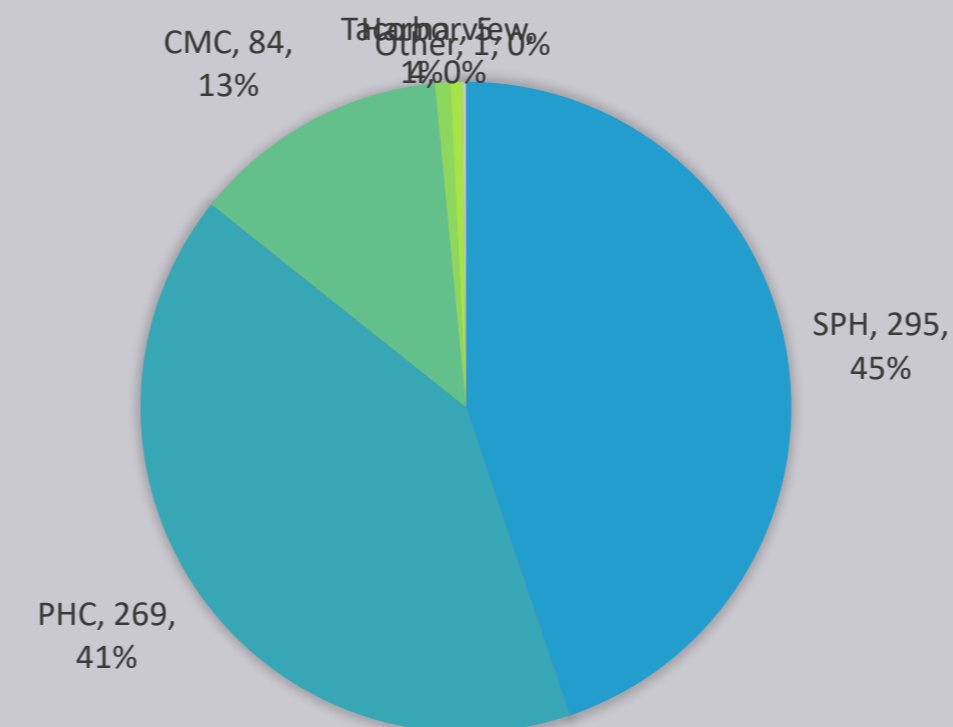


ALS = 169
BLS = 490

TRANSPORT DESTINATION – JULY



DESTINATION - YTD



MUTUAL AID/AUTO AID RECEIVED IN JULY



11 CALLS

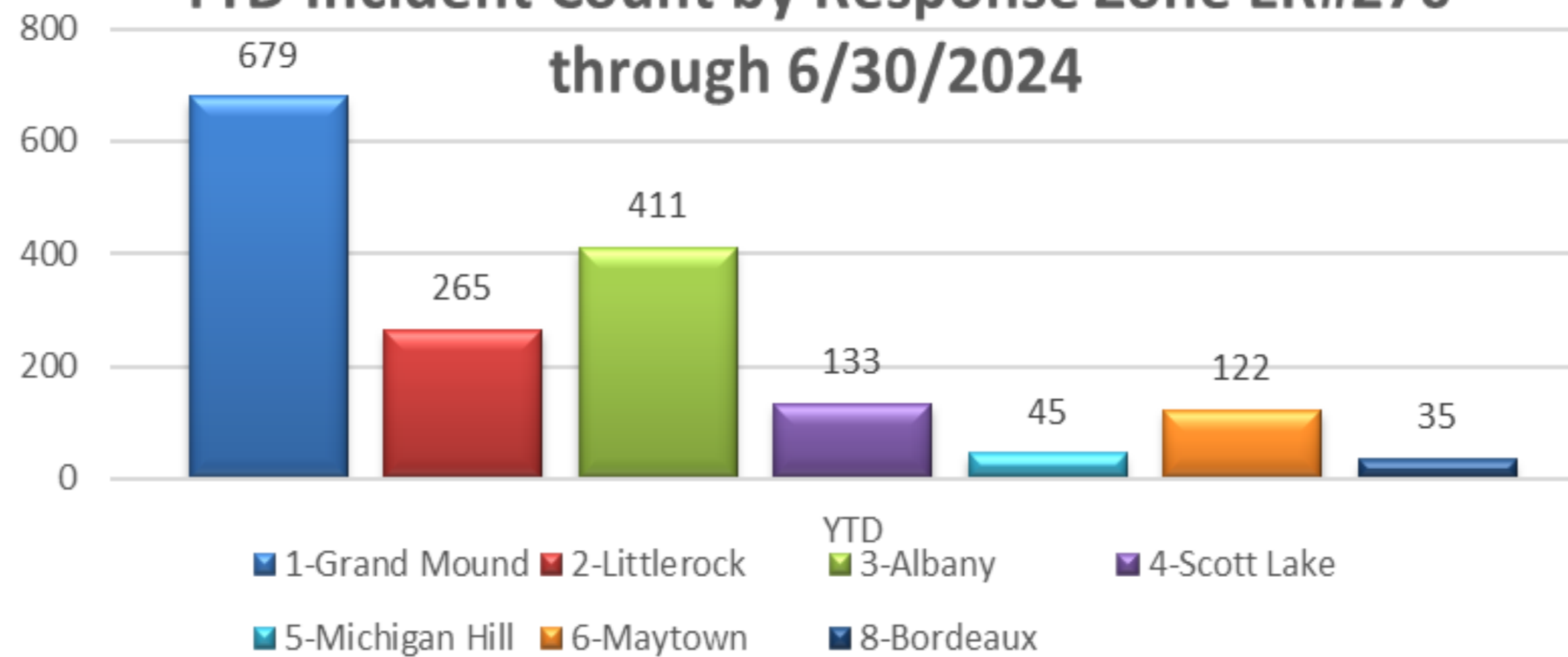
Average Response Time COMPLIANCE YTD



7:54 *ER1645 Initial Unit
Arrival in Primary Zones
1,2,3,4,6

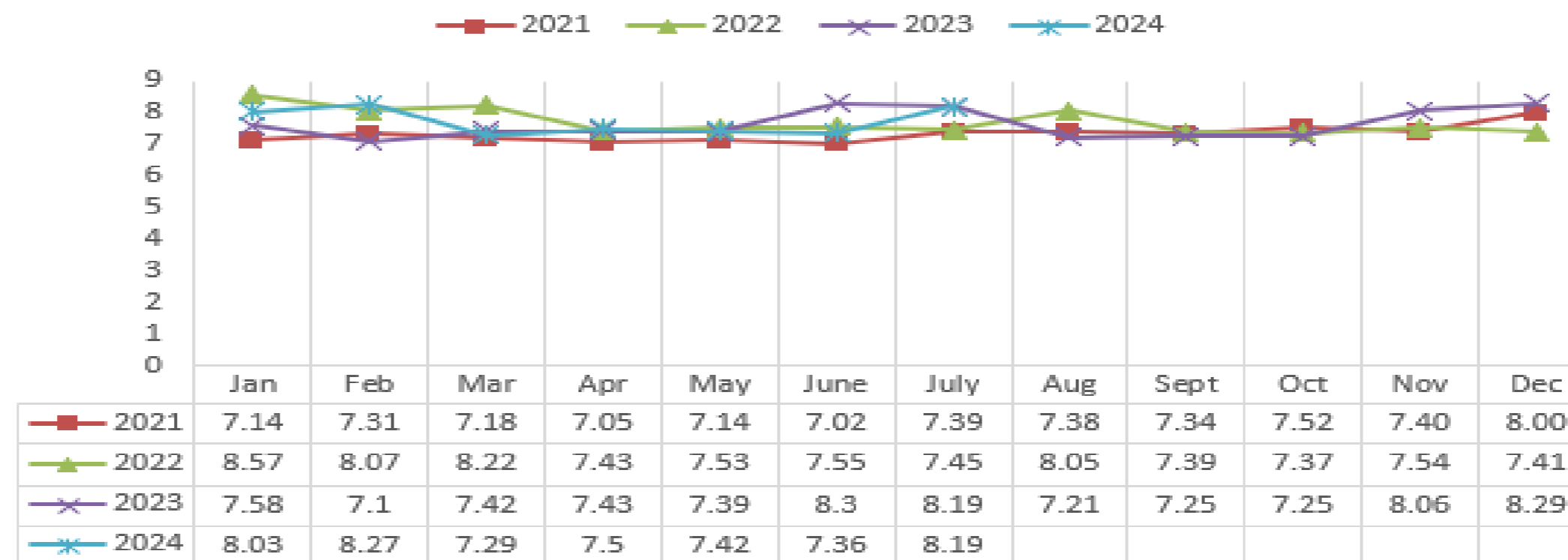
YTD Incident Count By Response Zone

YTD Incident Count by Response Zone ER#270 through 6/30/2024



Average Response Time By Month

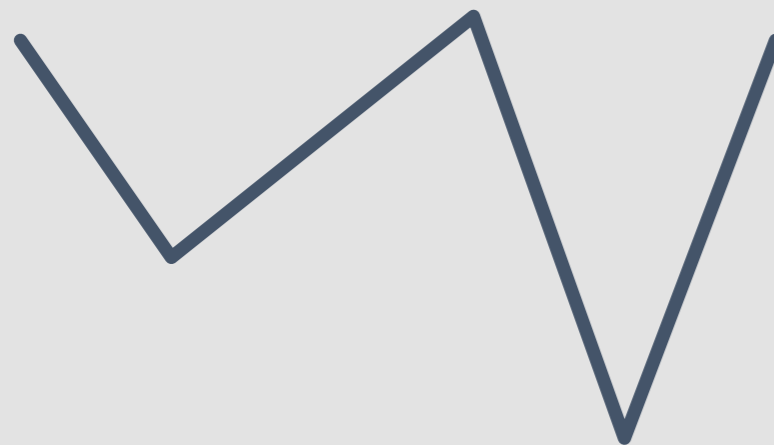
2021-2024 AVERAGE RESPONSE TIME BY MONTH



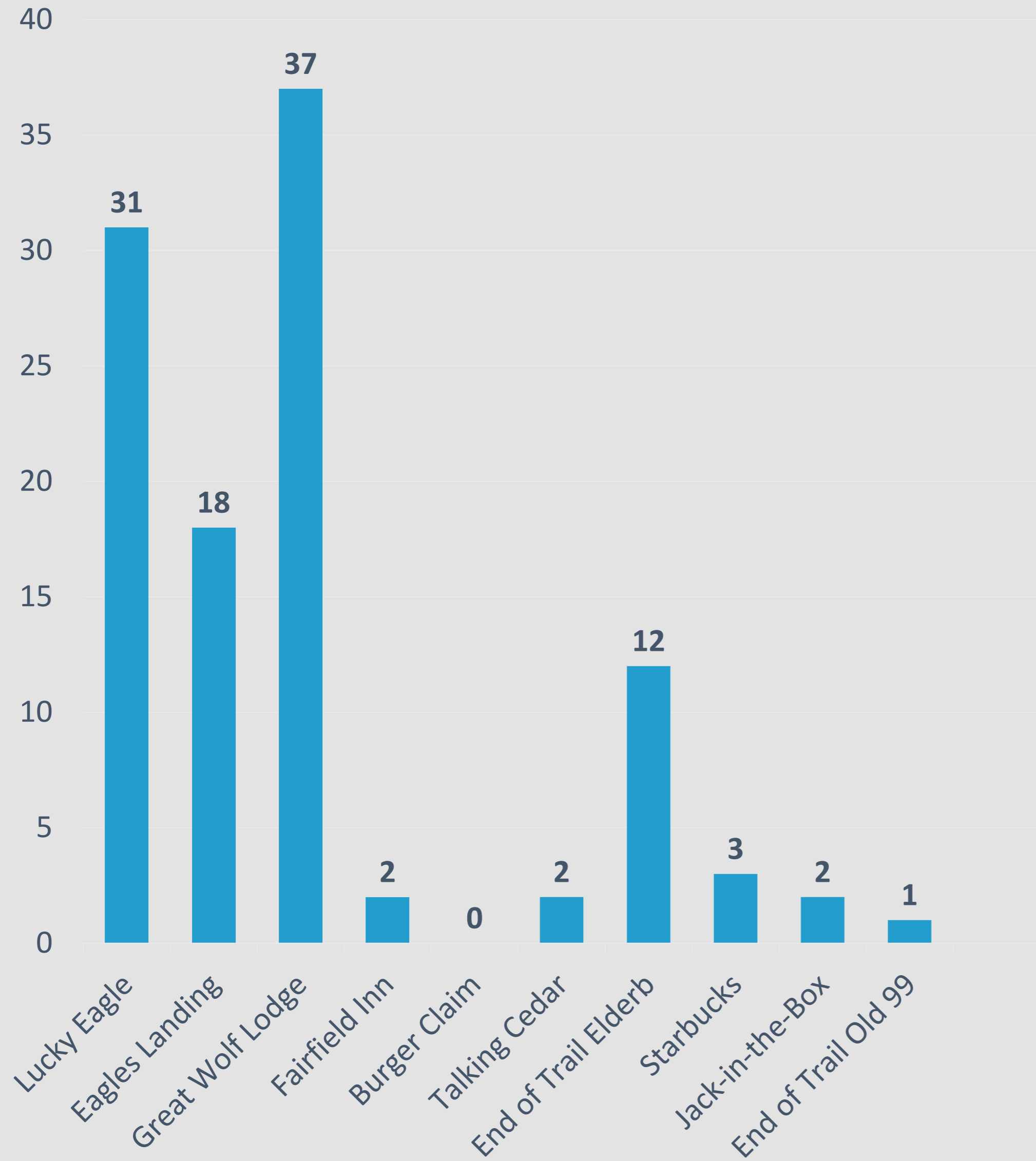
Breakdown per Zone July

ZONE	# INCIDENTS
1 - Grand Mound	87
2 - Littlerock	38
3 - Rochester	68
4 - Scott Lake	19
5 - Michigan Hill	6
6 - Maytown	21
8 - Bordeaux / Mima / Gate	5
Capitol Forest - Capitol Forest Zone	6
I-5 Sta 1 - I-5 Station 1-1 Area	10
I-5 Sta 2 - I-5 Station 1-2 Area	2
I-5 Sta 6 - I-5 Station 1-6 Area	3
MA-FD 2 - TCFD 2 - Yelm / Rainier	1
MA-FD 4 - TCFD 4 - Tenino	3
MA-FD 6 - TCFD 6 - East Olympia	2
MA-FD 9 - TCFD 9 - McLane / Black Lake	1
MA-Grays Harbor - Grays Harbor County	1
MA-Lewis - Lewis County	1
MA-TFD - Tumwater FD	2
TOTAL:	276

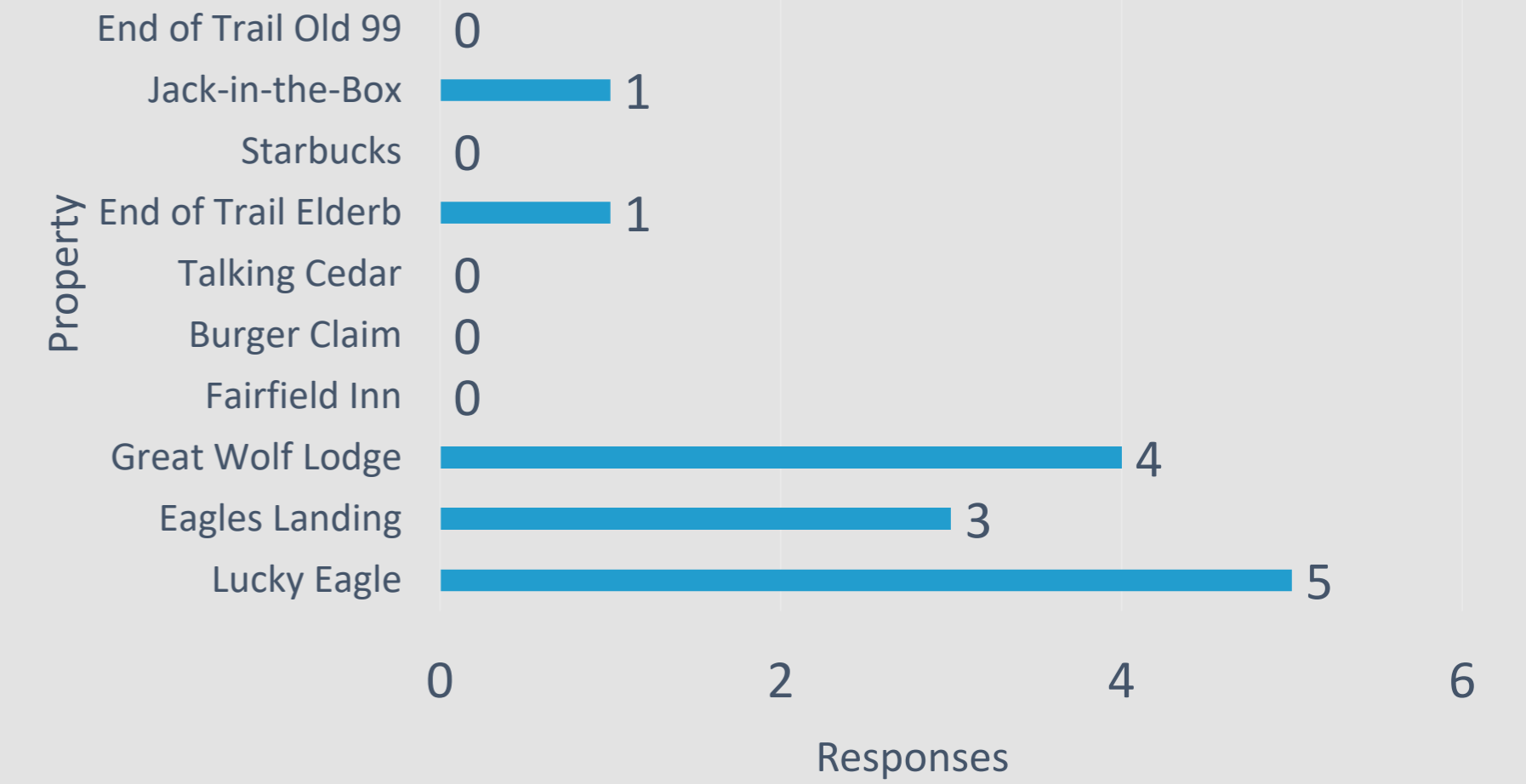
37% Overlapping Calls YTD



TRIBAL PROPERTY RESPONSES - YTD



TRIBAL PROPERTY RESPONSES - July



8,014

Total Personnel Hours/June
(Includes all volunteer
and career time)

265

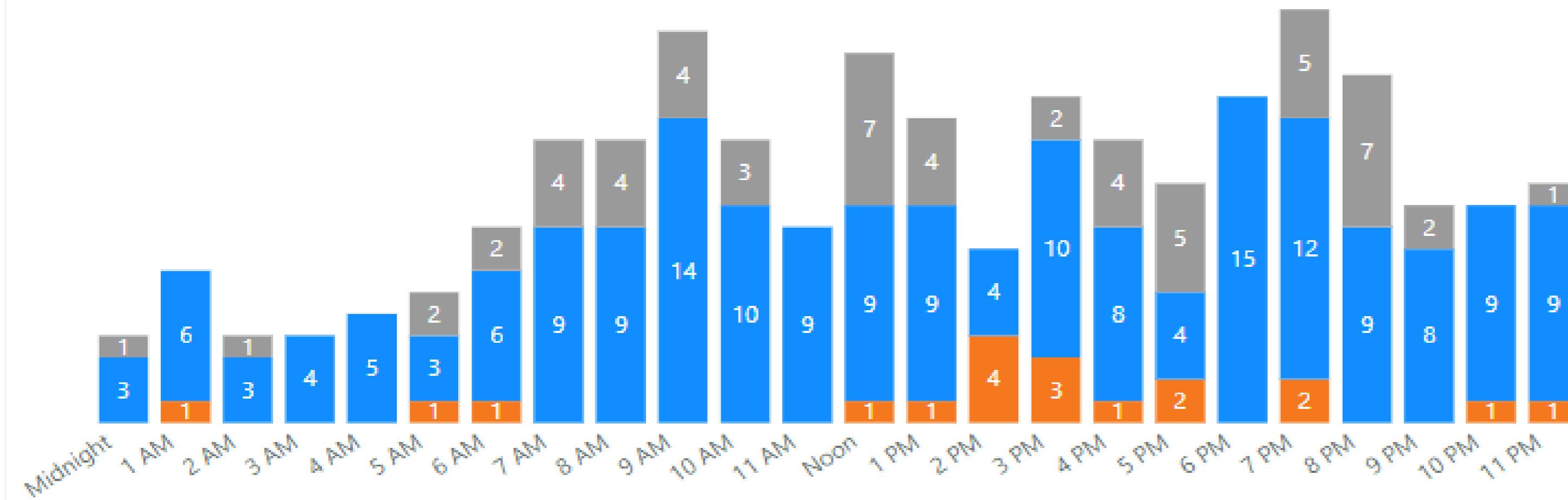
Shift Overtime Hours/June

446

Sick Leave Hours/June

of Incidents by Hour of the Day

Incident Category ● Fire ● EMS ● Other



Busiest Days of the Week July

Saturday

2024 Incidents by Category

74.55%

Medical Calls

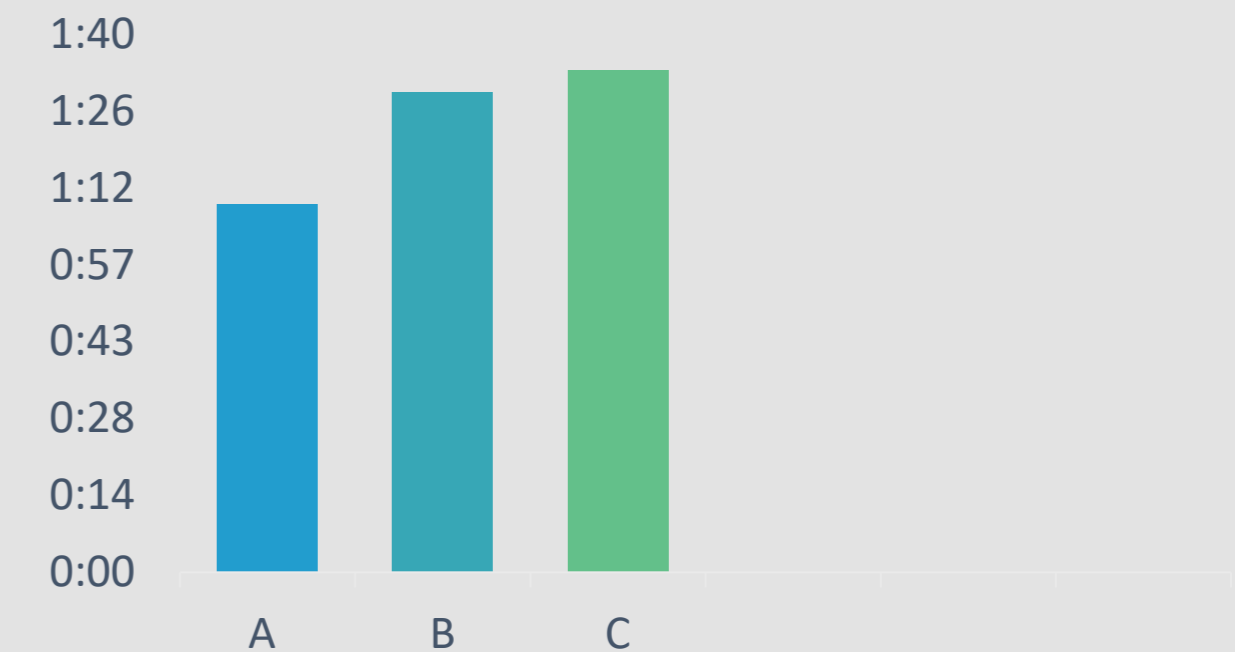
4.02%

Fires

75%

EMS calls make up
the largest
percentage of calls

Average Turnout Time Per Shift



OUR MISSION AND VISION/ RESPONSE STANDARDS/PERFORMANCE MEASUREMENTS

MISSION

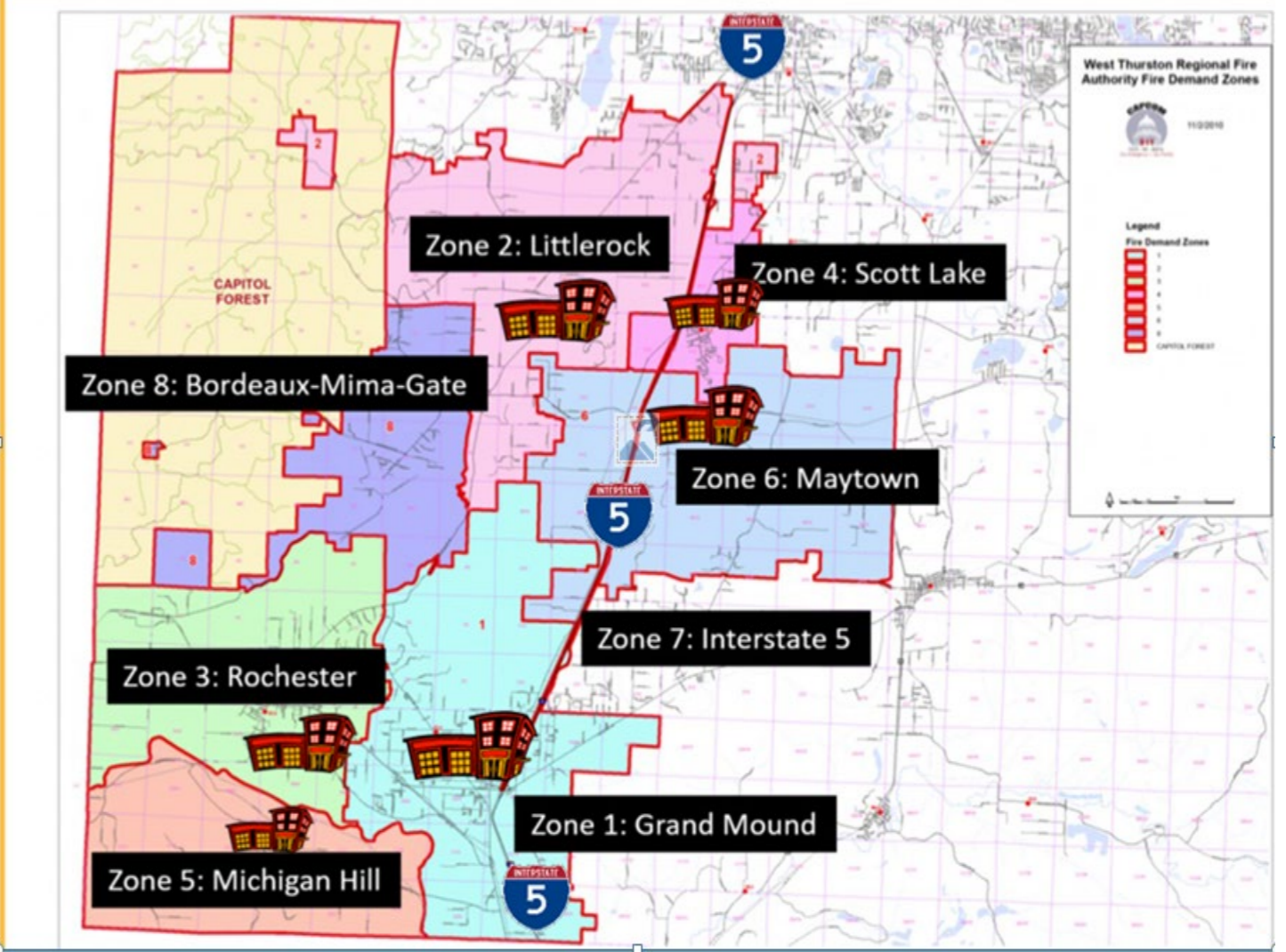
It shall be the mission of West Thurston Regional Fire Authority to develop, operate and manage resources granted by the people of the region to preserve lives and property in our communities by providing services directed toward prevention, management and mitigation of fire, emergency medical, rescue, and disaster incidents.

VISION

To be recognized by our community as an agency that is responsive to the community's needs and concerns, we must be a model of excellence in providing services through education, prevention and mitigation in addition to fostering an environment of involvement, trust and cohesion: West Thurston should be a community service leader.

OUR DISTRICT

THE RFA RESPONSE ZONES:



OUR COMMUNITIES



■ Population Served	25,000
■ Communities Served	9

Time to Dispatch:
60 seconds 90% of the time

Turnout time:
90 seconds 90% of the time

Arrival of 1st (Most Appropriate) Apparatus - Engine, AID Unit (EMT), Rescue, Hazmat, Wildland.
8 minutes overall average for most zones

Response and assembly at a structure fire:
Rural Zones (2,5,6,8) 6 personnel at the scene in 14 minutes, 90% of the time;
Suburban Zones (1,3 & 4) 10 personnel at the scene in 10 minutes 90% of the time.

Arrival of ALS by TC Medic One:
Medic One has adopted a suburban response time of 20 minutes.

Cardiac Arrest Survival



0 Minutes
BREATHING STOPS; THE HEART WILL SOON STOP BEATING

4-6 Minutes
POSSIBILITY OF LONG-TERM BRAIN DAMAGE

6-10 Minutes
HIGH PROBABILITY OF LONG-TERM BRAIN DAMAGE

Over 10-15 Minutes
CERTAIN IRREVERSIBLE BRAIN DAMAGE RESULTING IN DEATH



P.O. Box 879
Rochester WA 98579
360.273.5582

THURSTON COUNTY FIRE PROTECTION DISTRICT'S 1 & 11
WEST THURSTON FIRE RESCUE
"Serving Better Together"



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

To: Asst. Chief N. Drake
From: Lt. Joel Swecker- Safety Officer
Subject: July 2024 Safety Report
Date: 07/31/2024
CC: 2024 Safety File

AC N. Drake & Board of Commissioners

The following report is a recap of June's safety topics, concerns, reported accident/injuries/ near misses, and completed tasks/assignments.

Accident/Injury Reports-

1. None to Report

Monthly Safety Topic-

- Wildfire Operations Safety (July) and Scene Safety & Staging (August)

Safety Committee

- Next meeting August 15th (Thursday) @Station 1-1, 1830.

Station Safety Inspections

1. Station 1- Nothing to report
2. Station 2- Nothing to report
3. Station 3- Smoke detectors dead, replaced. No issues at this time
4. Station 4- **In need of a lock for the chain link fence access to generators.
5. Station 6- Nothing to report

FIIRE Safety (L&I) Program

- Next meeting (Zoom) on August 6th @10am. Subject: On Duty Fitness – Pam Zenzius

Upcoming-

1. Ongoing focus for injury free workplace
2. 3rd Quarterly Safety Report.

Completed-

1. Stations 3 & 2 had minor safety issues regarding facilities. Has been taken care of.
2. 2nd Quarter Safety Officers Report completed and posted to all Station's Safet Boards

Respectfully Submitted,

Lt. J. Swecker – HSO
West Thurston Regional Fire Authority



WEST THURSTON REGIONAL FIRE AUTHORITY

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

July 2024

Monthly Training Report

	July 2024	2024 Total
Total Training Hours	371	2388 hours

Training Events in July 2024

- July Safety Meeting - Incident stabilization and Rehab
- OTEP: Medical Exam / Child Cardiac Arrest Review
- Ongoing annual EVIP Road Test's
- 4 EMT recruits have passed National Registry and are EMT certified:
 - o William Crabb, Nate Eliason, Catcher Vaughn, Austin Kautz
- Ongoing PACT Training for 11 new Volunteer Firefighter.
- 11 West Thurston recruits take part in the Wildland Field Day

Upcoming training Events in August

- August Safety Meeting
- Burns OTEP with Cardiac Arrest Review
- Attend Thurston County Training Officer Meeting
- Attend Thurston County Protocol Meeting
- Blue Card ICS Quarterly CE
- Nurse Tender Operations Littlerock Elementary and Rochester Middle school.
- Standpipe Hose Deployment
- Vehicle Lifting and Stabilization
- Hose drills and Ladder drills at the Littlerock Elementary and Rochester Middle school.

Other Projects

- Reach out to Electrolux and GWL to schedule walk through
- 10 volunteers accepted into Fall EMT class starting August 19th.
- Fire academy applications expected soon
- Final evaluations for 2 Probationary FF's

July Monthly Report

Greater Alarms

- 1.) Still finding ourselves running multi alarms at once. Even though we track multi alarms would be interesting to see how many time we're finding ourselves beyond two alarms simultaneously. Wasn't as bad as previous month when we had six alarms at once. They included a cardiac arrest with M-14, ALS trauma with M-5, and a working vehicle on I-5
- 2.) One cardiac arrest calls where the family was unprepared for dealing with the next steps. Was able to bridge the gap, but does become pretty inundating. All part of putting the service back into the fire service.
- 3.) Working fire off of 91st Ave which ended up having significant damage. Utilizes BoardUp and American Red Cross
- 4.) All alarms were entered 100 percent into emergency reporting.

PEER Support

- 1.) On the cardiac arrest call was fortunate to have Chaplin Hall responding with me so we could split needing accommodating the family. While Hall was dealing with the mother and Coroner's office I was able to work with the four siblings. Then regrouped with our own crew members

Training

- 1.) Completed my American Heart Association Instructor Course along with having my monitor process recerted. Therefor good for the next two years.
- 2.) We have just started 3rd quarter training, and have had lots of hands on participation with live drills. Do not believe any letters for lack of involvement were sent out to our volunteers from our volunteer coordinator. Then we do have some new members who have been just assigned who are really active & participating with duty crews regularly.
- 3.) OTEP'S and upcoming 3rd quarter defibs are scheduled for upcoming August.

Apparatus

- 1.) Spent most of the month keeping up on regular servicing of units. This included staff vehicles & command units. Do feel we are finally catching up on our work order list. If you can't catch up you'll never get ahead. For now we have a couple of light vehicles needing warranty work.
- 2.) Any brush trucks which have been on a mob return then have their post mob services done before being sent back out.
- 3.) The Telesquirt will be having the ladder testing completed in the month of August.

B Shift July 2024

Captain Christenson

Greater Alarms:

- 1.)** We had an unfortunate drowning involving a young child, The Medics and our duty crew did an amazing job throughout the call. We attempted to get an Airlift or Life flight for transport to Children's Hospital with no luck (all over an hour wait). Fortunately our Chaplain was on the scene to coordinate with the family members arriving to the scene. A round table incident debriefing was conducted after the crew returned due to the nature of the call.
- 2.)** PFF Cooper was deployed to Oregon on Brush 1-3 to help with the wildland fires. He and the crew were retained for the 14 day rotation and for sure learned new skills to bring back.

Shift Training:

- 1.)** Lieutenants Garza and Morales have been busy with 2 of our probationary FFs getting the finishing touches on probationary task books. Both PFF Fox and Hoskison are coming up at the end probation! We will be coordinating with Training Officer Sexton to get the final evaluations done next month.
- 2.)** At the end of last month, several department members and a portion of on duty crews attended Tom Berryman's "Large Animal Rescue Class" at his home. Quite a good number of members attending had never been to one of Tom's classes.

Personnel & Projects:

- 1.)** FF Chris White has taken a leave of absence to pursue other opportunities. He will be greatly missed by all shift members. Chris was always a fantastic firefighter and mentor for many new members. He also loved to take on special projects and side projects like the baseball backstop and bleachers at Scott Lake.
- 2.)** Firefighter Steve Ruiz has accepted a position on B shift. During his time as a temp for us he was always motivated, eager, and busy. I'm sure he will be a great addition to our shift.

August 5, 2024

To: Acting Chief Nathan Drake
From: Acting BC Eric Smith
RE: July 2024 month end report

Chief Drake,

The following is a synopsis of C-Shift and pre-fire planning activities for the month of July 2024.

Greater Alarms-

C-Shift did have shifts where we experienced ten plus calls in a 24 hour period.

07/21/2024 at 0741 BN16, E11, A13 and M14 responded to a ALS MVA Northbound I5 at exit 88 off ramp. Initial dispatch was for a pursuit out of Lewis Co. that officers had used a "PIT" maneuver to disable the suspect vehicle. Upon units responding, I confirmed with TCOMM that the scene was secure. The TCOMM response was that the scene was secure per TCSO deputies. Myself and E11 arrived and were directed to enter the northbound off-ramp the wrong direction from Old 99. When myself and E11 arrived we discovered the scene was far from secure. Several members of the Lewis co. Joint Narcotics Enforcement Team (JNET) and members of the DEA had the suspect vehicle at gunpoint. I directed WTRFA members to don their Tactical vests and to remain behind our vehicles. Eventually JNET members extracted the remaining suspect from the vehicle and placed him under arrest. E11 evaluated the first patient and he was left at the scene with the DEA. The second suspect was transported to Cent-Prov in A13 with the assistance of Centralia Police Dept. I inquired with a TCSO officer about the misunderstanding about the "scene secure" designation. Evidently, the two counties being on different radio channels created confusion. TCSO was under the impression that the suspect was under arrest and did not know there was another suspect still in the vehicle. At the time the second suspect was discovered we had already arrived. I was assured and future operations will have greater attention to detail of communication between the two counties. Per media reports Two pounds of Marijuana and two kilos of Fentanyl were discovered in the vehicle.

C Shift training-

Third Quarter training started. All three stations started their online and shift drills.

Training Tuesday took place last week and we conducted Dump Tank drafting evolutions. All crews used Tenders to fill our portable dump tanks. We then used our portable trash pumps off of the brush trucks to simulate filling apparatus. After that we used our brush trucks to draft and pump out of the dump tanks. These evolutions are often used in Capitol forest or wild land applications where there is lengthy turn around between water sources. Our tenders dump their water into the portable tank and the brush truck pumps to the fire. The Tender can then return to the water source, refill, and then return to the fire scene.

Projects

I spent a great deal of time in conversation with Thurston Co. Roads and McLane Dist. 9. Waddell creek Rd near Lucina Ln and 90th Ave (the border between us and Dist. 9) received three different fish culverts over the last month. The confusion

occurred in designation of the road being “passable”. Even though the road was deemed closed, the construction crew that was completing the project was supposed to leave the road accessible to our apparatus. Two different times I went to check on the project and there was 10 ft. deep trenches where they were replacing the culverts. At that point I generated an Email to all members and directed responses to come through Sherman valley Rd. Soon after the email A-shift responded to a CPR in progress call on the west side of the culverts. They were able to gain access by responding from the Sherman Valley side.

I spent a great deal of time in conversation with Harry Kastakis of Flow MSP inc. Flow MSP is a pre-fire plan company that generates and manages pre-fire plan data bases. Flow MSP currently works in conjunction with MSO the company that is eventually going to be taking over for Emergency Reporting our current fire reporting company. We are working on setting up a demo to try out their product. We hope to be able to use a new pre-fire plan product in the next fiscal year and will be demoing several different companies.

Shift Concerns-

I just found out today that one of my C-Shift colleagues will be going in for surgery next week to repair a torn meniscus in the knee. The member will be getting back to me on the amount of down time later this week after his pre-op appointment with the surgeon. It sounds as if it will be an extended down time and I will update you when I find out more.

Thanks for your time and support. Please contact me with any concerns regarding my report.

Acting Battalion Chief Eric Smith
Pre-Fire planning and C-Shift



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

August 2024

Recruit and Retention Coordinator Report

Event and Activities July

- PACT drill with our new volunteers continues to be super successful. The feedback from each member has been super positive. We have one more with our EMT and 2 more with our Fire volunteers.
 - We hope to keep this going through academy as study sessions for both Fire and EMT.
- Successful Blood Drive. Next one is September 16th and again November 25th
- EMT Applications have been submitted to TC Medic 1 for our newest volunteers to be accepted into EMT class. We will have a minimum of 5 needing to be accepted into Fire Academy.
- July 20th Summer Bash had a great turnout. DNR had a great set up, TC Sheriffs, Extrication Demo and hot dogs.
- July 29th, we had a VAC Meeting discussing the upcoming events and interviews and retaining our volunteers.

Upcoming Event and Activities August and September

- An increase in ride-alongs is being scheduled for the new applications we are receiving for volunteers.
- Tacoma Trail Cruisers in Capital Forest. August 3rd and 4th (3-4 EMT on standby. Hoskinson, Vaughn, Kautz, Crabb, Eliason)
- Coloring Contest for kids for back to school.
- August 6th National Night Out Scott Lake Community has invited us to lead the bike parade and have a recruitment table.
- August 11th Equestrian Event EMT Stand by (Crabb & Harding)
- Back to school Bash September 13th.
- September 16th and November 25th for our next blood drives at station 1-1.
- Safety prevention week on October 6-12th. We plan on being in Rochester and Littlerock schools for fire prevention education and a recruitment event October 10th at station 1-1.
- Multiple trunk or treats and haunted bus barn events in October.
- Next round of interviews will be at the end of October.