



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 10, 2020 at 1800 hrs

- **In-Person:** 10828 Littlerock Rd SW (mask and social distancing is mandatory) - **OR**
- **Virtual:** via Zoom teleconference (recorded) – join by clicking link below:
<https://us02web.zoom.us/j/84525544999?pwd=a1BtR1diaGk0NFovbElwYXhDdUdWUT09>
 Meeting ID: 845 2554 4999
 Passcode: 538590
 Or dial-in 1 253 215 8782 US (Tacoma)

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. PUBLIC COMMENT / PRESENTATIONS**
 - a. *Smart Energy – Solar Options for Grand Mound station (pending confirmation)*
- IV. ADDITIONS/DELETIONS TO AGENDA**
- V. LABOR MANAGEMENT TEAM REPORT**
- VI. NEW BUSINESS (ACTION ITEMS)**

ITEM	RESPONSIBLE	OUTCOME
1. Expenditures: Accts Payable \$ 97,360.46 (pages 1-6) <u>Payroll</u> \$397,898.93 (pages 7-8) TOTAL: \$495,259.39 <i>warrants \$178,621.80 EFTs \$316,637.59</i>	Linda S/Board	Approve/Reject
2. Meeting Minutes (pages 9-11)	Linda S/Board	Approve/Reject
3. Policy updates:		
a. 1004 Service Fees (pages 12-14)	Linda S/Board	Approve/Reject
b. 1012 Volunteer Reimbursement (pages 15-18)	Linda S/Board	Approve/Reject
c. 4XXX Series (pages 19-67)	Chief Scott/Board	Review
4. Resolution #2020-017, Surplus Equipment (pages 68-69)	Linda S/Board	Approve/Reject
5. 2021 Budget – DRAFT SUMMARY/Schedule <i>(to be sent separately)</i>	Linda S/Board	Review/Comment
	Chief K/Board	Approve/Reject

6. Medic One station 1-1 lease amendment (pages 70-73)	Chief Kaleiwahea/Board	Approve/Reject
7. Centralia-Chehalis Co-op outstanding stipend payment (page 74)	Chief Scott/Board	Approve/Reject

VII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME

VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Chehalis Tribe response billing	Chief Kaleiwahea	Update
2. Ham Radio – installation/equipment	Chief Kaleiwahea	Update
3. <i>Drone Program – demo/policies update - pending</i>	<i>Capt Dyer</i>	

IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	RESPONSIBLE	OUTCOME
1. Treasurer/Fund July 2020 Reports (pages 75-82)	Linda S	Informational
2. August 2020 Budget reports (pages 83-85)	Linda S	Informational
3. LOCAL Program statement July2020 (page 86)	Linda S	Informational
4. Operations Committee Update	Chief Scott	Informational
5. <i>Station Tours – North (postponed)</i>	<i>Board</i>	Informational

X. CHIEFS/TRAINING/EMS REPORTS (pages 87-110)

XI. COMMISSIONERS REPORTS

XII. GOOD OF THE ORDER
a. BVFF meeting to follow

XIII. EXECUTIVE SESSION OR WORKSHOP (RCW 42.30.110(G) – ASST CHIEF CONTRACT)

XIV. ADJOURNMENT

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:58:49 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801001 911 Supply	1374	08/10/2020	Claims	6700	1,970.42	3916, 3917, 3918, 3919, 4004, 4097, 4303
	Invoice #	Rcvd Date	Due Date	Description		Amount
	3916	07/15/2020	08/10/2020	Class A Uniform (A. Hall)		449.54
	3917	07/15/2020	08/10/2020	Class A Uniform (N. Drake)		440.62
	3918	07/15/2020	08/10/2020	Nomex Pants (x2) (E. Smith)		388.78
	3919	07/15/2020	08/10/2020	Alterations (Ch. K)		12.96
	4004	07/15/2020	08/10/2020	Nomex Pant (C. Lyon)		148.49
	4097	07/15/2020	08/10/2020	Class A Shirt, Name Tape (E. Smith)		376.15
	4303	07/15/2020	08/10/2020	Class A shirt, pants (A. Hall)		153.88
200801002 Action Communications Inc	1375	08/10/2020	Claims	6700	8,993.30	2007105
	Invoice #	Rcvd Date	Due Date	Description		Amount
	2007105	07/06/2020	08/10/2020	Radios, Antenna, Chargers, Speakers for New Aid		8,993.30
200801003 Amerisafe Inc	1376	08/10/2020	Claims	6700	98.46	51724
	Invoice #	Rcvd Date	Due Date	Description		Amount
	51724	07/15/2020	08/10/2020	Large Hydro Bottles (x2)		98.46
200801004 BW Printworks	1377	08/10/2020	Claims	6700	168.84	003788/2020
	Invoice #	Rcvd Date	Due Date	Description		Amount
	003788/2020	07/27/2020	08/10/2020	2021 Shift Calendars		168.84
200801005 Batteries Plus	1378	08/10/2020	Claims	6700	461.97	P29361174
	Invoice #	Rcvd Date	Due Date	Description		Amount
	P29361174	07/27/2020	08/10/2020	Cache Facility Suppy 9V, CR123, C Batteries		461.97
200801006 Brightwire Networks LLC	1379	08/10/2020	Claims	6700	3,363.07	17801, 17889
	Invoice #	Rcvd Date	Due Date	Description		Amount
	17801	07/15/2020	08/10/2020	1-2 Littlerock Replacement Battery for Modem		78.08
	17889	07/15/2020	08/10/2020	Aug 2020 Srvc		3,284.99
200801007 Capital Business Machines Inc	1380	08/10/2020	Claims	6700	136.61	22776, 22777, 22778
	Invoice #	Rcvd Date	Due Date	Description		Amount
	22776	07/27/2020	08/10/2020	1-1 Grand Mnd Copier		78.05
	22777	07/27/2020	08/10/2020	1-2 Littlerock Copier		40.20
	22778	07/27/2020	08/10/2020	1-6 Maytown Copier		18.36
200801008 Capital Heating & Cooling	1381	08/10/2020	Claims	6700	8,087.04	6254
	Invoice #	Rcvd Date	Due Date	Description		Amount
	6254	07/13/2020	08/10/2020	1-3 Rochester Ductless Heat Pump for Day Room		8,087.04
200801009 Carefirst Bluecross Blueshield Payment Administrator	1382	08/10/2020	Claims	6700	176.00	201870009499
	Invoice #	Rcvd Date	Due Date	Description		Amount
	201870009499	07/15/2020	08/10/2020	Harris Medical Premium Sept 2020		176.00
200801010 Cascade Fire Equipment Company	1383	08/10/2020	Claims	6700	4,783.97	108524, 109440
	Invoice #	Rcvd Date	Due Date	Description		Amount
	108524	05/27/2020	08/10/2020	A63 E1-2 Deck Gun Extender		4,643.57
	109440	05/27/2020	08/10/2020	Leather fronts-Berryman, Howe		140.40
200801011 Champion Cleaning Services LLC	1384	08/10/2020	Claims	6700	3,605.00	20-0805
	Invoice #	Rcvd Date	Due Date	Description		Amount
	20-0805	07/27/2020	08/10/2020	1-2 Littlerock Semi-Annual Carpet Cleaning		1,174.00
	20-0805	07/27/2020	08/10/2020	1-3 Rochester Semi-Annual Carpet Cleaning		272.00
	20-0805	07/27/2020	08/10/2020	1-4 Scott Lake Semi-Annual Carpet Cleaning		214.00
	20-0805	07/27/2020	08/10/2020	1-1 Grand Mnd Semi-Annual Carpet Cleaning		1,241.00
	20-0805	07/27/2020	08/10/2020	1-6 Maytown Semi-Annual Carpet Cleaning		704.00

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:58:49 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801012 Citi Cards	1385	08/10/2020	Claims	6700	3,360.96	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AMAZON	07/27/2020	08/10/2020	Refund - All TI-1 Hand Scoop for Fires	-15.70	
	AMAZON	07/27/2020	08/10/2020	1-6 Maytown Facility Supply (Blender)	97.19	
	AMAZON	07/27/2020	08/10/2020	A60 SU1-1 Rehab Supplies (protein bars)	29.01	
	AMAZON	07/27/2020	08/10/2020	Facility Supplies (speakers, key box, tire shine)	76.22	
	AMAZON	07/27/2020	08/10/2020	All TI-1 Hand Scoop for Fires	15.70	
	AMAZON	07/27/2020	08/10/2020	1-1 Grand Mnd Facility Supply (butter dish, bread	57.63	
	AMAZON	07/27/2020	08/10/2020	1-2 Littlerock Facility Supply (butter dish, bread bx)	57.63	
	AMAZON	07/27/2020	08/10/2020	1-6 Maytown Facility Supply (butter dish, bread bx)	57.63	
	AMAZON	07/27/2020	08/10/2020	1-3 Rochester Facility Supply (bread bx)	31.31	
	AMAZON	07/27/2020	08/10/2020	1-1 Grand Mnd Office Supply (business card holder)	8.63	
	AMAZON	07/27/2020	08/10/2020	Refund - All TI-1 Hand Scoop for Fires	-15.70	
	CLASSMAKER	07/27/2020	08/10/2020	Mnthly Subsription	19.95	
	HAM RADIO OUTLE	07/27/2020	08/10/2020	Ham Radio Supplies	2,341.09	
	HAM RADIO OUTLE	07/27/2020	08/10/2020	Ham Radio Supplies	24.95	
	IAAF	07/27/2020	08/10/2020	Annual Dues (J. Spiegelberg)	140.00	
	MECONIS	07/27/2020	08/10/2020	1-2 Littlerock Crew Dinner	60.53	
	OFFICE DEPOT	07/27/2020	08/10/2020	1-2 Littlerock Office Supplies (manila envelopes)	22.99	
	OLYMPIA CARD	07/27/2020	08/10/2020	Fuel - Ch. K	39.11	
	WSP	07/27/2020	08/10/2020	Collision Reports for EF Recovery	42.00	
	WOFSCO	07/27/2020	08/10/2020	1-2 Littlerock Diesel Tank Hose/Swivel	254.61	
	ZOOM	07/27/2020	08/10/2020	Mnthly communications Service	16.18	
200801013 City Of Olympia	1386	08/10/2020	Claims	6700	12,681.76	10403/17256
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	10403/17256	07/27/2020	08/10/2020	A63 E1-2 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A63 E1-2 Coolant hose	197.20	
	10403/17256	07/27/2020	08/10/2020	A07 E1-6 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A08 E1-4 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A22 E1-3 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A11 TI-1 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A61 TI-2 Annual Service	2,504.93	
	10403/17256	07/27/2020	08/10/2020	A61 TI-2 REPL Gauges, Inspect Throttle, Repl Rev	1,618.88	
	10403/17256	07/27/2020	08/10/2020	A61 TI-2 Annual Pump Testing	494.13	
	10403/17256	07/27/2020	08/10/2020	A68 B1-2 Annual Pump Testing	221.13	
	10403/17256	07/27/2020	08/10/2020	A05 A1-6 Quarterly Service	687.41	
	10403/17256	07/27/2020	08/10/2020	A19 A1-2 Annual PM Srvc	2,411.92	
	10403/17256	07/27/2020	08/10/2020	A70 STAF-1 Dead Battery Repair	1,528.14	
	10403/17256	07/27/2020	08/10/2020	A70 STAF-1 Quarterly Srvc	547.37	
200801014 City Sanitary Inc	1387	08/10/2020	Claims	6700	152.00	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	JULY 2020	07/15/2020	08/10/2020	1-1 Grand Mnd Recycle	131.00	
	JULY 2020	07/15/2020	08/10/2020	1-3 Rochester Recycle	21.00	
200801015 Comcast	1388	08/10/2020	Claims	6700	1,308.91	1030
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1030	07/27/2020	08/10/2020	1-2 Littlerock Phone/Cable	351.60	
	1030	07/27/2020	08/10/2020	1-6 Maytown Phone/Cable	238.02	
	1030	07/27/2020	08/10/2020	1-1 Grand Mnd Phone/Cable	335.31	
	1030	07/27/2020	08/10/2020	1-4 Scott Lk Phone/Cable	204.00	
	1030	07/27/2020	08/10/2020	1-3 Rochester Phone/Cable	179.98	
200801016 Complete Repair Services LLC	1389	08/10/2020	Claims	6700	168.32	015061, 014557
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	015061	07/27/2020	08/10/2020	0267 - Kaboda Rider - Set Neutral Switch, Sharpen	96.73	
	014557	07/27/2020	08/10/2020	0370 - Husqivarna K760 Saw - Tune and Adjust,	71.59	
200801017 DE Lage Landen	1390	08/10/2020	Claims	6700	279.72	68953465
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	6895346	07/27/2020	08/10/2020	1-2 Littlerock Copier Lease	279.72	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:58:49 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801018 DH Pace Company Inc.	1391	08/10/2020	Claims	6700	791.10	86358
Invoice #	Rcvd Date	Due Date	Description			Amount
86358	07/27/2020	08/10/2020	1-1 Grand Mnd Bay Door 3 Window Replacement			791.10
200801019 Emergency Reporting Inc C/O Backdraft OpCo, LLC	1392	08/10/2020	Claims	6700	546.48	202017386
Invoice #	Rcvd Date	Due Date	Description			Amount
202017386	07/27/2020	08/10/2020	Sept2020 Srvc			546.48
200801020 Eric T. Quinn, P.S.	1393	08/10/2020	Claims	6700	1,000.00	Seven
Invoice #	Rcvd Date	Due Date	Description			Amount
SEVEN	07/27/2020	08/10/2020	July 2020 Legal Srvc			1,000.00
200801021 First Choice Health Network	1394	08/10/2020	Claims	6700	158.95	94326
Invoice #	Rcvd Date	Due Date	Description			Amount
94326	07/27/2020	08/10/2020	Aug 2020 EAP Srvc			158.95
200801022 Home Depot Credit Services	1395	08/10/2020	Claims	6700	357.20	
Invoice #	Rcvd Date	Due Date	Description			Amount
3612486	07/27/2020	08/10/2020	1-5 Old Hwy 99 Security Lights, Maintenance Trailer			283.93
AUG 2020	07/27/2020	08/10/2020	1-2 Littlerock Truefuel mix, tie down ratchet set			73.27
200801023 Joes Refuse Inc	1396	08/10/2020	Claims	6700	176.47	
Invoice #	Rcvd Date	Due Date	Description			Amount
JULY 2020	07/15/2020	08/10/2020	1-1 Grand Mnd Refuse			137.35
JULY 2020	07/15/2020	08/10/2020	1-3 Rochester Refuse			39.12
200801024 John's Plumbing and Pumps Inc	1397	08/10/2020	Claims	6700	339.12	17213
Invoice #	Rcvd Date	Due Date	Description			Amount
17213	07/27/2020	08/10/2020	1-1 Grand Mnd Mens Dorm Urinal Augered			339.12
200801025 Lighthouse Uniform Co Inc	1398	08/10/2020	Claims	6700	242.73	113606
Invoice #	Rcvd Date	Due Date	Description			Amount
113606	07/27/2020	08/10/2020	Class A Shirts (Ch. Scott)			242.73
200801026 Lincoln Creek Lumber	1399	08/10/2020	Claims	6700	49.20	391396
Invoice #	Rcvd Date	Due Date	Description			Amount
391396	07/27/2020	08/10/2020	Weed Eater/Leaf Blower Engine Oil, A73 U1-2 Key			49.20
200801027 McKinneys Appliance Center Inc	1400	08/10/2020	Claims	6700	933.07	260559
Invoice #	Rcvd Date	Due Date	Description			Amount
260559	08/04/2020	08/10/2020	1-2 Littlerock dishwasher			933.07
200801028 Mountain Mist Water	1401	08/10/2020	Claims	6700	246.87	029585
Invoice #	Rcvd Date	Due Date	Description			Amount
029585	07/27/2020	08/10/2020	1-2 Littlerock Water			65.84
029585	07/27/2020	08/10/2020	1-6 Maytown Water			41.54
029585	07/27/2020	08/10/2020	1-1 Grand Mnd Water			80.42
029585	07/27/2020	08/10/2020	1-3 Rochester Water			48.02
029585	07/27/2020	08/10/2020	1-4 Scott Lake Water			11.05
200801029 Mullinax Ford Of Olympia	1402	08/10/2020	Claims	6700	655.37	729476
Invoice #	Rcvd Date	Due Date	Description			Amount
729476	07/27/2020	08/10/2020	A23 BNI-6 Lights Intermittently Inop - New BCM			655.37
200801030 Next Level Restoration LLC Dbaservpro of Puyallup	1403	08/10/2020	Claims	6700	2,903.43	132655
Invoice #	Rcvd Date	Due Date	Description			Amount
132655	07/27/2020	08/10/2020	1-1 Grand Mnd Water Restoration			2,903.43
200801031 Northwest Water Systems	1404	08/10/2020	Claims	6700	460.35	04686, 04687, 04688

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:58:49 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 4

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801032 Olympia Sheet Metal Inc	1405	08/10/2020	Claims	6700	156.60	58816
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	04686	07/27/2020	08/10/2020	1-6 Maytown Water Maint.	153.45	
	04688	07/27/2020	08/10/2020	1-1 Grand Mnd Water Maint.	153.45	
	04687	07/27/2020	08/10/2020	1-2 Littlerock Water Maint.	153.45	
200801033 On-Hold Concepts Inc	1406	08/10/2020	Claims	6700	19.95	518574
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	58816	07/27/2020	08/10/2020	1-2 Littlerock Sulfer Smell Investigation	156.60	
200801034 PNW Emergency Equipment DBA General Fire Apparatu	1407	08/10/2020	Claims	6700	17,692.56	11810
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	11810	07/27/2020	08/10/2020	A74 New Brush Front Bumper Forestry	17,692.56	
200801035 Pilot Travel Centers LLC	1408	08/10/2020	Claims	6700	385.05	456760282
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	456760282	07/27/2020	08/10/2020	A66 BN-1	29.21	
	456760282	07/27/2020	08/10/2020	A57 UI-2	49.00	
	456760282	07/27/2020	08/10/2020	A19 AI-2	28.46	
	456760282	07/27/2020	08/10/2020	A23 BNI-6	181.78	
	456760282	07/27/2020	08/10/2020	A24 CH1-2	35.13	
	456760282	07/27/2020	08/10/2020	A25 TO1-1	61.47	
200801036 Puget Sound Energy	1409	08/10/2020	Claims	6700	2,539.17	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	200016026946	07/15/2020	08/10/2020	1-2 Littlerock Jul2020	705.18	
	220005346105	07/15/2020	08/10/2020	1-4 Scott Lake Jul2020	132.10	
	200017639499	07/15/2020	08/10/2020	1-1 Grand Mnd Jun 2020	873.59	
	200012762536	07/15/2020	08/10/2020	1-3 Rochester June 2020	299.68	
	200020145567	07/15/2020	08/10/2020	1-6 Maytown Jun2020	410.52	
	220006625754	07/15/2020	08/10/2020	1-7 Old Hwy 99 Jul2020	63.65	
	200009308335	07/15/2020	08/10/2020	1-5 Michigan Hill Jul2020	54.45	
200801037 Rochester Lumber	1410	08/10/2020	Claims	6700	95.96	1130031, 1127684
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1130031	07/27/2020	08/10/2020	Wildland COVID Supplies (spray bottles, bleach,	90.03	
	1127684	07/27/2020	08/10/2020	1-1 Grand Mnd Trimmer Line	5.93	
200801038 Rochester Water Association	1411	08/10/2020	Claims	6700	49.50	100100
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	100100	07/27/2020	08/10/2020	1-3 Rochester Water	49.50	
200801039 Scott Lake Maintenance Co C/O Northwest Water Syst	1412	08/10/2020	Claims	6700	42.00	2165
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2165	07/27/2020	08/10/2020	1-4 Scott Lake Water	42.00	
200801040 Sound Guard Security Systems Inc	1413	08/10/2020	Claims	6700	199.80	179922
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	179922	07/27/2020	08/10/2020	1-3 Rochester Fire Alarm Inspection	199.80	
200801041 State Auditors Office	1414	08/10/2020	Claims	6700	1,922.70	L137718
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	L137718	07/27/2020	08/10/2020	2019 Accountability/Financial Audit (June Hrs)	1,922.70	
200801042 Stericycle Inc	1415	08/10/2020	Claims	6700	31.08	3005183034, 3005183547
	Invoice #	Rcvd Date	Due Date	Description	Amount	

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:58:49 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 6

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
	CL47213	07/27/2020	08/10/2020	A71 STAF-2	17.38	
	CL47213	07/27/2020	08/10/2020	A23 BNI-6	269.45	
	CL47213	07/27/2020	08/10/2020	A05 AI-6	27.73	
	CL47213	07/27/2020	08/10/2020	A54 BI-3	34.09	
	CL47213	07/27/2020	08/10/2020	A14 CH1-1	184.27	
	CL47213	07/27/2020	08/10/2020	A57 U1-2	210.40	
	CL47213	07/27/2020	08/10/2020	A22 EI-3	125.08	
	CL47213	07/27/2020	08/10/2020	A25 TO1-1	53.89	
	CL47213	07/27/2020	08/10/2020	A72 AI-3	115.94	

200801053 Wilson Parts Corp 1426 08/10/2020 Claims 6700 367.20 923381

Invoice #	Rcvd Date	Due Date	Description	Amount
923381	07/27/2020	08/10/2020	40 Boxes DEF - Cache Supply	367.20

53 Vouchers:

97,360.46

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:59:38 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801054 AFLAC	1427	08/10/2020	Payroll	6700		
200801108 Arroyo-Lopez Ronald David	1301	08/12/2020	Payroll	6700		
200801055 Benefit Solutions Inc-WSCFF	1428	08/10/2020	Payroll	6700		
EFT Bennett Matthew Shaun	1282	08/14/2020	Payroll	6700		
EFT Bennett Matthew Shaun	1334	08/31/2020	Payroll	6700		
200801109 Berryman Thomas A	1302	08/12/2020	Payroll	6700		
EFT Betts Brandon John	1335	08/31/2020	Payroll	6700		
EFT Broumley Garrett Dean	1303	08/12/2020	Payroll	6700		
200801111 Brown Curtis Daniel	1304	08/12/2020	Payroll	6700		
EFT Brownell Scott Lee	1305	08/12/2020	Payroll	6700		
EFT Christenson Brian David	1336	08/31/2020	Payroll	6700		
EFT Cooke Hans Robert	1337	08/31/2020	Payroll	6700		
EFT Dahl Calvin	1306	08/12/2020	Payroll	6700		
EFT Dean Sarah Linnea	1307	08/12/2020	Payroll	6700		
EFT Degagne Justin Dennis	1338	08/31/2020	Payroll	6700		
EFT Department Of Retirement Services Deferred Comp	1370	08/10/2020	Payroll	6700		
EFT Department Of Retirement Systems Retirement	1371	08/10/2020	Payroll	6700		
EFT Department Of The Treasury	1372	08/10/2020	Payroll	6700		
EFT Devert Brent Nathaniel	1339	08/31/2020	Payroll	6700		
200801056 Dimartino Associates	1429	08/10/2020	Payroll	6700		
200801115 Douglass Jeremy	1308	08/12/2020	Payroll	6700		
EFT Drake Nathan Tyler	1340	08/31/2020	Payroll	6700		
EFT Dreyer Glenn Michael	1309	08/12/2020	Payroll	6700		
EFT Dyer Lanette R	1341	08/31/2020	Payroll	6700		
200801117 Fitzgerald Thomas J	1310	08/12/2020	Payroll	6700		
EFT Frasl Kenneth E	1311	08/12/2020	Payroll	6700		
200801057 GET Program	1430	08/10/2020	Payroll	6700		
EFT Garza Isaac Wayne	1283	08/14/2020	Payroll	6700		
EFT Garza Isaac Wayne	1342	08/31/2020	Payroll	6700		
EFT Giordano Susan Linda	1312	08/12/2020	Payroll	6700		
EFT Goodwin Kayden Ron	1313	08/12/2020	Payroll	6700		
200801058 HRA VEBA Trust	1431	08/10/2020	Payroll	6700		
EFT Hall Aaron David	1284	08/14/2020	Payroll	6700		
EFT Hall Aaron David	1343	08/31/2020	Payroll	6700		
200801121 Heilman Chris Douglas	1314	08/12/2020	Payroll	6700		
EFT Howe Joshua Jason	1344	08/31/2020	Payroll	6700		
200801122 Hull Nathan S	1315	08/12/2020	Payroll	6700		
200801059 IAFF Local 3825 Treasurer	1432	08/10/2020	Payroll	6700		
200801123 Jenrette Thom	1316	08/12/2020	Payroll	6700		
EFT Kaleiwahea Blake William	1285	08/14/2020	Payroll	6700		
EFT Kaleiwahea Blake William	1345	08/31/2020	Payroll	6700		
EFT Kaleiwahea Russell Edward	1286	08/14/2020	Payroll	6700		
EFT Kaleiwahea Russell Edward	1346	08/31/2020	Payroll	6700		
EFT Kochrian Jeremy S	1317	08/12/2020	Payroll	6700		
EFT Kondrack Andrew Joseph	1347	08/31/2020	Payroll	6700		
200801125 Linn Catherine Louise	1318	08/12/2020	Payroll	6700		
EFT Lyon Colby Wayne	1287	08/14/2020	Payroll	6700		
EFT Lyon Colby Wayne	1348	08/31/2020	Payroll	6700		
200801126 Manor Kathryn Joan	1319	08/12/2020	Payroll	6700		
EFT Maser Robert Charles	1320	08/12/2020	Payroll	6700		
EFT McGeary Michael C	1321	08/12/2020	Payroll	6700		
200801129 Means Cameron Jack	1322	08/12/2020	Payroll	6700		
EFT Miller Devann Munroe	1349	08/31/2020	Payroll	6700		
EFT Morales Michael Lawrence	1350	08/31/2020	Payroll	6700		
EFT Palmer Linda	1323	08/12/2020	Payroll	6700		
EFT Palmerson Erik Morgan	1288	08/14/2020	Payroll	6700		
EFT Palmerson Erik Morgan	1351	08/31/2020	Payroll	6700		
EFT Panuska Miranda Marie	1352	08/31/2020	Payroll	6700		

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

Time: 09:59:38 Date: 08/12/2020

MCAG #: 2964

08/10/2020 To: 08/10/2020

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Parker Gregory Jerel	1289	08/14/2020	Payroll	6700	[REDACTED]	
EFT Parker Gregory Jerel	1353	08/31/2020	Payroll	6700	[REDACTED]	
EFT Patraca Linda Ellen	1354	08/31/2020	Payroll	6700	[REDACTED]	
EFT Peoples Michael William	1355	08/31/2020	Payroll	6700	[REDACTED]	
EFT Pethia David C	1324	08/12/2020	Payroll	6700	[REDACTED]	
200801132 Rawson Joanne Marie	1325	08/12/2020	Payroll	6700	[REDACTED]	
200801133 Ricks John Rual	1326	08/12/2020	Payroll	6700	[REDACTED]	
EFT Santee Ricardo Leon	1356	08/31/2020	Payroll	6700	[REDACTED]	
EFT Scott Robert William	1357	08/31/2020	Payroll	6700	[REDACTED]	
EFT Sexton Thomas Edward	1358	08/31/2020	Payroll	6700	[REDACTED]	
EFT Shea Linda Marie	1359	08/31/2020	Payroll	6700	[REDACTED]	
EFT Singleton Charles Ed	1360	08/31/2020	Payroll	6700	[REDACTED]	
EFT Smith Eric David	1290	08/14/2020	Payroll	6700	[REDACTED]	
EFT Smith Eric David	1361	08/31/2020	Payroll	6700	[REDACTED]	
EFT Smith Rob Dean	1362	08/31/2020	Payroll	6700	[REDACTED]	
EFT Spiegelberg John Steven	1327	08/12/2020	Payroll	6700	[REDACTED]	
EFT Stone Gary Reece	1328	08/12/2020	Payroll	6700	[REDACTED]	
EFT Stone Kathleen Lynne	1329	08/12/2020	Payroll	6700	[REDACTED]	
200801091 Stone Roger Lee	1363	08/31/2020	Payroll	6700	[REDACTED]	
EFT Swecker Joel Anthony	1291	08/14/2020	Payroll	6700	[REDACTED]	
EFT Swecker Joel Anthony	1364	08/31/2020	Payroll	6700	[REDACTED]	
200801137 Teitzel Steven David	1330	08/12/2020	Payroll	6700	[REDACTED]	
EFT Trautman Alexander Paul	1365	08/31/2020	Payroll	6700	[REDACTED]	
EFT Trott Thomas John	1366	08/31/2020	Payroll	6700	[REDACTED]	
200801060 Trusteed Plans	1433	08/10/2020	Payroll	6700	[REDACTED]	
EFT Vavrinec Christian Kalil	1367	08/31/2020	Payroll	6700	[REDACTED]	
EFT Washington State Support Registry	1373	08/10/2020	Payroll	6700	[REDACTED]	
EFT Weinstein Andrew Chase	1368	08/31/2020	Payroll	6700	[REDACTED]	
200801061 West Thurston Fire - House Funds	1434	08/10/2020	Payroll	6700	[REDACTED]	
EFT White Christopher Charles	1369	08/31/2020	Payroll	6700	[REDACTED]	
88 Vouchers:					397,898.93	



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

July 13, 2020 – Governing Board Business Meeting at Grand Mound station and via Zoom virtual meeting.

Call to Order/Attendance: Commissioner Ricks called the meeting to order at 18:03 hours. Commissioners Culleton, Dahl, Jernigan and Pethia, Chiefs Kaleiwahea, Scott, and R. Stone, Captain R. Smith, FFs Degagne, Roland, Peoples and Spiegelberg, Union Representative Garza, Admin Assistant Linda Patraca, and Secretary Linda Shea were present. Commissioner Elkins was absent (excused.)

Public Comment/Presentations: None.

Additions/Deletions to the Agenda: None.

Labor Management Team Report: No report.

New Business:

1. Expenditure Approval. Commissioner Jernigan moved to approve the expenditures of \$569,343.82. Commissioner Culleton seconded the motion. Motion carried 5-0.
2. Meeting Minutes. Commissioner Pethia moved to approve the meeting minutes from June 8, 2020. Commissioner Dahl seconded the motion. Motion carried 5-0.
3. Resolution #2020-015, Electronic Signatures. Linda S. presented Resolution #2020-015 to authorize the department's use of electronic signatures as required under RCW 19.360.020. Commissioner Pethia moved to approve the resolution. Commissioner Dahl seconded the motion. Motion carried 5-0.
4. Resolution #2020-016, Surplus Property. Linda S. presented Resolution #2020-016 to surplus the hydraulic extrication tools that were removed from the brush truck which was sold to Olympia Fire, more expired bunker gear to be donated to the Bomberos, and other misc items. Linda confirmed with the board that the extrication tools should be donated to a fire department. Commissioner Pethia moved to approve Resolution #2020-016. Commissioner Dahl seconded the motion. Motion carried 5-0.
5. Policy Updates:
 - a. Policy #1.1004 Service Billings update. Linda S. presented an update to Policy #1.1004, which allows the department to write-off outstanding receivables (after insurance has paid its share) for out-of-district at-fault driver MVA incidents if the driver has died. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0. Commissioner Ricks asked that the policy change be vetted through the state auditor to ensure it complies with state law on gifting funds. Linda S. will follow-up and report back at the next meeting.
 - b. Policy #1.1009, Inventory update. Linda S. presented an update to Policy #1.1009, to include more definitive language for the donation of fire equipment to other agencies. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0.
 - c. Policy #1.1014, Records Management. Linda S. presented an update to Policy #1.1014, which includes changes to reflect current practice. She noted that Linda Patraca has been working very

hard to get all of the electronic records in order so they can be moved to the newly established directory, which will eliminate unnecessary and duplicate files and directories. Commissioner Dahl moved to approve the policy update. Commissioner Pethia seconded the motion. Motion carried 5-0.

6. Purchase/Budget Adjustment requests. Linda S. presented a document prepared by FF Panuska showing the outstanding needs for bunker gear and uniforms. She noted these purchases will ensure all career have two nonexpired bunker gear sets, and all volunteers will have one nonexpired bunker gear set. She clarified that this request is for \$53,702 in addition to the current budget line items for Bunker Gear/Uniforms. Commissioner Jernigan made a motion to approve the purchase. Commissioner Dahl seconded the motion. Motion carried 5-0.
7. RFA 10-year review. Chief Kaleiwahea reported the RFA plan is up for its ten-year review, which will require an electorate vote if the board wishes to change the plan. He recommends a quick review and confirmation by the board of the plan in its current state. The board will complete this at their next scheduled workshop.

Unfinished Business (action items):

1. Succession Planning/professional development workshop. Chief Kaleiwahea referred the board to his recommendation that they convene a workshop to discuss succession planning and professional development. Commissioner Dahl suggested sending out three dates from which the board can select a date to meet at his house. Linda S. will send out three dates for consideration.
2. Policy #1.1012 Volunteer Reimbursement update. Linda S. presented a revised version of Policy #1.2012 that the board approved last month, noting that after the update policy was sent out to membership there was significant feedback on the reimbursement tier structure. She revised the policy to add a third tier which reimburses for a volunteer shift that falls between 4 and 12 hours. She also noted that this quarter's volunteer reimbursements reflected the new recommended tier. Commissioner Dahl moved to approve the updated policy. Commissioner Jernigan seconded the motion. Motion carried 5-0.

Unfinished Business (nonaction items):

1. Chehalis Tribe negotiations. Chief Kaleiwahea presented the letter he sent to the state Department of Health regarding the proposal submitted by the tribes to change WTRFA's response zone. The board discussed next steps, and recommended the first step should be to send a rate notice to the tribes, and then begin billing at that determined rate, for each incident to which the department responds to on tribal property. Commissioner Dahl moved to begin billing at a rate as determined by the chief. Commissioner Pethia seconded the motion. Motion carried 5-0.
2. Ham Radios. Chief Kaleiwahea reported he has an assigned project manager (Kevin Paddock with county communications team) to oversee the ham radio installation, which will hopefully be complete within the next 30 days. He has also secured a commitment by the county to assist us with training. He believes the project will be within the \$5,000 approved by the board for this project.
3. Drones. No report.

Communications:

1. Thurston County Treasurer June 2020 reports were presented as per RCW 52.16.050(4). Linda S. noted that tax revenue is down 4%, or about \$112,000 under what was projected through June 2020 (based on the percentage of revenue collections for the same time period last year.)
2. July 2020 budget reports were distributed.
3. Operations Committee update. Chief Scott reported the aid unit build is approximately two weeks ahead of schedule, and the new brush truck was received at station 1-2 on Friday.

Chief Reports: Refer to printed reports.

1. Chief Kaleiwahea noted the incident volume is down to 2012 levels.
2. Chief Scott reported that Smart Energy is being scheduled to discuss possible solar energy options for station 1-1 at the August board meeting.

Commissioner Reports:

1. Commissioner Ricks reported on the EMS budget cuts.
2. Commissioner Pethia reported on the WFCIA insurance benefits meeting he attended.

Good of the Order:

1. Linda S. asked if the board objected to having the recorded meeting posted on the public webpage. Due to the technical and sound difficulties that have occurred during the “virtual” meetings, the board is not interested in having the recordings posted.

Adjournment: The board adjourned the meeting at 19:05 hours.

Submitted for Board approval by:

Linda Shea, Secretary

Tom Culleton, Board Member

Dave Pethia, Board Member

John Ricks, Board Member

Calvin Dahl, Board Member

Ben Elkins, Board Member

Jeff Jernigan, Board Member



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administrative – Service Fees

Policy: 1.1004 Version: 5

Effect Date: 7/1/2020

Policy Manager: Administrative Services Director

1.0 POLICY:

This policy establishes the service fees and billing policy of West Thurston Regional Fire Authority (WTRFA) as authorized by law, ensuring the citizens are provided fire and life safety services at a reasonable cost.

2.0 PATIENT TRANSPORT SERVICE FEE:

3.1 WTRFA provides emergency medical services, and by resolution has established reasonable charges for patient transport (ambulance services) in order to reimburse the agency for its costs of providing patient transport-emergency medical service, as authorized in RCW 52.12.131.

3.2 The WTRFA will review patient transport fees annually. Fee changes will be authorized by the Governing Board as documented in board meeting minutes.

3.3 It is the policy of WTRFA that no person will be denied needed emergency medical care or ambulance transport services because of an inability to pay for such services.

3.4 WTRFA may provide needed emergency care and ambulance transport services without charge or at a reduced charge and without discrimination to those persons with no or inadequate means to pay for necessary care, upon submittal of a waiver request. Patients with insurance may request a waiver of the unpaid portion.

3.5 To be eligible to receive needed ambulance services without charge or at a reduced charge, the patient or patient's family's annual income must be at or below certain levels established by national poverty guidelines for this area, unless otherwise approved by the Fire Chief or designee.

3.6 A service billing agency will be used and will use reasonable attempts to collect the patient's debts; however, WTRFA will not use collection agencies to collect unpaid debts under this policy.

4.0 FIRE SUPPRESSION SERVICE FEE:

- 4.1 If a person starts a fire without a permit, or if a permit holder fails to comply with any provision pertaining to fire permits, or of any term or condition of the permit, and as a result of that failure the RFA is required to suppress a fire, the person or permit holder is liable to the RFA to reimburse it for the costs of the fire suppression services as authorized in RCW 52.12.108.
- 4.2 WTRFA may seek to recover expenses related to responding to emergency scenes where the owner/responsible party does not reside inside the RFA borders or pay a service fee.
- 4.3 Unnecessary and/or excessive use of services may invoke a service fee deemed appropriate by the Governing Board.
- 4.4 Fire suppression service fees will be based on the current year Washington Fire Chief's "Washington State Wage & Equipment Rate Guide". A minimum of one hour will be charged per incident.

5.0 EVENT SERVICE FEE:

- 5.1 Events requiring dedicated standby crews may be charged a fee.
- 5.2 Event standby fees will be based on the current year Washington Fire Chief's "Washington State Wage & Equipment Rate Guide". A minimum of one hour will be charged per incident. If call back for overtime is required the guaranteed call back minimum term outlined in the labor contract will be applied.
- 5.3 The Firefighters Association may volunteer for events and may establish a reasonable fee with the event coordinators for services.

6.0 MOBILIZATIONS:

- 6.1 WTRFA may utilize apparatus, equipment and personnel outside the region as authorized by the Fire Chief or designee.
- 6.2 Mobilization reimbursement requests will be based on the current year Washington Fire Chief's "Washington State Wage & Equipment Rate Guide".

7.0 MOTOR VEHICLE ACCIDENTS—OUT OF DISTRICT AND HAZARDOUS SPILLS

- 7.1 Motor Vehicle Accidents (MVA) where the at-fault driver is an out-of-district resident, will be billed for the costs of department personnel and resources used to render fire and emergency medical services.
- 7.2 MVA costs will be billed first to the respective insurance company, with any remaining balance to the at-fault driver.
- 7.3 Drivers who have died as a result of the MVA will not be billed any remaining balance after the respective insurance company has paid its share.
- 7.4 In accordance with RCW 4.24.314, person(s) responsible for a hazardous spill will be billed for the costs of department personnel and resources used to mitigate the spill.

8.0 REFERENCES:

Procedure 1004.101 Billing For Service Fees



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Volunteer Reimbursement

Policy: 1.1012 Version: ~~89~~

Effect Date: ~~4/1/2020~~ 7/1/2020

Applies to: All Volunteers

Policy Administrator: Admin Services Director

VOLUNTEER REIMBURSEMENT

1.0 PURPOSE:

1.1 The Governing Board will establish and modify a schedule of reimbursement for volunteer membership and activities.

2.0 POLICY:

2.1 The reimbursement for volunteer personnel is intended to be in compliance with applicable laws and does not represent a wage paid for time spent on behalf of the Department. On an annual basis the Governing Board will review and approve volunteer reimbursement rates and may apply an inflationary factor based upon cost of living and/or adjust shift per-diem rate to the current Washington state meal per-diem rate for Thurston County.

2.2 A volunteer is not eligible for reimbursement credit of any type until they have satisfactorily completed their assigned recruit academy and/or received volunteer probationary status as determined by the Fire Chief or designee.

2.3 Shift attendance reimbursement rates will be at the following rates (budget dependent). Shifts less than four hours will not qualify for reimbursement.

- a) Fully credentialed FF/EMT's will be reimbursed for expenses associated with staffing a WTRFA fire station. Reimbursement will be paid at a rate of \$66.00 for a twenty-four hour shift; \$33.00 for shifts between 12 and 23 hours; \$11.00 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

b) EMT (only) personnel will be reimbursed 75% of the FF-EMT Rate (\$49.50 for a twenty-four hour shift; \$24.75 for shifts between 12 and 23 hours; \$8.25 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

c) Firefighter (only) personnel will be reimbursed 50% of the FF-EMT (\$33.00 for a twenty-four hour shift; \$16.50 for shifts between 12 and 23 hours; \$5.50 for shifts between 4 and 12 hours. Shifts less than four hours do not qualify for reimbursement.

d) Administrative volunteers (including Firetones) will be reimbursed at 15% of a FF/EMT rate (or \$10.00 per shift) for any non-firefighter/EMS-based activities, such as chaplain calls, event planning, filing and record keeping. Admin shifts less than two hours will not be eligible for reimbursement.

e) Rehab support volunteers will be reimbursed at 25% of a FF/EMT rate (or \$16.50 per 24-hour shift) of standby. Actual time spent responding to an incident will be reimbursed at the appropriate rates noted above.

f) Volunteers will receive training incentive reimbursements of \$5 per training event (drill, safety meeting, in-person or online course) or can apply for training expense reimbursement up to \$250.00 for expenses related to travel to Fire Academy and/or EMT training. The Volunteer must complete probationary requirement before being eligible for training reimbursement.

g) Certified volunteers who respond to a station-call back will receive \$10 per call-back.

h) Volunteers who participate in department-sponsored events (such as the Santa Breakfast, Fishing Derby, or Egg Hunt) will receive reimbursement of \$10 per event.

hi) Volunteers who participate in special events as identified by the Fire Chief or designee (assisting with CPR classes; helping staff county fair booths) will be reimbursed at a pre-defined rate as set by the Fire Chief or designee.

ij) Certified EMT volunteer personnel will also be eligible for \$25 per transport.

jk) All volunteers will be eligible for annual incentives (paid every December) based on participation level, dependent on available budget. Annual incentives will be reviewed and approved by the Fire Chief or designee.

2.4 On an annual basis the Governing Board will also review and approve volunteer stipends for Volunteer Chief Officers, Volunteer Company Officers and other Operations staff. Monthly stipends for volunteer officers are as follows:

- Deputy Chief \$750
- Battalion Chief \$250
- Captain \$150
- Chaplain \$100
- Lieutenant \$100
- Rehab Coordinator \$100
- Juvenile Fire Prevention Specialist \$100
- Fire Investigator \$100*
- Shift Officer Monthly Standby \$100

**Fire Investigators receive \$100 volunteer stipend for hours spent on standby for fire incidents; actual hours spent performing investigation are paid at temporary employee rates as established by the Chief.*

2.5 Reimbursement payments will be made directly to the volunteer member on a monthly basis.

2.6 Firefighter/EMT and Rehab Support volunteers eligible for service credit under the Board for Volunteer Firefighters (BVFF) must log **all** hours using the department's timekeeping system to ensure compliance with department and state policy for meeting minimum compliance standards. Only those shifts meeting the minimums stated above will qualify for reimbursement; however, all hours will be counted towards BVFF service credit.

2.7 IRS W-2 tax forms will be provided to members receiving reimbursement in accordance with IRS rules and deadlines. All volunteers will be responsible for taxes related to earnings.

2.8 Under no circumstances will the aggregate amount of reimbursements to a department volunteer in any given year exceed 20% of the total compensation that the employer would pay to a full-time firefighter for performing comparable services.

3.0 RESPONSIBILITY:

3.1 All Fire Department members are responsible for signing training attendance reports and recording all volunteer shift time and events in the Department timekeeping system.

3.2 Reimbursement will be awarded to only WTRFA current members who are in good standing.

3.3 The Administrative Services Director or designee is responsible for producing all vouchers, required forms and documentation and maintaining records to lawfully conduct the reimbursement program.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations- Incident Command System

Policy: 1.4000

Effect Date: 1/1/10

Rev. Date: January 9, 2020

INCIDENT COMMAND SYSTEM (ICS)

1.0 PURPOSE:

1.1 To provide direction and guidance to the Incident Commander (IC) in formulating incident planning on emergency incidents managed by an ICS, and to maximize the safety of all personnel and provide a systematic approach with the greatest likelihood of delivering services toward saving lives and property in as safe a manner as dictated by the situation.

2.0 POLICY:

2.1 West Thurston Regional Fire Authority shall establish an incident command system (ICS) with written guidelines applying to all members involved in emergency operations. All members involved in emergency operations shall be familiar with the ICS system. Personnel shall be trained and qualified by their department in the incident command system prior to taking a supervisory role at an emergency scene.

3.0 GUIDELINES:

3.1 All emergency incidents shall be managed by an ICS, the incident commander shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

3.2 The first arriving Officer or senior most appropriate person shall be the Incident Commander until command is transferred or assumed by a higher ranking Officer. Command shall not be passed.

3.3 The commander shall be considered in combat or mobile until command is transferred or assumed.

3.4 At an emergency incident, the incident commander shall be responsible for the overall safety of all members and all activities occurring at the scene.

3.5 At an emergency incident, the incident commander shall have the responsibility to:

- (a) ~~Establish~~, Assume and Confirm command and take an effective ~~fixed physical~~ command position.
- (b) Perform situation evaluation that includes risk assessment.
- (c) Initiate, maintain, and control incident communication.
- (d) Develop an overall strategy and attack plan and assign units to operations.
- (e) Develop an effective ~~incident~~ ICS organization by managing resources, maintaining and effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional ~~areas~~ area supervisors as appropriate for the scope and size of the incident.
- (f) Review, evaluate, and revise the ~~operational~~ incident action plan as required.
- (g) Continue, transfer, and terminate command.

3.6 ~~The Incident Commander shall follow department written policy~~ The Fire Department must establish an accountability system: Written procedures and guidelines for tracking all members operating at an emergency incidents.

3.7 The incident commander shall provide for control of access to hazardous areas of the incident scene ~~by department members~~. Procedures must identify methods for identification of hazardous areas and communication of necessary protective equipment and other protective measures necessary to operate in the hazardous areas.

- (a) Control zones must be established at emergency incidents.
- (b) The perimeters of the control zones must be designated by the incident commander and communicated to all members. Certified on 10/25/2019 WAC 296-305-05000 Page 1
- (c) If the perimeters of the control zones change during the course of the incident, these changes must be communicated to all members on the scene.
- (d) Hazard control zones must be designated as hot, warm, cold and exclusion zones.
- (e) All members must wear the PPE (SCBA, flash hood, etc.) appropriate for the risks that might be encountered while in the hot zone.
- (f) All members operating within the hot zone must have an assigned task.
- (g) No unauthorized personnel must enter an exclusion zone that was designated due to the presence of imminent hazard(s) or the need to protect evidence.

~~3.8 The incident commander shall ensure~~ Fire fighters operating in a hot zone must hazardous areas at emergency structural fire incidents shall operate in teams of two or more regardless of rank or assignment.

~~3.9 The IC shall ensure team~~ Members of these teams must operating in hazardous areas shall be in constant communication with each other through touch, visual, or voice means in order visual, audible, physical, safety guide rope, or electronic means, or by other means in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

3.9 The IC shall ensure before beginning interior structural fire fighting operations, the incident is evaluated (360) to determine the situation and risks to operating teams.

3.10 The IC shall provide personnel for the rescue of members operating at emergency incidents as the need arises.

3.11 Early consideration should be given to providing one or more rapid intervention teams commensurate with the needs of the situation.

3.12 Once a second crew arrives at the hot zone, additional resources have arrived on the scene, the incident must no longer be considered in its initial stage and all the requirements of WAC 296-305-~~05001~~ 05002 must be met.

~~3.13 The IC shall ensure that Division Supervisors, Officers and team leaders~~ at emergency scenes must maintain an awareness of the physical condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health.

~~3.14 The IC shall establish and utilize a rehab team and ensure~~ The command structure must be utilized to request relief and reassignment of fatigued crews. In general if an incident will require fire fighters at the scene will use more than one SCBA bottle additional resources and rehab should be established.

3.15 The IC shall ensure that teams in the hazardous-area hot zone have positive communication capabilities with the incident command structure. Incident radio communication capabilities within the incident command structure shall include monitoring of incident-assigned frequencies (including mutual aid radio frequencies).

3.16 The IC shall ensure that prior to overhaul, buildings shall must be surveyed for possible safety and health hazards. Fire fighters shall must be informed of hazards observed during the survey and measures must be taken to protect firefighters from these hazards.

~~3.17 Self-contained breathing apparatus (SCBA) must be worn throughout overhaul. SCBA must also be worn during activities taking place in the area previously considered the hot zone after overhaul unless the officer in charge conducts an exposure evaluation to determine or reasonably estimate whether an employee is or could be exposed to either an airborne contaminant above a permissible limit (PEL) list in WAC 296-841-20025 Table 3 or other airborne hazards, such as biological/radiological/nuclear hazards. When the officer in charge~~

cannot determine or reasonably estimate employee exposure they must conclude that an atmosphere is hazardous to the employees in accordance with WAC 296-842-13005.

3.1~~7~~ ⁸ During the overhaul phase officers ~~shall~~-must identify materials likely to contain asbestos, limiting the breaching of structural materials to that which is necessary to prevent rekindle.

3.1~~8~~ ⁹ The IC shall call for PSE as soon as possible as needed and shall ensure fire fighters do not cut the electrical drip loop providing power to the structure nor pull the electrical meter.

3.1~~9~~ ²⁰ The IC shall call for traffic control resources and/or ensure traffic cones or other traffic control devices are utilized when vehicular traffic hazards exist at an emergency operation.

4.0 REFERENCES:

WAC 296-305-05000

WAC 296-305-05002



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Response to Emergency and Non-Emergency Incidents

Policy: 1.4001-1

Effect Date: 1/1/10

Rev. Date: 1/31/20

RESPONSE TO EMERGENCY AND NON-EMERGENCY INCIDENTS

1.0 PURPOSE:

1.1 West Thurston Regional Fire Authority and its members recognize that Emergency Services is inherently dangerous for the first responder. The Department is committed to maintaining the safest possible working environment through training and educating its members in established Policies, Procedures, and Standard Operating Guidelines (SOG).

2.0 POLICY:

2.1 The Department shall establish written guidelines on the proper response to Emergency and Non-emergency incidents. Personnel and apparatus deployment guidelines shall be established and reviewed annually.

3.0 GUIDELINES:

3.1 Department members shall not respond to an Emergency or Non-Emergency incident unless dispatched and shall respond in their official capacity only as dispatched. Response to an incident beyond the specified capacity requires authorization by the Chief of Operations or designee.

3.2 Firefighting is a manpower intensive operation that requires a minimum of three personnel be on-scene prior to conducting rescue operations in an IDLH. Maintaining personnel strength on apparatus (engines) as outlined in the Department Deployment Plan should be a priority of the on-duty Officer and maintained at all times. Conducting non-emergent tasks that require splitting crews below three shall be approved by the Chief of Operations or designee.

3.3 Proper Personal Protective and Personnel Accountability equipment is required on all Emergency Incidents. Personnel on-shift shall don Proper PPE prior to mounting apparatus.

3.5 Personnel are prohibited from responding POV on Interstate 5 incidents. Utilization of POV responding to incidents shall be the last option

3.6 Upon availability of personnel, minimum Engine staffing guidelines shall be two. In some cases the engine may respond with one when accompanied by additional units i.e. Aid Unit/ Tender.

3.7 Operators of department apparatus shall obey all posted traffic signs, traffic laws and posted speeds.

4.0 REPORTED HOSTILE ENVIRONMENT/ASSAULT/DOMESTIC VIOLENCE:

4.1 Responding units will not proceed into the scene of a reported hostile environment including but not limited to Assault, Domestic Violence, homicide, and suicides, until the scene has been secured by law enforcement. The officer in charge should obtain sufficient information from the dispatcher to determine that the scene will be safe for the responders prior to approaching.

4.2 General Provisions for safety

1. Take all threats of hostile environments seriously.
2. Your primary responsibility is your personal safety first.
3. If a previously non-hostile environment escalates, leave the scene and call for law enforcement.
4. When dealing with hostile, suicidal and/or psychotic patients, plan ahead by designating how you will approach the patient, and how the person will be transported.

4.3 Members should not speculate about the cause(s) of the hostile environment.

4.4 No patient information shall be disclosed. All media contacts require authorization by the a Chief Officer or designee.

5.0 RESPONSE TO CRIME AND FATALITY INCIDENTS:

5.1 It shall be the first priority of Department personnel to provide medical aid and/or rescue services to persons discovered at a crime scene. Control of a crime scene shall be at the direction of the law enforcement agency with appropriate jurisdiction. Fire investigation incidents shall form a unified command as needed.

5.2 Prior to the arrival of appropriate law enforcement personnel, if sufficient personnel exist, measures to protect the crime scene should proceed simultaneously with providing aid to injured persons. Measures include:

1. Roping off certain critical exits or apertures
2. Posting guards to control spectators around areas expected to have a high potential for physical evidence yield
3. Covering areas that would be affected by smoke, rain, snow or direct sunrays.

- 5.3 In extreme cases, objects that have evidence potential may be moved from areas where they would otherwise be destroyed or drastically affected by the elements. Movement of evidence prior to examination and processing should be avoided in order to preserve the physical aspects to be reviewed in detail by the detective or fire investigator assigned to the case. Certain actions to be controlled are:
1. Avoid walking in areas that are likely to bear the foot impressions, tire prints, burn patterns, etc.
 2. Members shall not move items or disturb the bodies of deceased persons.
 3. No one shall be allowed to remove any item from the scene without specific permission of the Incident Commander.
- 5.4 Access restraints should not be removed until all investigations and the investigator in charge has specifically released the scene.
- 5.5 All members shall cooperate with law enforcement, fire investigators, and other specialists who may wish to search a scene and process information as authorized by the Incident Commander.
- 5.6 The personnel who secured the scene should compile their information, including any changes at the scene, and make such information available as authorized by the IC to any investigator who subsequently arrives to take charge of the investigation or to conduct a search. The following details should be noted:
1. Time of arrival on the scene
 2. Weather conditions
 3. Persons present at the time of arrival on the scene, etc.
- 5.7 Bodies of deceased persons shall not be moved until law enforcement staff is on the scene.
- 5.8 No patient information shall be disclosed. All media contacts require authorization by the Chief Officer or designee.

6.0 RESPONSE TO A HAZARDOUS ENVIRONMENT:

6.1 WMD/ Bomb Threat:

- A. It is the policy of the Department to not respond directly to facilities or areas where a bomb threat has been made.
- B. The coordination of all responses, and search of the areas of concern, is a law enforcement responsibility.
- C. Responses will be made in a routine mode without lights (CODE-1) to a staging area well away from the scene, unless requested otherwise.

D. Under no circumstances shall a member of the Department attempt to defuse, move or otherwise tamper with a bomb or suspected bomb.

E. The Incident Commander shall not authorize any member of the Department to assist in search of a Hazardous material and/or bomb. Personnel shall not be authorized to operate in a hazardous environment unless otherwise trained, equipped and authorized.

F. Department personnel may assist in the evacuation of the area upon request of law enforcement and with the approval of the incident commander. Once the area has been evacuated, members may guard against entry by any persons who are not involved in search efforts. A personnel safety zone shall be established, maintained, and communicated by the incident commander at all times.

G. Members shall wear full protective clothing at all times.

H. The Incident Commander shall stage apparatus in strategic locations close to hydrants in open parking areas.

6.2 Earthquakes-

A. If an earthquake occurs, members of the Department shall immediately perform the following station checks and actions.

1. Move all fire department equipment outside.
2. Check the fire station for:
 - (a) Power and emergency generator operation
 - (b) Telephone operation
 - (c) Base Station radio and antenna
 - (d) Water supply
 - (e) Station Damage

B. Emergency response priorities will be as follows:

1. Major medical aid, mass causality
2. Trapped people with fire
3. Large fires that may spread
4. Collapsed buildings, no information
5. Minor medical aid or motor vehicle accidents
6. Gas or water lines broken or power lines down
7. Request for assistance with minor incidents

C. Survey and prioritizing will be as follows:

1. Public Schools
2. Target Hazards/High Occupancies
3. Churches

4. Nursing Homes
5. Restaurants, bars, small local businesses
6. Residences and apartments
7. Road conditions and access

D. Non-emergency equipment (staff cars, etc.) may be used for travel to survey damage (windshield survey).

E. Members who are at home when an earthquake occurs should make a survey of their neighborhoods, and then report to the fire station.

6.3 Electrical Hazards -

A. Department personnel shall identify the hazards and employ practices to prevent electric shock when fire suppression or rescue activities must be performed near energized electrical circuits.

B. Members shall be trained to identify potential electrical hazards and the means to avoid contact with electrical energized equipment or utility service.

C. General Electrical Safety Provisions

1. Members shall not cut the electrical power lines to a structure or pull the electrical meter. Personnel trained may shut the power off at the main service panel. However, no electrical line shall be cut.
2. Members shall not work or position equipment above any power line. At an incident, the Incident Commander shall not allow anyone but qualified utility workers to work above any power line
3. Driver/Operators of apparatus will not position apparatus under electrical transmission lines without first identifying the electrical hazard area.
4. Members will not raise ground ladders until the command "check the overhead" is given and followed to establish the existence of an electrical hazard.
5. The Incident Commander will be informed as to the existence of electrical hazards overhead or in the structure or working area and shall communicate those hazards to personnel operating on scene.

D. Minimum Safety Clearances

1. When fire service equipment and members must work near energized lines rated 50 KV or above the minimum working distance between the lines and any part of the equipment shall be ten feet plus 4 inches for each 1 KV and will follow the power company recommendations.

2. For electrical lines rated 50 KVA or below, the minimum clearance shall be ten feet.
3. For low voltage lines (operating at 750 volts or less) all activities and work shall be performed to prevent members from contacting the energized lines.

E. Responsibilities

1. The incident commander shall identify potential electrical hazards and request the power company to respond and disconnect energized electrical lines.
2. The training officer will identify electrical hazards and incorporate them into training.
3. The operations officer will identify high voltage electrical hazards and incorporate them into operating guidelines

F. Downed power lines

1. All downed or sagging power lines should be treated as if they were live.
2. The incident commander shall advise CAPCOM to contact the electric company to assist in verifying that lines are not a hazard or to cut power.
3. Members and bystanders shall be isolated at least one span or pole in each direction.
4. The incident commander will determine the priority of response for Puget Sound Energy based on the attached “Priorities of PSE Response”.
5. Downed power lines will be marked with the special “electrical hazards” tape or by other means.

G. Appliance Fire Guidelines

1. Eliminate the source of power to the appliance.
2. Extinguish the burning material using the proper extinguisher or allowing the fire to burn out while protecting exposures.

H. Fires involving above and below grade transformers, regulators, switch gear when confined to the unit alone and not endangering surrounding structure should be allowed to burn.

I. All private and other emergency vehicles should be positioned away from overhead wires.

J. If the structure is on fire, avoid directing water on any electrical equipment or conductor.

K. Attempt rescue only when patient is in immediate danger.

6.4 Capitol Forest:

A. Department personnel shall attempt to identify apparatus and equipment needs prior to committing non-essential personnel, apparatus and equipment. Larger apparatus i.e. Engine and/or tender should be deployed only when required. Smaller units i.e. Rescue or Command units should be utilized to scout incident location and conduct emergency operations as needed.

6.5 Patient Transport:

- A. The Transport Aid Unit shall be staffed with two (2) Emergency Medical Technicians, except during emergent circumstances. During emergent circumstances an EMT and advanced first aid certified personnel meet the Washington State requirement for medical patients
- B. In all cases personnel must be driver qualified to operate Aid Units, and/or any other Department / Agency vehicle including a Thurston County Medic One Unit.
- C. Emergency Medical Technicians must be trained in patient transport and/or have documented experience. EMT's may obtain on the job transport training when operating the unit with an experienced Emergency Medical Technician.
- D. The patient gurney shall be operated by a minimum of two qualified personnel at all times when a patient is placed on the gurney.
- E. When a patient is off-loaded, two personnel shall be operating the gurney out-side the patient compartment.
- F. Additional personnel shall be requested to respond as needed to the scene of an incident when the Officer and/or EMT in charge determines the patient's weight or other conditions may place the patient and/or crew at risk of injury while transferring the patient and/or operating on/ or around the gurney.
- G. If there is a need for emergency transportation for a patient via helicopter, all personnel shall follow the parameters of safe landing zone operations as defined by department SOG and Airlift NW recommendations.

6.6 Motor Vehicle Accidents or Roadside Emergencies:

- A. Responding units will place apparatus on the scene to benefit both patient care and scene safety. Engines shall be placed in the same lane of traffic as the vehicle involved, prior to oncoming traffic to act as a barrier to the scene. Personnel on scene may take up as many lanes of freeway or highway as necessary to ensure scene safety, Personnel shall also reopen lanes as quickly as can be done without minimizing citizen or responder safety.
- B. Regardless of time of day, apparatus on scene shall use emergency warning lights to aid in visibility of apparatus on scene and to make other drivers aware of the need to slow down.
- C. Cones/Flares shall be used as channeling devices to move traffic in alternate directions from accident scenes. Cones/Flares should also be used at a distance determined on scene to alert motorists of accidents ahead. Special emphasis shall be taken on alerting motorists at blind corners or hills. Cones shall conform to 296-155-305, and the MUTCD.
- D. All personnel on the scene of roadside emergencies shall don a traffic safety vest in addition to any other needed PPE. Traffic safety vests shall conform to ANSI/ISEA 107-2004, Class 3.
- E. If adequate personnel exist on scene, flaggers may be utilized to aid in traffic control if cones/flares do not solve traffic issues. Flaggers shall also wear structural firefighting helmet or highly visible hardhat and use traffic control paddles or light wands. Two-way radios may also be used to assist in coordination of this effort.

7.0 REFERENCE:

WAC 296-305-06007

WAC 296-155-305

ANSI/ISEA 107-2004

EMS Medical or Non-MVA Trauma or Rescue

Type of Alarm	Response Unit(s)	Function/ Qualification	Personnel	Special Consideration
BLSY (medical or trauma) (non-code)	Primary Zone *Ambulance-Transport unit or **Aid Unit-Engine from primary or ***Ambulance-Transport unit from secondary zone.	EMT - TC	AU -2	Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required.
Total	1		2-4	
BLS (medical or trauma)	Primary Zone *Ambulance Transport unit or **Aid unit- Engine from primary zone and Ambulance - transport unit from secondary zone.	EMT - TC	AU – 2 Aid unit-Engine	Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required.
Total	1		2-4	
ALS (conscious)	Primary Zone *Ambulance-Transport unit or **Aid unit-Engine from primary zone and Ambulance-transport unit from secondary zone.	EMT - TC	AU – 2 Aid unit-Engine - 2	Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required. Situation may require 2 units for staffing, Consider ALS location
Total	1 or 2		2-4	
ALS (unconscious)	Primary Zone *Ambulance-Transport unit and **Aid unit-Engine, or *** Aid unit-Engine from secondary zone.	EMT - TC	2-4	Two EMT's required unless MCI or Pt. can benefit significantly by rapid transport with on scene non-certified personnel. Minimum (1) EMT required. Consider ALS location
Total	2		4-6	

*1st Apparatus priority **2nd Apparatus priority ***3rd Apparatus priority

EMS MVA/Special Rescue (SR)

Type of Alarm	Response Unit(s)	Function/ Qualification	Personnel	Special Consideration
BLS MVA/SR	Primary Zone *Engine Company and ** Ambulance- Transport unit from primary or ***Ambulance- Transport unit from secondary zone	EMT - TC	2 -4	More than 2 Pts request additional Special situation may exist where the priority 1 response unit in the primary zone is previously deployed.
	If Engine responding Ambulance or Aid unit from secondary zone	Firefighter(s)	2	
Total	2		4	
ALS MVA/SR	Primary Zone *Engine Company and ** Ambulance- Transport unit or ***Ambulance- Transport unit from secondary zone	EMT - TC	2 -4	Multi-Pt. request additional transport units – Special Rescue consider SORT dispatch. Special situation may exist where the priority 1 response unit in the primary zone is previously deployed. Consider location of ALS unit
	ENGINE – Primary Zone or from secondary zone	Firefighter(s)	2	
	BATTALION	Commander	1	Consider Staff Call Back
Total	1		10	

Fire Incidents - (based on Fire flow and critical fire ground tasking)

Type of Alarm	Response Unit(s)	Function/ Qualification	Personnel	Special Consideration
SMOKE INVEST.	ENGINE or BRUSH	Firefighter	2	Capitol forest or other wilderness locations use Brush unit
Total	1		2	
STRUCTURE ONE	Battalion	Commander	1	Consider Staff Call Back
	*Engine Primary Zone & Tender if Staffing permits or**Tender secondary Zone	Firefighter	2+	Engine from primary first if minimum staffing of 2 Engine & Tender in (NHA) if staffing is 3. If Staffing is 4 in Primary 3 on Engine 1 on Tender
	***Tender (NHA) or ***Engine Secondary zone	Firefighter	1	Non-hydrant Area (NHA) If hydrant area, move staffing from Aid Units and Tenders to Engines.
	Engine	Firefighter	2+	Second Engine (RIT)
	****Tender (NHA) or ****Engine	Firefighter	1	*Non-Hydrant Area
	TENDER	Firefighter	1	*Non-Hydrant Area
	Additional staffing	SUPPORT person for each attack/ back-up line	2each	
	REHAB	Rehab/Incident Support Unit	1 or 2	*If incident will last longer than 1 hour, request rehab unit and consider use of incident support unit.
	Total	5-7		14+

AFA - Residential	ENGINE	Firefighter	2	From initial response zone
Total	1		2	

AFA - Commercial	ENGINE	Firefighter	2	If in service, utilize Engine 1-7 (Telesquirt) in response package
	ENGINE	Firefighter	2	

	Battalion	Commander	1	
Total	3		5	

WILDLAND Initial Alarm

Type of Alarm	Response Unit(s)	Function/ Qualification	Personnel	Special Consideration
Wildland	*Brush Unit Primary Zone & **Tender if staffing permits	FF II Firefighter(s)	1 1	Each Brush Unit should deploy minimum of one FFII Additional Brush Units as needed
	***Tender	Firefighter(s)	1 or 2	
	Battalion	Incident Commander	1	*During high fire conditions.
Total	2		4-5	
Wildland (threatening)	*Structural Engine Primary Zone and **Brush unit from Primary Zone if staffing permits	Firefighter(s)	2 1-2	Upgrade as needed The situation will dictate unit types i.e. Engines, Brush and or Tender Unit needed Consider geography and Engine accessibility
	Brush unit secondary zone and *Tender if staffing permits		1-2 1	Each Brush Unit should deploy one FFII
	Engine/Brush/ Tender other zones	Firefighter(s)	2	
	Battalion	Incident Commander	1	
	Total	4		5-7

Safety, Service and Staffing Considerations:

- The Current WTRFA model is a cross staffing apparatus model
- It is not practical to address all situations in writing. We hire good people to make good decisions.
- In all cases staffing and response considerations should include Safety, Service, and Special Situations.
- The operational priorities are Life Safety, Incident stabilization, Property conservation.
- Adequate numbers of well-trained personnel arrive on scene within a critical time interval with proper and reliable apparatus, tools and equipment.
- Minimum Staffing shall be determined and outlined in current CBA agreement.
- Minimum staffing doesn't require two career staff be at any one location.
- Once personnel are assigned to a primary response zone they shall remain in that zone until dispatched or instructed by the officer on duty.
- The Officer on duty shall arrange to eliminate single (personnel) response units with the exception of a Battalion Officer. The Battalion Officer should only be filled when all staffable stations are adequately staffed.
- When applicable and available a request for an Engine for a mutual or auto aid response to Riverside Fire Authority shall be with Engine 1-7 (Telesquirt), unless otherwise advised or requested.
- It shall be the determination of the Battalion Officer whether they will respond as part of a mutual aid or auto aid package response to another agency unless the callout request specifically calls out for their response.
- The Battalion Officer shall ensure that the resources of the agency will not be completely depleted through fire based BLS transport – the Battalion Officer shall ensure that at least one resource shall remain within the response boundaries by the use of private ambulance or other EMS transport means.
- The use of callbacks shall be requested at the discretion of a Command or Battalion Officer if they determine that additional resources are required at an incident or anticipate additional incident callout requests.

- The Battalion Officers shall adjust staffing accordingly to ensure proper crew response placement and readiness. This may include move-up and cover moves for apparatus.
- The Battalion Officer shall consider the placement of sufficient personnel at Station 1-2, 1-4 or 1-6 to ensure a two resource response out of the north zones to reduce response times for an incident.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Emergency Fire Ground Signal

Policy: 1.4002

Effect Date: 1/1/10

Rev. Date: 1/31/20

EMERGENCY FIRE GROUND SIGNAL

1.0 POLICY:

1.1 It shall be the policy of West Thurston Regional Fire Authority to maintain a system by which to notify personnel of the need to immediately ABANDON a structure or area for protection of their personal safety. The system shall have the ability to quickly communicate this need under any emergency scene condition and also provides for the secondary or back-up means of emergency notification.

1.2 All personnel shall be aware of such a system and the need for immediate action on their part to ABANDON any structure or hazardous area and quickly account for all personnel operating in the structure or hazardous area.

2.0 DEFINITIONS:

2.1 *Abandon*: To immediately exit the structure or hazardous area due to safety concerns for emergency personnel, without regard for removing hose-lines or any other equipment.

2.2 *Evacuate*: To remove occupants of a structure or hazardous area in an organized and usually pre-planned manner.

2.3 *Withdraw*: To exit the structure or hazardous area, removing hose-lines and emergency equipment due only to a change in strategy. (Offensive to defensive, etc.)

2.4 *Emergency Traffic Tone*: A high/low tone generated over the primary operational frequency which indicates emergency radio traffic is to follow.

3.0 PROCEDURE:

3.1 When in the opinion of any personnel operating on the scene, the ABANDONMENT of the structure or hazardous area becomes necessary, he/she shall immediately notify the Incident Commander or Fire-ground Safety Officer of the need to ABANDON. When in the opinion of the Incident Commander or Fire-ground Safety Officer, a structure or hazardous area must be ABANDONED, the following process shall occur:

The Incident Commander shall:

- a. Announce “All units operating at XXXX incident, ABANDON the building”.
- b. Activate the Emergency Traffic Tone if so equipped and then repeat the message.
- c. Notify CAPCOM of the ABANDONMENT procedure and request the frequency be restricted to “Emergency Traffic Only”.

3.2 All emergency vehicle operators at the scene shall respond by sounding the apparatus air horn for a continuous 10 second blast.

3.3 Personnel shall immediately ABANDON the structure or hazardous area. Hoselines and emergency equipment shall be left behind, unless it is needed to facilitate a safe retreat. All crew will report to their Division Supervisor immediately.

3.3 Following the ABANDONMENT procedure, the Incident Commander shall:

- a. Institute a PAR of all Divisions and/or Teams to ensure ABANDONMENT of the structure is complete and all emergency personnel are counted.
- b. When satisfied that ABANDONMENT is complete and all personnel are counted, notify Capcom “ABANDONMENT is complete, we have a PAR, normal radio traffic may be resumed”.

4.0 GENERAL INFORMATION:

4.1 ABANDON should not be confused with either of the following two terms:

- a. *Withdraw*: To exit the structure or hazardous area, removing hoselines and emergency equipment due only to a change in strategy. (offensive to defensive etc.)
- b. *Evacuate*: To remove occupants of a structure or hazardous area in an organized and usually pre-planned manner.

4.2 The ABANDONMENT signal should only be used when the ABANDONMENT of a structure or hazardous area is deemed necessary. To ensure that the ABANDONMENT signal is recognizable at the scene, air horns should only be used in short bursts – distinguishable from the 10 second air horn blast used in an ABANDONMENT signal.

4.3 The ABANDONMENT signal should be limited to a single 10 second burst in order to limit communication disruption due to radio congestion and excessive noise levels.

4.4 If ABANDONMENT is not complete, the Incident Commander will retain the emergency use of all frequencies to repeat this procedure and initiate search and rescue of all unaccounted personnel.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Fireground Accountability

Policy: 1.4003

Effect Date: 1/1/10

Rev. Date: 1/31/20

Recommend to move to West Thurston SOG – Remove from Policy

FIREGROUND ACCOUNTABILITY

1.0 POLICY:

1.1 It shall be the policy of West Thurston Regional Fire Authority to account for the location and safety of all personnel involved in an incident within the emergency incident perimeter, whenever the incident command system is used.

2.0 DEFINITIONS

2.1 Command Post: Location in which primary command functions are executed; may be co-located with the incident base.

2.2 Company Officer: Officers and Acting Officers in charge of Engine companies, Ladder companies, Tenders or Teams.

2.3 Emergency Incident: Any situation requiring the response and resources of West Thurston Regional Fire Authority.

2.4 Emergency Incident Perimeter: Any area where, for safety reasons, the public is not allowed.

2.5 Helmet Shield: A plasticized shield that is backed with Velcro that attaches to the front of a helmet. The shield has letters and/or numbers identifying a Command, Company, Unit, or Position. Examples include:

“E1-1”, “E1-4”, “A1-1”, “PIO”

2.6 Incident Termination: The conclusion of fire department operations at the scene of an incident, usually the departure of the last unit from the scene.

2.7 Name Tag: A Velcro backed plastic tag imprinted with a member's name.

2.8 PAR (Personnel Accounting Report): A roll call of all Teams at an emergency incident to account for all Members at the incident.

2.9 Passport: Approximately 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix nametags to Passports.

- a. Primary Passport: White, flexible passport carried by Company Officer until transferred.
- b. Back-up Passport: Red, rigid passport kept on the officer side door or dashboard of the apparatus.
- c. Reserve Passport: Green, used for multiple alarm shift changes and temporary replacement for lost primary and back-up passports.

2.10 Passport Accountability System: A system that utilizes helmet shields, passports, name tags, and status boards to track the assignment of Chiefs, Officers, Supervisors, Companies, Teams, and Individuals at an emergency incident.

2.11 Passport Make-Up Kit: A kit designed to expand the Passport Accountability System at a large incident and provide immediate replacement for lost and/or damaged system materials. Make-up kits are kept in command vehicles.

2.12 Status Board: A large hard plastic board with Velcro strips upon which Commanders and Supervisors hold passports of assigned teams and take notes.

2.13 Status Report: A request for a report from a unit or supervisor regarding the progress on carrying out their tactical assignments.

2.14 Team: A group of two or more members who work together on an incident and who are responsible for each other's safety.

2.15 Team Leader: The member assigned to be responsible for the supervision of the team as a whole and the passport transfer activity.

3.0 RESPONSIBILITIES:

3.1 Incident Commanders shall use the Passport® Accountability System to account for the units and individuals under their command on the scene of an emergency incident.

3.2 Commanders, Supervisors, Company Officers, Team Leaders, and Firefighters are to be aware of the physical condition and location of their assigned members. All members shall use the chain of command to request the relief and reassignment of fatigued or injured crews or members.

3.3 Officers, Team Leaders, and individuals are responsible and accountable for their own safety and for the safety of their team members. Team members shall keep a constant awareness of the position and function of all members working with them.

3.4 Members shall stay together as teams when in the emergency incident perimeter and shall maintain direct communication with their supervisor until incident termination.

3.5 Team members must always keep contact with each other using one or all of the following:

- a. Voice (not by radio)
- b. Visual
- c. Touch

d. Exception: Radio or phone contact is acceptable for Apparatus Operators, Chief Officers, Division Supervisors, Incident Commanders, Safety Officers, Staging Area Manager(s), Lobby Control Teams, etc., where position or function is out of hazardous environment.

WAC 296-305-05001- Team members operating in hazardous areas shall be in communication with each other through visual, audible, physical, safety guide rope, or electronic means, or by other means in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

3.6 If a team member is in trouble, the other member(s) of the team shall take appropriate steps to, in order:

- a. Provide Direct Assistance
- b. Call for Help
- c. Go Get Help

3.7 Firefighters are responsible to ensure that all passports and helmet shields as well as their own personal nametags are counted for, as well as taking steps to find and replace missing ones. Each Firefighter shall carry three (3) nametags on the under side of the rear bill of their helmet as a normal in-service mode, with an additional nametag on the duty board of their assigned station.

3.8 Where staffing allows for two teams, company officers may pre-assign members of the company into two (2) teams. Teams shall be designated as the primary company (E1-1) and as a team designator (E1-1 Team B).

3.9 Company Officers are responsible for members under their direct control. When a team is assigned to a different Supervisor or team leader, that Supervisor, and team leader are accountable for the team.

3.10 Company Officers shall supervise the maintenance of helmet shields and passports of their assigned members through the entire shift. At an emergency scene, C.O. will keep the primary passport on his or her person until transferred.

3.11 The Supply Officer is responsible for maintenance of passport materials inventory. Replacement nametags, helmet shields, and passports shall be available at Station 1 or 2 for replacement of missing items.

4.0 GUIDELINES:

4.1 During report at the beginning of each shift, apparatus assignments shall be determined. Personnel shall put two (2) nametags on the passports of the apparatus they are assigned to; one (1) on the primary passport (kept in the cab), and one on the backup passport. The Officer's nametag shall be at the top followed by the Firefighter's nametags, followed by the Driver's nametag.

4.2 Member nametags are kept on the Duty Board at the Stations. During report, or in the case of volunteer personnel when reporting to the station, the nametag of on-duty/participating personnel shall be placed on the apparatus they will be staffing. Nametags are to be removed from the passports/duty board prior to leaving the station.

4.3 Helmet shields are kept in the apparatus on Velcro patches. There shall be one (1) helmet shield for each seated position on emergency response vehicles.

4.4 Helmet shields shall be in place on the member's helmet BEFORE participating as an in service team member.

4.5 Any nametags that are found by an oncoming shift that have been left by the off going shift should be either put back on that persons helmet or placed in their box in the watch office.

4.6 Any helmet shields that are found to be missing during apparatus checks need to be reported to the Supply Officer – after the off going shifts' helmets are inspected to see if it was accidentally left on when they removed their bunker gear from the apparatus.

4.7 Helmet shields shall be color-coded as follows:

- a. Officers/Team Leader – White with Orange numbers/letters
- b. Firefighters – Orange with White numbers/letters
- c. EMS Volunteers – Blue with blue numbers/letters

4.8 Passport color codes shall be as follows:

- a. White: Primary.
- b. White or Red: Back-up.
- c. Green: Reserve.

4.9 There shall be two passports (one primary and one back up) provided for each on-duty chief, company, team, or administrative assignment.

4.10 The White Primary Passport shall be carried by the company officer until used as a passport for entrance into an emergency incident perimeter.

4.11 The White or Red Back-up Passport is maintained as a duplicate of the primary passport and is used to identify Team Members when the primary passport is unavailable. Back up Passports are kept on the officer's side dashboard or door of each apparatus.

4.12 The Preprinted Green Reserve Passport is kept at each station and is used as follows:

- a. Replacing a lost primary or back-up passport
- b. Members who needed to report for shift change at the emergency incident

4.13 Reserve Passports are located near the duty board at Station 1-1 or 1-2.

4.14 Blank Green Reserve Passports are carried in the Command vehicle. These passports are used for:

- a. Temporary splitting of a company into Teams
- b. Temporary replacement of pre-printed, company-designated green flexible passports that have been placed in service.
- c. Additional make-up companies and mutual aid companies that respond to the incident scene without passports.

4.15 Each uniformed member of the Fire Department shall maintain a minimum of four (4) Velcro backed, engraved nametags.

4.16 Nametags are to be stored on the underside of the rear brim of the member's helmet.

4.17 One nametag is to be attached to each of the assigned primary, backup and reserve passports upon reporting for duty. Nametags shall be dressed to the top of the passport.

4.18 Nametags shall be attached to the passports before responding with the assigned apparatus.

4.19 When temporarily assigned to another company of apparatus, the member shall remove their nametags from the primary and backup passports of the base apparatus. Upon reporting to the new apparatus, the member places one nametag on the primary and backup passports of the new apparatus.

4.20 There should always be at least one spare nametag on the member's helmet for the following uses:

- a. Multiple alarm temporarily created teams.
- b. Immediate replacement of lost tags.

- c. Names shall be placed on the passport in the following order:
- d. The Company Officer/team leader nametags are placed at the top of the passports.
- e. The nametags of all other personnel assigned to that apparatus are placed below the officer's nametag. All nametags shall be dressed to the top of the passport.
- f. The nametag of the driver of a fire apparatus (e.g. engine, aerial ladder) is placed on the bottom directly below the team member's nametag and turned upside down. This indicates that the person is the apparatus operator and may be operating the pump or aerial ladder.

4.21 When all members of a unit enter the hazardous zone or structure, the company officer/team leader, must turn the driver's nametag right side up to indicate that the driver is with the rest of the members of that unit.

4.22 When a detailed, off-shift or volunteer member reports directly to an emergency scene, the member reports to the staging manager or Incident Commander for assignment.

4.23 When a company or team reports to an Incident, Staging, Division or Group Commander, they transfer their primary passport to that Commander except as defined below.

4.24 Primary passports shall be carried by the officer or team leader when:

- a. They are the only unit at the incident
- b. They are a committed first arriving unit at an incident prior to the establishment of a command post.
- c. They are on or directed to a remote side of an emergency incident before the establishment of a Division Supervisor.

4.25 When first arriving teams that have not transferred their passports to a command function leave a hazardous area; they shall report their team status to the Incident Commander by radio or personal contact. The Incident Commander shall direct the unit or team to a command function or new assignment where they shall transfer their passport.

4.26 Commanders shall require the transfer and use of passports at every incident where the Incident Management System is used. Anyone not properly counted shall not be used. Staging/Base Area Managers shall record the time that teams report to their area.

4.27 When an Incident Commander, Division or Group Supervisor relieves a team, the Commander or Supervisor shall:

- a. Confirm with the team leader that all team members are counted..
- b. Return the team's Passport to the team leader.
- c. Direct the team leader to the temporary staging/rehab area or another command function.

- d. Advise the designated Supervisor that the team has been directed to report to that Supervisor. The receiving Supervisor shall acknowledge by repeating the message and record that information on the status board.

4.28 When a Company/Team reports to an Incident, Staging, Division or Group Supervisor, they hand their primary passport to that Supervisor who shall put it on his/her status board for accountability (if the company or team does not have a passport, the Incident Commander or Staging Officer shall make a set for them from the make-up kit). The Team Leader should direct all communications to the Supervisor that holds his or her passport.

5.0 Emergency Personnel Accounting Report (PAR)

5.1 Incident Commanders down through Team Leaders will conduct an Emergency Incident Personnel Accounting Report (PAR) using the accounting system as follows:

a. When a team is relieved of an assignment and transferred to another functional position, the immediate Supervisor shall ensure that Team Leaders have conducted a PAR of their team prior to handing their passport back.

b. When a Firefighter or team is presumed or suspected of being missing or trapped, the Incident Commander shall be notified, and the immediate supervisor shall acquire and/or assign sufficient teams to start rescue efforts **as soon as possible** at the last known location. Then, a PAR shall be conducted by the immediate Supervisor to try to confirm the location and status of the team members.

c. When there is a change from an offensive to a defensive fire ground strategy, when there is a catastrophic change in the situation such as a collapse, vapor cloud, explosion, etc., or whenever the Incident Commander, Operations Commander, Division or Group Supervisor, or a Team Leader determines the need for a PAR.

5.2 When a PAR is initiated, each company officer or team leader shall determine the status of their assigned personnel and report to the appropriate commander.

5.3 Whenever possible, PAR should be conducted without use of the radio to keep the frequency clear.

a. Example PAR:

“Delphi Command to Capitol and all Units/Divisions, an unidentified “May-Day” distress call has been transmitted”.

“Delphi Command to all Divisions, conduct a PAR of your units”.

“Division A, Command, conduct a PAR”

“E1-1, Division A, conduct a PAR”

“Division A, E1-1, we have PAR”

“E1-4, Division A, conduct a PAR”

“Division A, E1-4, we have a PAR”

“Command, Division A”

“Go ahead Division A, this is Command”

“Division A has a PAR”

“Command received, Division A has a PAR”

6.0 Status Reports

6.1 Status Reports (requests) are used by the Incident Commander, Operations Commander(s) and Division Supervisors. They are an informational inquiry that accomplish two things:

- a. Status Reports provide the Commander with an update of the progress being made by any one team on the task they are performing.
- b. If a supervisor has concern for a team’s safety or a supervisor needs a situational update from the teams, they shall call the team and ask for a Status Report.

7.0 REFERENCES

NFPA 1500-6.1-6

NFPA 1561

WAC 296.505.05001



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Standby Teams

Policy: 1.4004

Effect Date: 1/1/10

Rev. Date: January 14, 2020

STANDBY TEAMS

1.0 POLICY:

1.1 It shall be the policy of West Thurston Regional Fire Authority to provide for the potential rescue of members operating in a **hot zone hazardous area**. Members shall not make an interior entry in a fire situation in the absence of at least one designated standby firefighter(s).

2.0 DEFINITIONS:

2.1 Hot zone: The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone is the area presenting the greatest risk to members and will often be classified as an IDLH (immediately dangerous to life and health) atmosphere.

2.2 Initial Stage: Encompasses the control efforts taken by resources that are first to arrive at an incident.

2.3 Initial Stage Standby Firefighter: One firefighter in stand-by mode who is ready to provide rescue of firefighters during the initial stage.

2.4 Known Life Hazard: An exceptional circumstance indicating that immediate action by the first arriving resources may be necessary to mitigate the loss of life or serious injury to a citizen or firefighter(s). This means the rescuing resources are in contact by visual or audible means with a building occupant or firefighter who requires rescue, or have received a confirmed report of a trapped victim.

2.5 Positive Communication: Contact maintained by visual, verbal, physical or electronic means.

2.66 Rapid Intervention Team: A designated and dedicated team of two or more equipped members, immediately available to rescue firefighters.

2.77 Standby Mode: A firefighter in full protective equipment (PPE) including self-contained breathing apparatus (SCBA) with face-piece in the ready position.

Standby Team: A team of two or more equipped firefighters, immediately available to rescue firefighters.

3.0 RESPONSIBILITIES:

3.1 It is the responsibility of the Incident Commander to provide Standby Firefighter(s) for the rescue of other firefighters operating at emergency incidents.

3.2 During the initial stage of an incident, the Initial Stage Standby Firefighter(s) shall be responsible for maintaining awareness of the status of those firefighters working inside the ~~Hazardous Area~~ hot zone.

4.0 GUIDELINES:

4.1 Standby Team: Except as provided below, firefighters must not engage in interior structural firefighting in the absence of at least two standby firefighters.

4.2 The standby members must remain aware of the status of firefighters in the hot zone ~~hazardous area~~.

4.3 The standby members must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.

4.4 The standby members may be permitted to perform other duties outside the hot zone ~~hazardous area~~, provided constant communications is maintained with the team in the hazardous area, and provided that those duties will not interfere with his or her ability to initiate a rescue as appropriate.

4.5 Once additional resources have arrived on the scene, the incident must no longer be considered in its initial state and the Incident Commander shall re-evaluate the situation and risks to operating crews. First and primary consideration shall be given to providing for a RIT commensurate with the needs of the situation. (See Rapid Intervention Team Policy)

4.6 Initial Stage and Life Hazard Exemption: In the initial stage of a structure-fire incident where only one team is operating in the hot zone ~~hazardous area~~, where additional resources can reasonably be expected, and where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizenry or firefighters, at least one additional firefighter must be assigned to stand by outside the hot zone ~~hazardous area~~ where the team is operating.

4.7 The standby firefighter must remain aware of the status of firefighters in the **hot zone hazardous area**.

4.8 The standby firefighter must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.

4.9 The standby firefighter may be permitted to perform other duties outside the **hot zone hazardous area**, provided constant communication is maintained with the team in the **hot zone hazardous area**, and provided that those duties will not interfere with his or her ability to initiate a rescue as appropriate.

4.10 Once additional resources have arrived on the scene, the incident must no longer be considered in its initial state and the Incident Commander shall re-evaluate the situation and risks to operating crews. First and primary consideration shall be given to providing for a RIT commensurate with the needs of the situation. (See RIT Policy)

4.11 Nothing in this policy prevents activities, which may be taken by members first on the scene to determine the nature and extent of fire involvement, including potential life safety hazards.

4.0 REFERENCES:

WAC 296.305.0500+2



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Rapid Intervention Team

Policy: 1.4005

Effect Date: 1/1/10

Rev. Date: 12/1/2018

RAPID INTERVENTION TEAM

1.0 POLICY:

1.1 It shall be the policy of West Thurston Regional Fire Authority to provide for the safety and welfare of members operating at emergency scenes through the establishment of Rapid Intervention Teams (RIT) for the potential rescue of lost or trapped firefighters.

1.2 A RIT shall be established during interior structural fire operations that expose firefighters to a hazardous area.

1.3 A RIT should be considered when personnel are operating in positions or performing functions that would subject them to immediate danger or injury in the event of equipment failure or other sudden event.

2.0 DEFINITIONS:

2.1 Positive Communication: Contact maintained by visual, verbal, physical or electronic means.

2.2 Rapid Intervention Team: A designated and dedicated team of two or more equipped members, present outside of the IDLH area, immediately available to rescue firefighters working inside the IDLH area.

2.3 Hazardous Area: A particular event circumstance or condition that may present an immediate danger of injury to a member of a fire department in the event of a structural collapse or equipment failure.

3.0 RESPONSIBILITIES:

3.1 It is the responsibility of the Incident Commander to provide a RIT for the rescue of other firefighters operating at emergency incidents that expose firefighters to atmospheres that are IDLH.

4.0 GUIDELINES:

4.1 A RIT shall consist of at least two members and shall be available for rescue of a firefighter or a team if the need arises. RIT shall be fully equipped with the appropriate PPE, SCBA and any specialized rescue equipment that might be needed given the specifics of the operations underway.

4.2 Incident Briefing: When assigned, a RIT shall report to the Incident Commander (or their designee based upon the organization of the IMS structure) for a briefing on the incident. This briefing should include such information as location and assignment of crews and occupancy information.

4.2 At their assigned location, the RIT must closely monitor the tactical radio communications and be able to react immediately to a sudden emergency event involving firefighters in the hazard area.

4.3 Conducting a Size-up: The RIT should conduct a size-up of the building or other incident scene features. Particular attention should be made of the following items:

- a. Entrances and exits
- b. Access stairs
- c. Water supply sources
- d. Location of specialized equipment (hose, ladders, air bags, extrication equipment, cribbing, jacks, ropes, lighting, power saws, etc.)

4.4 Recommended Equipment: Crewmembers shall be in a ready state wearing full protective clothing and SCBA donned in the “ready state”. Additional required equipment include:

- a. Thermal Imaging Camera
- b. Portable radios (including 1 for the victim)
- c. Flathead axe & Haligan Tool (Irons)
- d. Portable hand lamps
- e. 150’ guide rope
- f. Hose line (evaluate availability, secure own line)
- g. Spare SCBA bottle with Mask/Hose
- h. Green tarp for equipment staging
- i. Defibrillation Unit
- j. Chain Saw

4.5 For incidents other than structure fires, the protective clothing and equipment will be appropriate for the hazards. Additional equipment might include any combination of the following; distributor nozzle, ladders, hand and power saws, luminescent lights, utility straps or webbing, hydraulic jacks, rescue tool with attachments, etc.,

4.6 Missing or Trapped Personnel: RIT should be reserved for immediate life-threatening situations, such as a firefighter trapped, injured, unaccounted, or other critical situation(s). An absent member of any crew will automatically be assumed lost or trapped until otherwise determined to be safe.

4.7 The Company Officers and/or team leaders must immediately report any absent members to their division/group supervisor, who in turn must immediately report to the Incident Commander.

4.8 Command Officers and/or team leaders should consider loss of radio contact to indicate a crew in trouble.

4.9 Activation of the RIT: Upon notification of a lost or trapped firefighter, the Incident Commander shall:

- a. _____ Immediately acknowledge the Mayday, instruct the Firefighter to GRAB LIVES and begin initiating a plan with interior crews to locate and determine needs of downed Firefighter..
- b. _____ Activate Emergency Traffic Tones through CapCom. Designate a Rescue Group Supervisor to supervise the rescue effort.
- c. _____ Immediately replace the RIT with another company.
- d. _____ Adjust on-scene strategies to prioritize search and rescue efforts.
- e. _____ Initiate a passive roll call (PAR) of companies assigned to duty in the immediate danger zone through their team supervisor/leader. In efforts to streamline unnecessary fire ground communications, teams on the fire ground will report to IC ONLY if unable to confirm a PAR.
- f. _____ After receiving a report from interior crews involved in locating the downed Firefighter, activate the RIT with equipment recommended by the interior team, sending them to the last reported working area of the lost Firefighter(s) to begin extraction.

4.10 Radio Designators: Companies assigned to the RIT function shall continue to use their current company designator.

5.0 References:

WAC 296.305.05001



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Thermal Imaging Camera

Policy: 1.4006

Effect Date: 1/1/10

Rev. Date:

THERMAL IMAGING CAMERA USE

1.0 GUIDELINE:

1.1 West Thurston Regional Fire Authority may utilize the Thermal Imaging Camera (TIC) in any situation deemed necessary by the Incident Commander to benefit the operation or enhance the safety of fire department personnel, other emergency service personnel, and bystanders at the scene.

1.2 Instances for which the Thermal Imaging Camera can be used are:

- a. Scene size-up
- b. Structural firefighting
- c. Overhaul
- d. Search and rescue
- e. Surface water rescue
- f. Hazardous materials
- g. Illegal burn investigations
- h. Motor vehicle accidents

2.0 DEFINITIONS

2.1 *BLEVE*: Boiling, liquid, expanding, vapor, explosion.

2.2 *Properly Trained*: Someone who has been through the Thermal Imaging orientation class.

2.3 *Tag Line*: A rope used for safety, attached to an anchor point outside of the area being searched and to the firefighter as a guide in extremely low visibility or hazardous conditions.

2.4 *Thermal Layering*: The tendency of gases to form into layers according to temperature.

2.5 *TIC*: Thermal Imaging Camera

3.0 RESPONSIBILITIES

3.1 Only those properly trained in how to operate the TIC will be allowed to use it during an incident.

3.2 If the Incident Commander sees fit for the TIC to be used, the officer of the apparatus that it is assigned to shall operate it, or any qualified member designated by the officer.

4.0 SCENE SIZE-UP

4.1 The TIC shall be used for scene size-up to determine the amount of heat in a building, including involved rooms and floors. The officer on the arriving apparatus shall use it to determine the type and location of fire attack. The TIC shall be used for any other ongoing size-ups to determine fire spread and hot spots within the building or vehicle.

5.0 STRUCTURE FIRES – INCLUDING SEARCH AND RESCUE AND FIRE ATTACK

5.1 The TIC shall be carried on the first out apparatus of manned stations within West Thurston Regional Fire Authority, and shall be used for all instances involving a structure fire where it will enhance the safety of firefighters.

5.2 After the size-up, properly trained firefighters on primary search or on the first-in attack line, shall attach the TIC to themselves and utilize it for search and rescue or initial fire attack in low visibility areas. The TIC shall only be used secondary to standard firefighting and search and rescue techniques. If operating without a hose line, a tag line shall be used by anchoring just outside of the entry point.

5.3 Prior to entry of a structure or room, the TIC shall be used first to determine the thermal layering at the door. After a thorough scan from the ceiling to the floor has been done, entry can be made. If conducting the search of a room, the operator of the TIC shall wait at the door and the second firefighter shall complete the search while being guided by the TIC operator.

5.4 Any subsequent search and rescue attempts shall follow the same guidelines as the primary search team.

5.5 For fire attack, the TIC will aid in locating fire in low visibility areas as well as structural integrity of the interior of the structure.

6.0 OVERHAUL

6.1 The TIC shall be used during overhaul operations to determine hot spots in any fire situation. A thorough scan of the structure shall be completed by a trained firefighter appointed by the engine company officer. The TIC shall be used as a tool to help aid in overhaul operations but will not replace any standard procedures.

7.0 SURFACE WATER RESCUE

7.1 The TIC shall be used during all surface water rescue operations where it will enhance the safety of emergency personnel on scene.

7.2 The TIC shall be used by a properly trained firefighter designated by the engine company officer to identify victims in the water. The TIC may be used during daylight or night-time hours but is limited to seeing only those objects above the water line. The TIC is unable to see beneath the water. The TIC will be used secondary to standard water rescue techniques.

8.0 HAZ-MAT

8.1 The TIC shall be used during all hazardous materials responses where it will enhance the safety of all personnel working at or near the emergency scene.

8.2 The uses that a properly trained firefighter shall use the TIC may be but are not limited to:

- . Gauge the level of a fuel tank (propane, diesel, gasoline, lube oil)
- a. Size up liquid spills on water and land
- b. Detect temperatures of burning materials
- c. Guide water streams onto a burning tank to prevent a BLEVE.

9.0 ILLEGAL BURN INVESTIGATIONS

9.1 The TIC shall be used in all illegal burn investigations where it will enhance the safety of personnel on the scene or home/property owners.

9.2 The TIC shall be used by a properly trained firefighter designated by the engine company officer to determine if the fire is completely out.

10.1 MOTOR VEHICLE ACCIDENTS

10.1 The TIC shall be used for all MVAs where the possibility of multiple victims exists but cannot be counted..

10.2 The TIC shall be used by properly trained firefighters to determine the number of patients on an MVA scene by pointing the TIC at the seats of the car, pushing back the rear cushion to expose the seat where heat may have been trapped by a possible patient who was sitting there.

10.3 The TIC shall also be used to scan the nearby area for possible patients or other passengers from the vehicle. Possible ejected patients or hiding individuals may be in the immediate area and need to be counted..

11.0 REFERENCES:

IFSTA Essentials 4th Edition



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – ~~Confined~~ **Technical** Space Rescue Operations

Policy: 1.4007

Effect Date: 1/1/10

Rev. Date: January 2020

~~CONFINED SPACE~~ **TECHNICAL** RESCUE OPERATIONS

1.0 PURPOSE:

1.1 West Thurston Regional Fire Authority and its members recognize that Emergency Services is inherently dangerous for the first responder. The Department is committed to maintaining the safest possible working environment by training and educating its members in established Policies, Procedures, and Standard Operating Guidelines (SOG).

2.0 POLICY:

2.1 WTRFA does not provide ~~confined space~~ **technical** rescue services nor maintain a ~~confined space~~ **technical** rescue team. The highest-ranking Department Officer on scene shall establish a unified command system and call for *Local Resources (dispatched by CAPCOM) - Thurston County Fire Department #9 Special Rescue Operations Team – SORT*. **All members who may encounter a technical rescue incident shall be trained to an awareness level to recognize technical rescue situations during emergency scene operations and takes no offensive action.**

2.2 Thurston County Special Rescue Operations Teams (SORT) will provide a technician level response for rescue involving:

- Structural Collapse
- Rope
- Confined Space
- Trench
- Water
- Tree Rescue
- Animal Rescue

- 2.3 Department Members shall approach ~~confined space~~ **technical rescue** incidents with extreme caution. Direct supervision is required of all members and all safety precautions and procedures shall be strictly enforced. Operations shall be conducted in a manner which avoids premature commitment to unknown risks.
- 2.4 The Department Incident Commander (IC) may permit Department personnel to assist at a ~~confined space~~ **technical rescue** incident only after evaluating the situation and only under the direct supervision of properly trained and qualified personnel.
- 2.5 Department members recognize their responsibility to complete mandatory training. They shall understand and operate within their level of training and within the established Policies, and utilize procedures and guidelines as needed.
- 2.6 The Department shall attempt to identify and list contact information of local sources to conduct ~~confined space~~ **technical rescue** operations. If the Department enters into a contract with any outside rescue service, at least one of the contract individuals shall be able to read and speak the English language.
- 2.7 It shall be the policy of the Department to deny entry to any and all Department Members into any unsafe trench or excavation or technical rescue situation.
- 2.8 Only members trained to the Technician Level will supervise any technical rescue operation.
- 2.9 The Department will employ the following methods of shore based water rescue;
- A. Reach or Throw – Don PFD, helmet, and other safety PPE (Do not use bunker gear)
 - B. “Don’t Go” – No entry into water

3.0 DEFINITIONS:

- 3.1 Confined Space: A space that is large enough and so configured that an employee can bodily enter to perform assigned work, has a limited means of entry and egress, and is not designed for continuous occupancy.
- 3.2 Trench: A type of excavation or depression in the ground that is generally deeper than it is wide and narrow compared to its length

~~3.0 GUIDELINES:~~ TRANSFER ENTIRE GUIDELINES SECTION TO SOG

- ~~3.1 During an actual rescue response, written and/or verbally recorded hazard size up will be allowed in lieu of the written permit requirements in WAC 296 62 14507 and 296 62 14509 and shall be completed prior to any entry.~~
- ~~3.2 Size up shall include at a minimum:~~
- ~~— 1. Recognition and declaration of the situation as a confined space incident.~~
 - ~~— 2. Denial of entry to unprotected persons.~~
 - ~~— 3. Assessment of all readily available confined space documentation, e.g., MSDSs, any existing permit, plans or blueprints of the space.~~

- 4. Assessment of number of victim(s), locations and injury conditions.
- 5. Discussion with witnesses, supervisor, etc.
- 6. Assessment of any current or potential space hazards, in particular, any hazard which leads to the necessary rescue.
- 7. Determination and declaration if body recovery or victim rescue occurs.
- 8. Determine need for a confined space rescue team and request as necessary.

3.3 The following guidelines are established as tactical considerations for the Department IC while evaluating a confined space rescue operation.

- 1. Entry should be made based upon where the victims are, and if it is a rescue or recovery, as this will determine the urgency of the rescue.
- 2. Rescue should be made as a two pronged attack if the space permits and their location inside the space is known.
- 3. Entry team members should be logged as to time of entry, name, type of breathing apparatus and bottle pressure.
- 4. Entry teams should be limited to thirty minutes if supplied air respirators are used. The time frame can be extended to 45 minutes for supplied positive pressure systems.
- 5. Before entry and once inside the confined space, team communication systems should be checked.
- 6. Wherever possible, rescue lines should be attached to the entry team.
- 7. Ventilation and air monitoring processes should be undertaken at the same time as the rescue, if possible.
- 8. Protective clothing and equipment should be worn during the rescue attempt and should consist of but not limited to helmet, fire retardant hood, gloves, emergency escape bottle, personal atmospheric monitor, fire retardant jump suit, knee pads, and intrinsic lighting.
- 9. Establish the level of care needed for the victims being extracted and coordinate the removal between the inside and outside of the space. Remember these individuals need to be rescued, but not in a way that will increase their injuries while doing so.
- 10. Personnel who enter the space as rescuers shall work as a team and if one member of the team has to come out, both members come out.

4.0 REFERENCE:

Reference: *WAC 296-305-05003, WAC 296-62 Part M-05101*

WAC 296-305-05113

Confined Space Tactical Work Sheet Attached



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Operations – Vacant and Abandoned Structures

Policy: 1.4013

Effect Date: 10/15/13

Rev. Date: 1/31/20

VACANT AND ABANDONED STRUCTURES

1.0 **PURPOSE:**

- 1.1 The purpose of this policy and operating guideline is to provide direction for all personnel of the West Thurston Regional Fire Authority (WTRFA) with regard to documenting, evaluating, managing, and conducting emergency operations in and at the scene of vacant and abandoned buildings.
- 1.2 WTRFA will work collaboratively with the Thurston County Fire Marshal's Office and Thurston County's Community Development Department. Together we will use provisions of the adopted model codes such as The International Fire Code (IFC) and the International Property Maintenance Code where applicable to achieve abatement of documented hazards and violations in vacant and abandoned structures. The WTRFA will provide warning placards to clearly identify hazardous occupancies and enforce compliance up to and including demolition where deemed necessary.
- 1.3 Fire Departments should ensure that inspections of vacant buildings and pre-fire planning are conducted which cover all potential hazards, structural building materials (type and age), and renovations that may be encountered during a fire so that the Incident Commander will have the necessary structural information to make informed decisions and implement an appropriate plan of attack. Fire departments should identify dangerous vacant buildings by affixing warning placards to entrance doorways or other openings where firefighters may enter.

2.0 **DEFINITIONS:**

- 2.1 Abandoned: Is any structure regardless of occupancy type for which there is no owner on record according to Thurston County or having sent a certified letter of inquiry mailed to the last known address of the previous owner results in no response.
- 2.2 Authority Having Jurisdiction (AHJ): An organization or office responsible for enforcing the codes and ordinances adopted by the legislative body of the jurisdiction. Thurston County Fire Marshal's Office is the AHJ concerning code inspection and enforcement.
- 2.3 Code Enforcement Official: Representative of the AHJ.
- 2.4 Commercial: Is any improved real property or portion thereof that is designated or permitted to be used for commercial, retail, business, professional, or multiple family housing purposes.
- 2.5 Owner: Any person, partnership, association, corporation, Trust or fiduciary having a legal or equitable title or any bona-fide interest in any real property.
- 2.6 Vacant: Is any building that appears to be devoid of furnishings and/or merchandise and not otherwise legally occupied.

3.0 POLICY:

- 3.1 It shall be the policy of the WTRFA to foster a change in the culture of the organization and traditional expectation for personnel to engage in aggressive firefighting activities in documented vacant and abandoned buildings.
- 3.2 Nothing in this policy or guideline shall be construed as a "one size fits all" approach to every fire in these buildings. Rather, the incident commander is given authority to act with freedom and discretion having considered the risks to personnel operating at the scene.
- 3.3 Tactical decisions at fires in vacant and abandoned buildings will be based on a comprehensive and objective evaluation of the involved building using this policy and guideline.

3.4 PROCEDURE:

- 3.4.1 Personnel are to diligently report any vacant building observed in their response jurisdiction whether commercial or residential. WTRFA along with their Fire Investigation Team will determine whether an evaluation shall be made of the

building using the form produced jointly by the International Association of Arson Investigators and the United States Fire Administration in the appendix to this guide. Staff will assign the responsibility of conducting the evaluation to appropriate personnel.

- 3.4.2 The evaluation will encompass the following conditions:
- a.) Building Security
 - b.) Utilities
 - c.) Building Use (Last known occupancy)
 - d.) Building Construction
 - e.) Fire Protection Systems
 - f.) Fire Potential
 - g.) Exposures
 - h.) Suppression Operations
 - i.) Analysis of the Building
 - j.) Recommended Notices and Orders
 - k.) Operational Mode
- 3.4.3 The operational mode shall take into consideration a significant fire occurring in the structure understanding the latitude given in Section 3.2.
- 3.4.4 The completed form shall be submitted to WTRFA Operations for filing and the building will be marked following the procedures defined in this policy. Completed evaluations will be uploaded to a database by Operations staff that can be easily accessed to determine the status of specific occupancies.
- 3.4.5 A copy of the evaluation will be distributed to the following recipients:
- a.) The AHJ or Community Development Department of the appropriate jurisdiction.
 - b.) The owner of the commercial or residential property to which the evaluation pertains.
 - c.) The insurance company carrying the policy on the property if known.
- 3.4.6 Prior to inspection, WTRFA members shall have the verbal or written permission of the property owner prior to gaining access to said property. If permission to enter is not granted or there is no property owner available, Operations staff shall make a referral to the Thurston County Fire Marshal's Office regarding the concerns of the structure.
- 3.4.7 Upon completion of the evaluation, the building will be placarded with symbols in accordance with Section 311.5 of the IFC.

- a.) Placards may only be removed by the AHJ or representative code enforcement official on the condition that documented violations and hazards have been satisfactorily corrected.
- b.) Changes in the status of a placarded building will be tracked and updated by occurrence. Changes shall be entered into the database within 24 hours per 3.4.4.
- c.) Placarded buildings will be re-evaluated annually by West Thurston. Any additions or deletions shall be entered into the database within 24 hours per 3.4.4.

4.0 RESPONSIBILITY:

4.1 All personnel are accountable for this policy and guideline.

4.2 The incident commander is responsible for the enforcement of this guideline with respect to emergency scene operations. WTRFA administration shall be responsible for managing, directing and implementing necessary actions resulting from the application of this policy and guideline.

5.0 APPENDIX: N/A

5.1 Vacant and Abandoned Building Evaluation Form

5.2 USFA Board Up Specifications Document



WEST THURSTON REGIONAL FIRE AUTHORITY

Purpose and Scope:

The purpose and scope of this document is to increase firefighter safety by establishing a method from which West Thurston Regional Fire Authority will perform fire ground accountability. This document establishes operational procedures to ensure interoperability.

Definitions:

Accountability Tracking System – A system of firefighter accountability that provides for the tracking and inventory of all personnel (WAC 296-305-01005).

Helmet Shield - A shield that attaches to the front of a helmet. The shield has letters and/or numbers identifying a Command, Company, Unit, or Position.

Name Tag – A plastic tag imprinted with a member’s name.

Passport - Approximately 2" X 4" boards made of plastic used to identify and account for personnel and teams. Personnel affix nametags to Passports.

- Primary Passport: White, flexible passport carried by Company Officer until transferred.
- Back-up Passport: Red, rigid passport kept on the officer side door or dashboard of the apparatus.
- Reserve Passport: Green, used for multiple alarm shift changes and temporary replacement for lost primary and back-up passports.

Passport Accountability System -A system that utilizes helmet shields, passports, name tags, and status boards to track the assignment of Chiefs, Officers, Supervisors, Companies, Teams, and Individuals at an emergency incident.

Tactical Worksheet - A document maintained by the IC to track all personnel assigned to the incident and their ongoing operational tasks, locations, and objectives.

Status Board – A board upon which Commanders and supervisors track assigned resources and their tasks, locations, and objectives.

Responsibilities:

Incident Commander – Is responsible for establishing an accountability element within the incident organization to track the position and function of all personnel operating at an emergency scene (WAC 296-305-05000). The IC is responsible to scale the accountability system commensurate with the incident size and complexity.

Supervisors– Are responsible for participation in the accountability system by tracking all assigned personnel at emergency incidents.

Personnel – All personnel are responsible for participating in the Accountability Tracking System.

Procedures:

Passport Configuration- The Company Officer/ Unit Leader will place their Name Tag at the top of the Passport. The Firefighters' Name Tags will be placed below the Company Officer/ Unit Leader's Name Tag. The Driver/ Operator will be the last Name Tag placed on Passport. An upside down Name Tag placed indicates that the Driver/ Operator is assigned to operate the apparatus. All Name Tags should be stacked tightly, as a gap may indicate that a Name Tag may have been accidentally detached. Please see the Appendix for photo examples.

Initial Actions - The use of the Accountability Tracking System will commence as the first unit arrives on the scene. The accountability location will be at the first arriving engine company unless otherwise announced. Each subsequently assigned resource will deliver their passport to the identified accountability location or to the Division/Group Supervisor to which they are assigned.

Divisions and Groups–Retrieve passports for assigned resources and track the position and function of all assigned personnel throughout the duration of their assignment.

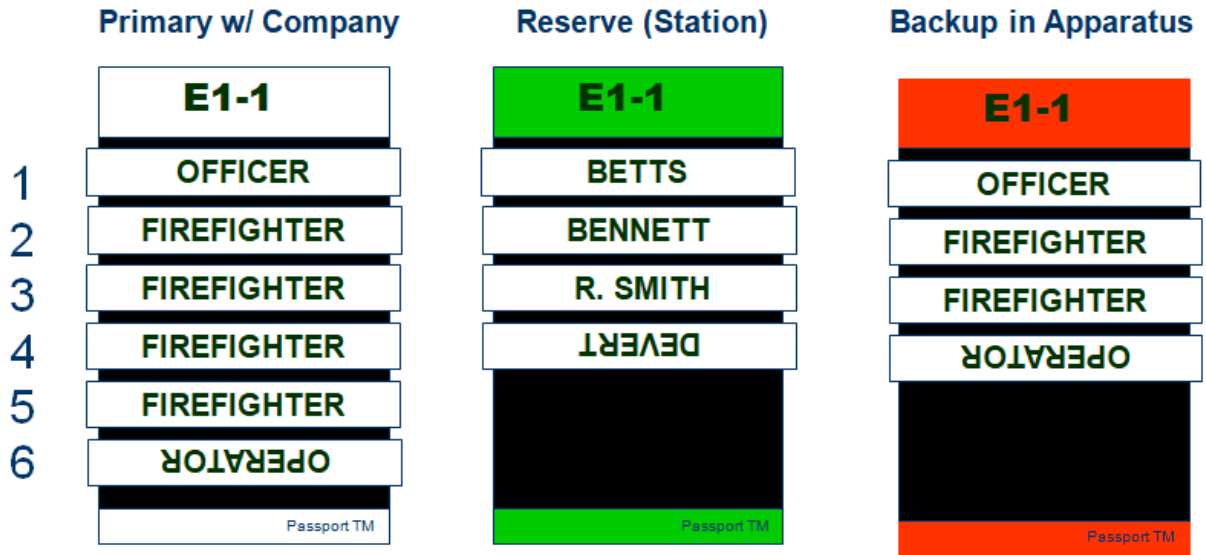
Incident Commander–Changes to the accountability location must be communicated to all units assigned to the incident.

Reference:

WAC 296-305-05000

Blue Card command 1.8 Hazard Zone Accountability

Appendix:



This Passport indicates that the FF. Devert is assigned to and operating Engine 1-1 outside of the IDLH

This Passport indicates that FF Bennett is operating in the IDLH as a member of Engine 1-1's crew.



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

RESOLUTION NO. 2020-017

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 10th
 day of August 2020, the following majority of commissioners being present and voting:

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

 John Ricks, Commissioner

 Ben Elkins, Commissioner

 David Pethia, Commissioner

 Jeff Jernigan, Commissioner

 Tom Culleton, Commissioner

 Calvin Dahl, Commissioner

 Linda Shea, Secretary

**EXHIBIT 1 – Surplus Property
Addendum to Resolution #2020-017**

Item	Value	Serial #	Reason
Microsoft Surface Pro tablet	None	S/N 008071581053, dept tag #0121	Battery expansion/burn, covered under warranty – returned to Microsoft July 2020
Rescue airbags (4)	Unknown	None	No longer needed – for donation
Hydraulic lift table (Sta 1-1)	Unknown	Dept tag #257	No longer needed – sold on Public Surplus 7-26-20
Garage door openers (three)	Unknown	N/A	Do not work with any department door – to be sold (in Conex)
Bunker coat (size 48/32) and pant (size 44/32)	Unknown	Coat S/N 3969882 Pant S/N 3969893	Expired – to be donated to Bomberos
Motorola pager (R. Stone)	None	MD5BRE289B, no dept tag	Outdated, no value - disposed in trash

INTERGOVERNMENTAL LEASE AGREEMENT
THURSTON COUNTY/ WEST THURSTON REGIONAL FIRE AUTHORITY
AMENDMENT NO. 1

This LEASE AGREEMENT AMENDMENT is made and entered into between **THURSTON COUNTY**, a municipal corporation, with its principal offices at 2000 Lakeridge Drive S.W., Olympia, Washington 98502, hereinafter "**COUNTY**," and **WEST THURSTON REGIONAL FIRE AUTHORITY**, hereinafter, "**AGENCY**", with its principal place of business at 10828 Littlerock Rd SW, Olympia, Washington.

In consideration of the mutual benefits and covenants contained herein, the parties agree that the Lease Agreement executed on August 1, 2018, shall be amended as follows:

1. Section 2 TERM shall be amended to read as follows:

The term of this Lease Agreement and the performance of the AGENCY shall extend effective January 1, 2021. This extension of the Lease Agreement shall terminate on December 31, 2021. This Contract may be extended or terminated upon mutual agreement between the parties hereto and pursuant to the terms and conditions herein.

2. Section 4 BASE RENTAL shall be amended to read as follows:

The COUNTY covenants and agrees to pay LESSOR a base rental of \$1,440.17 per month, in accordance with Attachment #1. In March of each year, the COUNTY will adjust the lease amount, per square foot, based on the US Bureau of Labor Statistics annual CPI effective December 31 of the previous year, and will notify the LESSOR of any change and adjust the rate of this contract retroactive to January 1 of the year. The rate will be calculated for each calendar year of this agreement.

3. Except as expressly provided in this Lease Agreement Amendment, all other terms and conditions of the original Lease Agreement remain in full force and effect.

Executed this _____ day of _____, 20_____.

DATED: _____ DATED: _____

AGENCY:
WEST THURSTON RFA

THURSTON COUNTY:
For the BOARD OF COUNTY
COMMISSIONERS
Thurston County, Washington

Commissioner

Kurt Hardin, Director
Department of Emergency Services/
Medic One

Commissioner

APPROVED AS TO FORM

JON TUNHEIM
PROSECUTING ATTORNEY

Commissioner

BY: 
Rick Peters
Deputy Prosecuting Attorney

Commissioner

Commissioner

Commissioner

LEASE AGREEMENT

THURSTON COUNTY, WASHINGTON
and
WEST THURSTON REGIONAL FIRE AUTHORITY/THURSTON COUNTY FIRE
DISTRICT #1, ROCHESTER

ATTACHMENT #1 Space/Fee Schedule

THIS AGREEMENT is made and entered into in duplicate originals by and between the County Of Thurston, a municipal corporation, hereinafter referred to as the 'COUNTY' and West Thurston Regional Fire Authority, a municipal corporation, hereinafter referred to as the 'AGENCY';

In consideration of the terms and conditions contained herein, the parties hereto mutually agree as follows:

I. SERVICES

- A. The AGENCY shall provide, on a twenty-four (24) hours a day, seven (7) days a week basis, physical space as described herein, to enable the provision of Advanced Life Support responses from the AGENCY'S primary response facility.
- B. The COUNTY shall:
1. Reimburse the AGENCY a total of \$6,397.44 for 12 months (or, \$533.12 monthly) for fire station building space dedicated to the MEDIC 14 unit and backup unit, at West Thurston Regional Fire Authority/EMS, Station 1-1. Reimbursement is based on the following formula for each unit's footprint and required setbacks as follows: 392 square feet (*18 feet by 7 feet, and 3 foot set backs on all sides*) x \$0.68 per square foot x 2 vehicles x 12 months.
 2. Reimburse the AGENCY \$1,743.00 for 12 months (or, \$145.25 monthly) for fire station office (work) space dedicated for paramedic use, at West Thurston Regional Fire Authority/EMS, Station 1-1. Reimbursement is based on the following formula: *100 square feet x \$17.43 per square foot x 1 office / 12 months.*
 3. Reimburse the AGENCY \$489.60 for 12 months (or, \$40.80 monthly) for ALS supply storage space at West Thurston Regional Fire Authority/EMS, Station 1-1. Reimbursement is based on the following formula: *60 square feet X \$0.68 per square foot, x 1 office x 12 months.*
 4. Reimburse the AGENCY \$4,183.20 for 12 months (or, \$348.60 monthly) for fire station two dormitory (sleeping) spaces dedicated for paramedic use, at West Thurston Regional Fire Authority/EMS, Station 1-1. Reimbursement is based on the following formula: *120 square feet x \$17.43 per square foot x 2 dorms / 12 months.*
 5. Reimburse the AGENCY \$1,743.00 for 12 months (or, \$145.25 monthly) for fire station common (kitchen, restrooms/showers, dayroom, exercise room, etc.) space used by paramedics, at West Thurston Regional Fire Authority/EMS, Station 1-1. Reimbursement is based on the following formula: *100 square feet x \$17.43 per square foot / 12 months.*
 6. Reimburse the AGENCY \$2,300.76 for 12 months (or, \$191.73 monthly) for 132 SF of additional space at \$17.43 PSF.
 7. Reimburse the AGENCY \$425.06 for 12 months (or, \$35.42 monthly) for medic room phone services, at \$17.71 per phone, x 2 phones.

II. COMPENSATION AND METHOD OF PAYMENT

- A. On a quarterly basis, or pro-rated monthly based on actual occupancy, the AGENCY shall submit to the Thurston County Medic One Office, invoice(s) in amounts not to exceed those specified for the above services which is \$ 1,440.17 per month or \$17,282.06 maximum for the one year period.

- B. COUNTY shall make payment to the AGENCY within thirty (30) days thereafter receipt of AGENCY'S original invoice(s).

Centralia – Chehalis Pupil Transportation Cooperative

Gibb Kingsley, Director of Transportation
Dale Dunham, Assistant Director of Transportation



1119 West Chestnut
Centralia, WA 98531
(360) 330-7628 – Office
(360) 330-7591 – FAX

Equal Opportunity Employer

August 7, 2019

West Thurston Fire Authority
10828 Littlerock Road SW
Olympia, Washington 98512

To Whom It May Concern,

This letter is in regards to the 2019-20 agreed stipend between West Thurston Fire Authority and the Centralia/Chehalis Pupil Transportation Cooperative.

Please note this agreement is separate from the Inter-local Agreement signed by your organization. The information outlined below covers the period of September 1, 2019 through August 31, 2020.

Enclosed is a billing invoice of \$1632.00 for this year's EVT Stipend Period. The annual stipend rate for your organization is outlined below.

Member	Percentage of hours	Labor Hours Average	Annual Stipend
West Thurston FA	10.88	147.75	\$1632.00

Please feel free to contact us if you have any questions or concerns regarding this matter.

Respectfully,

Gibb Kingsley
Director of Transportation
Centralia/Chehalis Pupil Transportation

*- IAG not signed for
2018-2019 or 2019-2020
- Last paid stipend was
for 2017-2018*

"First in the Morning, Last at Night"



Thurston County Treasurer
July 2020 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

Cash Activity

Date	Description	Amount	Notes
07/01/2020	Beginning Cash Balance	\$4,922,398.43	
	Receipts/Deposits/Refunds:		
07/01/2020	Credit Card Deposit \$240.64 / 6701	240.64	
07/01/2020	District Deposit \$2,469.45 / 6701	2,469.45	
07/01/2020	District Deposit \$410.80 / 6701	410.80	
07/01/2020	District Deposit \$910.86 / 6701	910.86	
07/06/2020	District Deposit \$677.04 / 6701	677.04	
07/07/2020	Credit Card Deposit \$64.92 / 6701	64.92	
07/07/2020	District Deposit \$12,588.41 / 6701	12,588.41	
07/08/2020	Credit Card Deposit \$103.00 / 6701	103.00	
07/08/2020	District Deposit \$1,099.99 / 6701	1,099.99	
07/08/2020	District Deposit \$2,153.39 / 6701	2,153.39	
07/08/2020	Interest on Tax Refunds	(0.04)	
07/09/2020	District Deposit \$1,257.57 / 6701	1,257.57	
07/10/2020	District Deposit \$1,636.44 / 6701	1,636.44	
07/10/2020	District Deposit \$600.00 / 6701	600.00	
07/10/2020	State Forest - Purchase/Other	76.75	
07/10/2020	State Forest - Transfer/Other	229.43	
07/13/2020	District Deposit \$12,120.48 / 6701	12,120.48	
07/13/2020	District Deposit \$8,066.86 / 6701	8,066.86	
07/14/2020	District Deposit \$15,000.00 / 6701	15,000.00	
07/14/2020	District Deposit \$376.13 / 6701	376.13	
07/15/2020	District Deposit \$157.53 / 6701	157.53	
07/15/2020	District Deposit \$26,106.05 / 6701	26,106.05	
07/15/2020	District Deposit \$3,761.07 / 6701	3,761.07	
07/15/2020	District Deposit \$304.16 / 6701	304.16	
07/16/2020	Credit Card Deposit \$327.72 / 6701	327.72	
07/16/2020	District Deposit \$1,565.98 / 6701	1,565.98	
07/17/2020	Credit Card Deposit \$383.17 / 6701	383.17	
07/17/2020	Interest on Tax Refunds	(0.11)	
07/20/2020	District Deposit \$372.48 / 6701	372.48	
07/21/2020	District Deposit \$2,294.91 / 6701	2,294.91	
07/21/2020	District Deposit \$50,952.86 / 6701	50,952.86	
07/22/2020	District Deposit \$1,014.92 / 6701	1,014.92	
07/22/2020	District Deposit \$1,028.96 / 6701	1,028.96	
07/22/2020	District Deposit \$1,861.04 / 6701	1,861.04	
07/22/2020	District Deposit \$2,010.54 / 6701	2,010.54	
07/23/2020	Interest on Tax Refunds	(0.07)	
07/27/2020	District Deposit \$1,321.66 / 6701	1,321.66	
07/27/2020	District Deposit \$1,595.02 / 6701	1,595.02	
07/27/2020	District Deposit \$209.60 / 6701	209.60	
07/29/2020	District Deposit \$3,125.28 / 6701	3,125.28	
07/29/2020	District Deposit \$343.78 / 6701	343.78	
07/31/2020	District Deposit \$12,831.03 / 6701	12,831.03	
07/31/2020	District Deposit \$25,978.46 / 6701	25,978.46	
07/31/2020	Tax & Assessment Receipts	55,995.61	
07/31/2020	Interest Paid	4,024.62	
	Total Deposits	\$257,648.39	
	Warrant Issues & Voids/Fees/ACH/Wires:		
07/02/2020	Voided Warrants	92.35	

Reviewed by: *[Handwritten Signature]*



Thurston County Treasurer
 July 2020 Statement
 West Thurston Regional Fire Authority
 Fund 67A0 - W THURSTON RFA GENERAL FUND

07/02/2020	Voided Warrants	138.52	
07/02/2020	Voided Warrants	167.05	
07/02/2020	Voided Warrants	476.19	
07/15/2020	Electronic Disbursement	(26,180.22)	
07/15/2020	Issued Warrants	(235,149.27)	
07/31/2020	Electronic Disbursement	(308,014.33)	
	Total Warrants and Electronic Disbursements	(\$568,469.71)	
07/31/2020	Ending Cash Balance	\$4,611,577.11	

Warrant Activity

07/01/2020	Beginning Warrants Outstanding	\$22,688.41
	Total Warrants Issued	235,149.27
	Total Warrants Redeemed	(233,920.12)
	Total Warrants Voided	(874.11)
07/31/2020	Ending Warrants Outstanding	\$23,043.45

Investment Activity

07/01/2020	Beginning Interest Receivable	\$9,223.42
	Interest Earned	3,845.61
	Cash Paid	(4,024.62)
07/31/2020	Ending Interest Receivable	\$9,044.41

TCIP Yield (used to calculate interest earnings)	0.94%
LGIP Yield (budget benchmark)	0.30%



Thurston County Treasurer
 July 2020 Statement
 West Thurston Regional Fire Authority
 Fund 67A1 - W THURSTON RFA BOND DEBT

Cash Activity

Date	Description	Amount	Notes
07/01/2020	Beginning Cash Balance	\$887,228.00	
	Receipts/Deposits/Refunds:		
07/08/2020	Interest on Tax Refunds	(0.01)	
07/10/2020	State Forest - Purchase/Other	7.91	
07/10/2020	State Forest - Transfer/Other	23.65	
07/17/2020	Interest on Tax Refunds	(0.02)	
07/23/2020	Interest on Tax Refunds	(0.02)	
07/31/2020	Tax & Assessment Receipts	7,866.31	
07/31/2020	Interest Paid	651.59	
	Total Deposits	\$8,549.41	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
07/31/2020	Ending Cash Balance	\$895,777.41	

Warrant Activity

07/01/2020	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
07/31/2020	Ending Warrants Outstanding	\$0.00

Investment Activity

07/01/2020	Beginning Interest Receivable	\$1,412.76
	Interest Earned	703.12
	Cash Paid	(651.59)
07/31/2020	Ending Interest Receivable	\$1,464.29

TCIP Yield (used to calculate interest earnings)	0.94%
LGIP Yield (budget benchmark)	0.30%



Thurston County Treasurer
July 2020 Statement
West Thurston Regional Fire Authority
Fund 67A3 - W THURSTON RFA CAPITAL PROJ

Cash Activity

Date	Description	Amount	Notes
07/01/2020	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	
07/31/2020	Ending Cash Balance	\$0.00	

Warrant Activity

07/01/2020	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
07/31/2020	Ending Warrants Outstanding	\$0.00

Investment Activity

07/01/2020	Beginning Interest Receivable	\$0.00
	Interest Earned	-
	Cash Paid	-
07/31/2020	Ending Interest Receivable	\$0.00

TCIP Yield (used to calculate interest earnings)	0.94%
LGIP Yield (budget benchmark)	0.30%



Thurston County Treasurer
 July 2020 Statement
 West Thurston Regional Fire Authority
 Fund 67A4 - W THURSTON RFA RESERVE FUND

Cash Activity

Date	Description	Amount	Notes
07/01/2020	Beginning Cash Balance	\$666,580.86	
	Receipts/Deposits/Refunds:		
07/31/2020	Interest Paid	596.24	
	Total Deposits	\$596.24	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
07/31/2020	Ending Cash Balance	\$667,177.10	

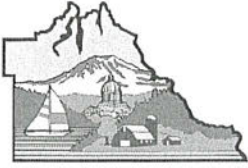
Warrant Activity

07/01/2020	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
07/31/2020	Ending Warrants Outstanding	\$0.00

Investment Activity

07/01/2020	Beginning Interest Receivable	\$1,408.07
	Interest Earned	528.09
	Cash Paid	(596.24)
07/31/2020	Ending Interest Receivable	\$1,339.92

TCIP Yield (used to calculate interest earnings)	0.94%
LGIP Yield (budget benchmark)	0.30%



THURSTON COUNTY

Property Tax/Special Assessment Fund Activity

From 07-01-2020 To 07-31-2020

District: W THURSTON RFA

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 67A0 W THURSTON RFA GENERAL FUND					
2019	67A00000121100	\$0.01	\$0.00	\$0.00	\$0.01
2018	67A00000121100	\$19,233.54	(\$1.12)	\$2,052.65	\$17,179.77
2017	67A00000121100	\$2,333.39	\$0.00	\$696.53	\$1,636.86
2016	67A00000121100	\$450.51	\$0.00	\$48.72	\$401.79
2015	67A00000121100	\$358.51	\$0.00	\$0.00	\$358.51
2014	67A00000121100	\$372.57	\$0.00	\$0.00	\$372.57
2013	67A00000121100	\$235.16	\$0.00	\$0.00	\$235.16
2012	67A00000121100	\$205.85	\$0.00	\$3.04	\$202.81
2011	67A00000121100	(\$0.46)	\$0.00	\$0.00	(\$0.46)
Fund Total:		\$23,189.08	(\$1.12)	\$2,800.94	\$20,387.02
Fund: 67A6 W THURSTON RFA M&O FUND					
2015	67A60000121100	\$79.42	\$0.00	\$0.00	\$79.42
Fund Total:		\$79.42	\$0.00	\$0.00	\$79.42
District Total:		\$23,268.50	(\$1.12)	\$2,800.94	\$20,466.44



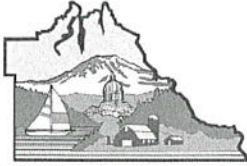
THURSTON COUNTY

Property Tax/Special Assessment Fund Activity

From 07-01-2020 To 07-31-2020

District: FIRE DISTRICT #01

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 6610 EXPENSE FUND/ROCHESTER FD #1					
2020	66100000121100	\$747,677.32	\$384.23	\$9,735.11	\$738,326.44
2019	66100000121100	\$17,397.65	\$0.00	\$1,547.29	\$15,850.36
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
Fund Total:		\$765,075.31	\$384.23	\$11,282.40	\$754,177.14
Fund: 6614 F.D.#1 BOND ROCHESTER					
2020	66140000121100	\$253,451.57	(\$108.74)	\$3,105.85	\$250,236.98
2019	66140000121100	\$5,577.46	\$0.00	\$481.02	\$5,096.44
2018	66140000121100	\$3,646.38	(\$0.40)	\$419.34	\$3,226.64
2017	66140000121100	\$417.83	\$0.00	\$209.54	\$208.29
2016	66140000121100	\$112.17	\$0.00	\$0.00	\$112.17
2015	66140000121100	\$105.11	\$0.00	\$0.00	\$105.11
2014	66140000121100	\$115.35	\$0.00	\$0.00	\$115.35
2013	66140000121100	\$13.79	\$0.00	\$0.00	\$13.79
2012	66140000121100	\$7.37	\$0.00	\$0.85	\$6.52
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)
Fund Total:		\$263,447.04	(\$109.14)	\$4,216.60	\$259,121.30
Fund: 6615 F.D.#1 M&O ROCHESTER					
2020	66150000121100	\$548,333.34	(\$235.24)	\$6,719.44	\$541,378.66
2019	66150000121100	\$6,692.00	\$0.00	\$577.11	\$6,114.89
2018	66150000121100	\$4,527.16	(\$0.50)	\$520.62	\$4,006.04
2017	66150000121100	\$566.08	\$0.00	\$283.86	\$282.22
Fund Total:		\$560,118.58	(\$235.74)	\$8,101.03	\$551,781.81
District Total:		\$1,588,640.93	\$39.35	\$23,600.03	\$1,565,080.25



THURSTON COUNTY

Property Tax/Special Assessment Fund Activity

From 07-01-2020 To 07-31-2020

District: FIRE DISTRICT #11

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 6710 EXPENSE FUND/LITTLE ROCK FD#11					
2020	67100000121100	\$766,875.91	(\$549.28)	\$17,308.58	\$749,018.05
2019	67100000121100	\$17,780.54	\$0.00	\$2,533.01	\$15,247.53
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)
Fund Total:		\$784,656.78	(\$549.28)	\$19,841.59	\$764,265.91
Fund: 6712 BOND DEBT SERVICE FUND/FD #11					
2020	67120000121100	\$146,045.62	(\$188.58)	\$2,995.63	\$142,861.41
2019	67120000121100	\$3,174.36	\$0.00	\$457.79	\$2,716.57
2018	67120000121100	\$1,735.86	\$0.00	\$171.13	\$1,564.73
2017	67120000121100	\$198.11	\$0.00	\$15.62	\$182.49
2016	67120000121100	\$11.43	\$0.00	\$9.54	\$1.89
2015	67120000121100	\$2.85	\$0.00	\$0.00	\$2.85
2014	67120000121100	\$3.20	\$0.00	\$0.00	\$3.20
2013	67120000121100	\$42.91	\$0.00	\$0.00	\$42.91
2012	67120000121100	\$34.24	\$0.00	\$0.00	\$34.24
2011	67120000121100	\$0.19	\$0.00	\$0.00	\$0.19
2010	67120000121100	\$0.03	\$0.00	\$0.00	\$0.03
2008	67120000121100	\$0.11	\$0.00	\$0.00	\$0.11
2007	67120000121100	(\$0.02)	\$0.00	\$0.00	(\$0.02)
2006	67120000121100	(\$0.07)	\$0.00	\$0.00	(\$0.07)
2005	67120000121100	\$0.20	\$0.00	\$0.00	\$0.20
2004	67120000121100	(\$0.13)	\$0.00	\$0.00	(\$0.13)
2003	67120000121100	\$0.12	\$0.00	\$0.00	\$0.12
2002	67120000121100	\$0.09	\$0.00	\$0.00	\$0.09
2001	67120000121100	\$0.01	\$0.00	\$0.00	\$0.01
Fund Total:		\$151,249.11	(\$188.58)	\$3,649.71	\$147,410.82
Fund: 6715 M&O FUND/LITTLE ROCK FD #11					
2020	67150000121100	\$580,633.13	(\$794.00)	\$12,575.15	\$567,263.98
2019	67150000121100	\$6,807.88	\$0.00	\$984.04	\$5,823.84
2018	67150000121100	\$3,782.34	\$0.00	\$374.02	\$3,408.32
2017	67150000121100	\$462.34	\$0.00	\$36.44	\$425.90
Fund Total:		\$591,685.69	(\$794.00)	\$13,969.65	\$576,922.04
District Total:		\$1,527,591.58	(\$1,531.86)	\$37,460.95	\$1,488,598.77

West Thurston Regional Fire Authority
Budget Report as of:

Aug-20

67% of Year Expended

Title	January	February	March	April	May	June	July	August	PENDING	YTD Collected / Expended	Total Budget	Budget Remaining	% Rev/Exp
GENERAL FUND													
Beg Bal-Unresv GF 67A0			(923)			(79,121)				(80,044)	1,072,131	1,072,131	
Beg Bal-Oper Res 67A0										-	2,812,301	2,812,301	
Beg Bal-Wildland Res 67A0	(6,377)									(6,377)	197,957	197,957	
Beg Bal-GEMT Res 67A0			(21,973)			79,121				57,148	400,000	400,000	
BEGINNING BALANCES	(6,377)	-	(22,896)	-	-	-	-	-	-	(29,273)	4,482,389	4,482,389	
Property Tax	2,624	1,420	5,077	1,271	3,770	5,896	2,801			22,858		(22,858)	
Property Tax-Regular District #1	3,480	41,701	64,490	568,175	130,282	65,782	11,282			885,194	1,614,048	728,854	
Property Tax-M&O #1 6615	2,329	28,672	45,021	415,334	96,008	49,217	8,101			644,682	1,190,889	546,207	
Property Tax-Regular District #11	1,335	23,536	61,178	554,029	118,201	69,025	19,842			847,146	1,587,746	740,601	
Property Tax-M&O #11 6715	709	17,309	44,612	418,173	88,964	52,520	13,970			636,256	1,244,410	608,154	
Property Tax-M&O	11	(15)	-	-	-	-	-			(4)		4	
Sale of Tax Title Property GF	-	-	-	-	-	-	-			-		-	
FEMA Grant-Cancer Screenings	-	(1,578)	-	-	-	-	-			(1,578)		1,578	
FEMA Grant-Vol R&R	-	10,234	-	-	-	-	-			10,234		(10,234)	
COVID-19 Nongrant Assistance				8,527	-	-	-			8,527		(8,527)	ck to W/O
GEMT	20,420	45,107	19,608	34,476	24,956	175,432	31,188			351,186	262,000	(89,186)	
State Grant-Military Dept										-		-	
State Grant - DNR Wildland	-	-	-	-	6,377	-	-			6,377	6,377	0	
State Grant-Dept Of Health	-	-	1,260	-	-	-	-			1,260	1,200	(60)	
State Grant-Other	-	-	-	-	-	-	-			-		-	
DNR Timber Trust 2 - State Forest	-	104	-	-	439	-	306			849		(849)	
DNR PILT NAP/NRCA	-	-	-	-	-	-	-			-		-	
Interlocal Grants (incl. Timber Harvest Tax & Medic 1	-	7,374	-	-	69,202	226	-			76,801	59,000	(17,801)	
Printing & Duplicating Services	-	5	-	-	-	-	5			10		(10)	
Mobilizations	21,898	-	-	-	-	-	2,079			23,977		(23,977)	
Intergov't/Tribal	76,106	-	-	26,106	50,000	-	65,760			217,972	373,139	155,167	
Ambulance & Emer Aid Fees	21,222	21,480	27,586	26,483	26,304	27,791	29,244			180,109	433,000	252,891	
Other Interest	5,556	3,830	5,552	5,632	6,158	7,026	4,024			37,779	20,000	(17,779)	
Space & Fac Leases (short and long-term)	5,233	402	720	1,000	4,546	600	1,200			13,701	49,050	35,349	
Contributions And Donations From Private S	-	-	-	-	-	-	-			-		-	
Sale Of Surplus	-	4,153	(304)	-	-	-	-			3,849		(3,849)	
Misc Revenue - Incident Cost Recovery	278	1,463	68	26	428	735	122			3,120	8,000	4,880	
Misc Revenue - Prior Year	24,493	906	1,364	2	-	-	(133)			26,632		(26,632)	
Misc Revenue - Fuel Tax Refunds	-	472	-	727	-	-	599			1,799		(1,799)	
Misc Revenue - Other	6	-	27	-	-	-	-			33		(33)	
Other-Sales Tax	(279)	51	397	(1,167)	770	77	(822)			(972)		972	
Sale Of Assets	-	-	-	-	-	-	15,000			15,000		(15,000)	
Insurance Recovery	-	-	-	-	-	-	-			-		-	
Transfers In	-	-	-	-	-	-	-			-		-	
TOTAL REVENUE	185,422	206,626	276,655	2,058,795	626,404	454,326	204,569	-	-	4,012,797	6,848,860	2,836,063	59%
TOTAL FUNDS AVAILABLE											11,331,249	7,318,452	
Admin-Salaries-Commissioner	2,481	2,069	2,453	1,685	1,045	1,408	1,321	1,173		13,632	27,648	14,016	
Admin-Salaries-Admin	47,400	46,385	43,421	42,087	42,087	42,087	42,087	50,538		356,093	570,589	214,496	
Admin-Salaries-Temporary Adm	1,313	3,080	2,389	2,125	2,122	1,509	2,208	1,272		16,018	27,378	11,360	
Admin-Benefits-Commissioner	205	158	188	143	80	126	89	90		1,079	2,232	1,153	
Admin-Benefits-Admin	15,763	15,003	14,884	18,786	12,599	13,281	16,279	17,287		123,882	226,213	102,331	
Admin-Benefits-Temporary Adm	134	236	183	209	162	115	207	97		1,343	2,298	955	
Admin-Office & Oper Supplies	891	652	-	752	559	1,105	69	415		4,442	3,570	(872)	
Admin-Minor Equip (noninv)	705	609	800	4,784	440	723	589	518		9,167	7,344	(1,823)	
Admin-Small & Attractive Assets (inventoria	-	21,973	-	-	-	-	302	-		22,275	31,973	9,698	
Admin-Software	6,393	1,566	546	778	619	8,160	2,288	546		20,895	29,015	8,120	
Admin-Prof Services	47,228	6,376	10,192	9,174	4,525	5,473	38,670	7,817		129,455	84,064	(45,391)	\$60K for PCG/GEMT (was in revenue)
Admin-Communication	60	60	60	60	349	60	62	115		825	1,080	255	
Admin-Advertising	-	-	-	-	-	-	-	-		-	500	500	
Admin-Insurance	159	-	159	318	159	159	159	159		1,272	74,713	73,441	
Admin-Equipment Maint	275	239	-	234	373	-	180	137		1,439	6,140	4,701	
Admin-Misc-Commissioner	112	883	602	139	(125)	-	-	9		1,619	9,290	7,671	
Admin-Misc-Admin	605	1,007	594	158	349	84	133	103		3,033	6,000	2,967	

Title	January	February	March	April	May	June	July	August	PENDING	YTD Collected / Expended	Total Budget	Budget Remaining	% Rev/Exp
Admin-Dues & Membership	3,729	550	-	-	-	-	3,490	-		7,769	11,770	4,001	
Admin-Elections	-	7,992	-	-	-	-	-	-		7,992	10,000	2,008	
Suppr-Salaries-Career FF	233,070	225,062	222,695	219,956	217,148	221,387	217,375	230,457		1,787,148	2,840,220	1,053,072	
Suppr-Salaries-Vol Pts	11,811	3,050	2,895	11,257	3,116	2,913	14,876	5,514		55,432	136,472	81,040	
Suppr-Salaries-Mobe OT	-	-	-	-	-	-	-	11,550		11,550	-	(11,550)	Offset by 342-21 -00 rev
Suppr-Salaries-Training OT	778	4,007	3,051	715	-	-	470	4,411		13,433	23,884	10,451	
Suppr-Salaries-COVID 19 OT	-	-	-	12,788	-	-	-	-		12,788	-	(12,788)	Offset by 334-01-80 rev
Suppr-Benefits-Career FF	111,104	78,743	79,502	105,470	74,817	77,354	108,833	76,353		712,176	1,144,958	432,782	
Suppr-Benefits-Volunteer	1,137	374	363	1,002	379	364	1,279	563		5,461	11,880	6,419	
Suppr-Benefits-Mobe OT	221	-	-	-	-	-	-	765		987	-	(987)	
Suppr-Benefits-Training OT	12	58	44	66	-	-	32	289		502	1,619	1,117	
Suppr-Benefits-COVID 19 OT	-	-	-	835	-	-	32	-		867	-	(867)	
Suppr-Bunker Gear	-	1,108	6,007	7,480	637	55	9,819	140	34,084	59,331	37,200	(22,131)	Overspend NTE \$53,702 (bunker gear/uniforms)
Suppr-Uniforms	795	4,193	1,446	911	4,890	3,422	990	2,389		19,036	15,000	(4,036)	
Suppr-Rehab Supplies	-	-	-	-	-	-	-	29		29	2,500	2,471	
Suppr-COVID 19 PPE Supplies	-	-	-	1,794	-	-	-	-		1,794	-	(1,794)	Offset by 334-01-80 rev
Suppr-Small Tools	2,349	713	-	2,427	-	-	-	-		5,489	23,000	17,511	
Suppr-Minor Equipment	986	1,057	126	-	764	-	1,216	(798)		3,350	28,500	25,150	
Suppr-Health & Wellness Equip	-	659	2,061	1,003	53	36	19	-		3,831	5,923	2,092	
Suppr-Small & Attractive Assets (inventoria	-	-	1,125	-	-	4,908	-	8,993		15,026	-	(15,026)	
Suppr-Wildland tools/gear	-	12,601	430	-	-	-	-	-		13,031	6,377	(6,654)	Offset by 334-02-30-007 rev
Suppr-Comm/Modems	1,287	1,285	1,185	1,185	1,184	1,088	1,184	1,189		9,589	19,200	9,611	
Suppr-Advertising	-	-	-	-	-	-	-	-		-	500	500	
Medical Costs	-	3,356	(600)	438	-	275	(100)	-		3,369	35,200	31,831	
Medical Costs - COVID-19	-	-	-	-	-	50	450	-		500	-	(500)	Offset by 334-01-80 rev
Suppr-Insurance	2,280	-	-	-	-	-	-	-		2,280	14,657	12,377	
Suppr-Miscellaneous	2,947	332	166	256	(30)	-	564	(16)		4,218	16,600	12,382	
Suppr-Misc-Volunteer	-	-	-	-	-	-	-	-		-	-	-	
Fire Inv-Salaries	338	-	325	-	216	-	1,191	139		2,208	6,000	3,792	
Fire Inv-Benefits	29	-	25	3	17	-	93	11		177	600	423	
Fire Prev-Pub Ed (public)	297	-	60	-	296	-	-	-		653	8,100	7,447	
Fire Inv-Professional Svcs	-	-	1,485	(1,470)	300	334	232	140		1,020	8,000	6,980	
Fire Inv-Small & Attractive Assets (inventori	-	-	-	-	-	-	-	-		-	-	-	
Training-Supplies	303	20	522	60	20	20	105	20		1,069	8,000	6,931	
Training-Pub Ed/EMS (dept)	22	425	-	(161)	-	-	-	-		286	1,500	1,214	
Training-Travel/Registrations (Fire)	1,800	9,629	941	(100)	-	560	1,830	-		14,660	58,500	43,840	
Training Reimb-Residents	-	-	-	-	-	3,932	-	-		3,932	25,000	21,068	
Training-Travel/Registrations (EMS)	80	295	198	(493)	13	-	-	-		93	4,000	3,907	
Facilities-Operating Supplies General	359	1,397	350	2,437	1,034	706	2,828	245		9,356	23,750	14,394	
Facilities Station 1-1 Kitchen	-	-	-	-	-	-	-	58		58	250	192	
Facilities Station 1-2 Kitchen	-	-	-	-	-	-	-	58		58	250	192	
Facilities Station 1-3 Kitchen	-	-	-	-	-	-	-	31		31	250	219	
Facilities Station 1-4 Kitchen	-	-	-	-	-	-	-	-		-	250	250	
Facilities Station 1-6 Kitchen	-	-	-	-	-	-	-	155		155	250	95	
Facilities COVID 19	-	-	-	7,250	(16)	-	829	90		8,152	-	(8,152)	Offset by 334-01-80 rev
Facilities-Heating Fuels	-	-	9,516	12,060	-	-	-	-		21,576	40,000	18,424	
Facilities-Water	438	358	353	394	332	334	459	338		3,006	5,500	2,494	
Facilities-Phone/Cable	1,502	1,201	1,291	1,301	1,300	1,300	1,301	1,309		10,506	15,800	5,294	
Facilities-Electricity	3,963	4,664	4,664	4,663	4,192	3,541	2,811	2,539		31,037	42,349	11,312	
Facilities-Garbage	327	348	418	361	360	431	412	360		3,016	4,500	1,484	
Facilities-Repairs & Maint	18,923	15,367	11,384	29,529	27,420	(8,510)	33,773	20,702	23,754	172,342	154,340	(18,002)	Solar blankets/sprinkler repair/bird infest
Vehicle & Equip-Fuel	2,167	3,572	3,098	3,383	1,333	2,084	2,119	2,923		20,679	50,500	29,821	
Vehicle & Equip-Repairs & Maint	29,863	29,507	17,592	38,205	17,272	17,604	39,539	20,878		210,460	225,680	15,220	
Refunds/Fund Bal Adjusts	-	-	-	-	-	-	-	-		-	-	-	
Payroll Clearing	(2,510)	(2,528)	(2,511)	5,043	(2,464)	(2,470)	4,957	(2,618)		(5,102)	-	5,102	
Payroll Draw Clearing	-	-	-	-	-	-	-	-		-	-	-	
Capital Expenditures	-	59,210	26,886	168,975	-	102,386	(41,385)	25,780		341,851	426,000	84,149	
Transfers-Out - Other Costs Allocations	-	-	-	-	-	151,917	-	-		151,917	173,918	22,001	
TOTAL GF EXPENDITURES/OTHER	554,130	568,900	473,560	720,455	419,926	660,307	516,264	495,259	57,838	4,466,641	6,778,794	2,312,153	66%
GENERAL FUND ENDING BALANCE	4,142,954	3,780,680	3,583,775	4,922,115	5,128,593	4,922,611	4,610,916	4,115,656			4,552,455		

Title	January	February	March	April	May	June	July	August	PENDING	YTD Collected / Expended	Total Budget	Budget Remaining	% Rev/Exp
EMERGENCY RESERVE FUND													
Beg Bal-Emerg Res 67A4	661,240											-	
Other Interest-Emergency Res	838	597	901	949	982	1,073	596			5,937	10,000	4,063	
Property Tax-M&O										-		-	
EMERGENCY RESERVE ENDING BALANCE	662,079	662,676	663,577	664,526	665,508	666,581	667,177	667,177		5,937	671,240		
BOND DEBT FUND													
Beg Bal-Reserved Debt Srv	455,493												
Property Tax-Bond Debt	2,091	18,048	32,695	294,752	69,831	37,802	7,866			463,087	862,915	399,829	
Sale of Tax Title Property Debt Svc										-		-	
DNR Timber Trust 2-Debt Svc		11			45		32			88		(88)	
Interlocal Grants		6,388								6,388		(6,388)	
Other Interest-Debt Srv	844	542	772	799	913	1,076	652			5,597	10,000	4,403	
Transfers In-Debt Svc						151,917				151,917	173,918	22,001	
Debt Svcs-Principal Debt Srv Fund						148,212				148,212	923,212	775,000	
Debt Svc-Interest And Other Debt Srv Fund						38,580				38,580	83,455	44,875	
BOND DEBT ENDING BALANCE	458,428	483,418	516,884	812,436	883,225	887,228	895,777	895,777		440,284	495,660		



DUANE A. DAVIDSON, *Chairman*
State Treasurer

JAY R. INSLEE
Governor

State of Washington
STATE FINANCE COMMITTEE

CYRUS HABIB
Lieutenant Governor

State of Washington, Certificate of Participation
LOCAL PROGRAM STATEMENT
West Thurston Regional Fire Authority
07/31/2020

Series: LP_2020B
Contract Number: 2964-3-1
Account Number: THU2964-3-1
Property Description: two 2020 North Star ambulances and two Stryker power cots

INITIAL DISBURSEMENTS:

07/21/2020	Reimbursement to Agency	EFT JV	50,952.86
07/21/2020	Held Proceeds LGIP Deposit	EFT JV	415,631.52

Date	Description	Document Type	Transaction Amount	Account Balance
<u>Held Money</u>				
06/30/2020	Beginning Balance			0.00
07/21/2020	Held Proceeds LGIP Deposit	EFT JV	415,631.52	415,631.52
			Total Remaining:	415,631.52

To meet IRS spend-down requirements, the Account Balance on January 21, 2021 should be less than or equal to: 353,286.79

U.S. Bank will post on its Washington State fiscal agent website, on or about mid-May and mid-November, a statement for the debt service amount due on the first of the following month. The site address is <https://pivot.usbank.com/wmss/web/pivot/home>. Please contact Carolyn Morrison at carolyn.morrison@usbank.com or 206-344-4678 if you have questions about the website or access to it. If your agency is not a self-treasurer, payment is made through your county treasurer.

Please contact me if you have any questions at (360) 902-9005 or e-mail me at Shelly.Sweeney@tre.wa.gov.

Shelly Sweeney
COP Financial Analyst

cc: Jeff Gadman, Thurston County



WEST THURSTON REGIONAL FIRE AUTHORITY

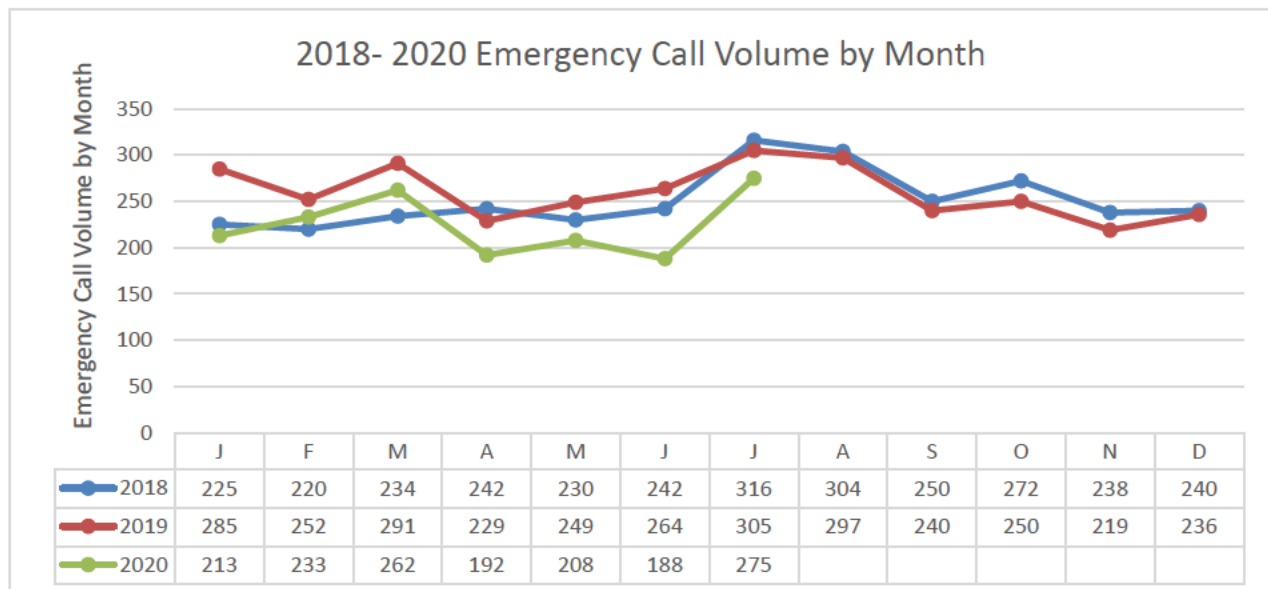
Thurston County Fire Protection District #1, #11 & #14

CHIEF'S REPORT

Month of Report: July 2020

Annual Alarm Information:

MONTH	CALL VOLUME	EMS RESCUE	FIRE	OTHER	TOTAL VOLUME	MUTUAL AID	WTRFA TRANSPORTS	TOTAL TRANSPORTS
JAN	213	169	03	41	213	11	62	79
FEB	233	179	10	44	233	13	63	84
MAR	262	210	01	51	262	07	63	89
APR	192	147	10	35	192	06	41	65
MAY	208	167	07	34	208	05	52	75
JUN	188	144	07	37	188	08	56	69
JUL	275	196	09	70	275	11	62	76
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	1571	1212	47	312	1571	61	399	537

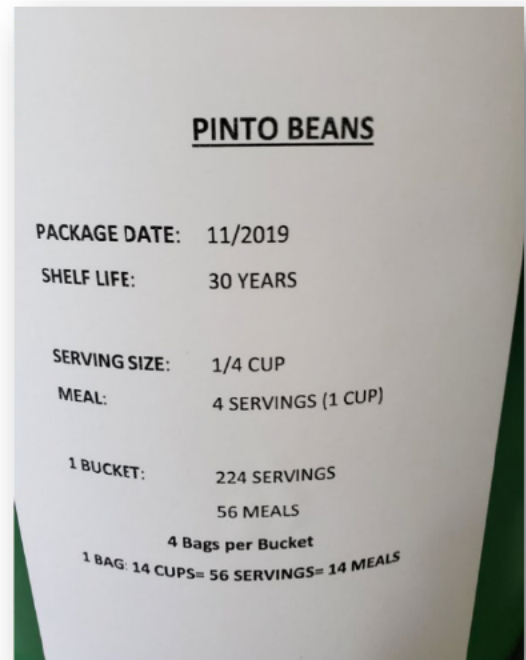


Agreements, Resolutions, Contracts & Leases:

- Request for Public Assistance (Cares act) for supplemental assistance for disaster recovery costs received \$8,527.10.
- Chehalis Tribe ESA (update)

Budget & Finance/Planning:

- A preliminary 2021 budget review is planned for Aug. 24th.
- Director Shea projects the current revenue loss due to unpaid taxes at \$112,000 or 4% loss of revenue.
- Strategic plan addendum was reviewed at All-staff meeting on July 23rd. The plan was distributed to all staff in early July and task/objectives are in progress.
- COOP- development is ongoing: Lt. Colby Lyon completed the packaging process of the fire departments' disaster food supply. Colby labeled each 5 gallon bucket with dates/servings/#of meals as illustrated below. The food was packaged to last 20-30 years. The department now has a minimum of 2 weeks food supply to sustain 80 people in the event of a large scale disaster. The food will be stored at station 1-1 & 1-2. We are planning to acquire the non-perishable goods in the coming months.



Expenditure Planning:

- Ham radio equipment \$2400 (both stations)
- Non-perishable disaster supplies \$5000

Development Services (New Construction) Tracking

- N/A

Fire Investigation and Fire Loss Reports

- None submitted

Grant/Donations/Unanticipated Revenue:

- \$12,292 mobilization revenue-equipment for Colockum, Anglin & Coulee Meadows

Health & Safety Activities (see Safety Officer Report)

- All-department meeting July 23rd held via Zoom

Accidents, Incidents, and Injury

- Capt. Dyer out for an extended period (broke ankle while vacationing)
- See safety committee minutes for list of injuries past 3 months

IT/Web Development:

- Microsoft 10 migration and computer replacement is complete; awaiting Office 365 cutover.
- File system moved to cloud.

Labor Management Report

- N/A

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

- N/A

STATION UPTIME REPORT	JULY 2020
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	2 resident(s)
Station 6	Staffing of 2 = 20%
Career Battalion (Station 6)	100%

Certified Responders- Personnel Count	Man-Hours Worked JULY 2020
(31) Career-Union	Regular Hours; 5024; Overtime Hours: 555; Sick Leave Hours; 329 (includes paternity and FMLA); Kelly Day Hours: 1080; Vacation Hours 637; Personal Leave: 192; Training OT: 0; Bereavement ; Mob;182, Mob Backfill;60
(26) Volunteer Responders	1009 Regular Hours
(13) PACT	
(04) Residents	387 Regular Hours
(03) Maintenance/Logistics PT	86 Regular Hours

Legal Issues:

- N/A

Policy/ Procedures & Guidelines:

- 4000 series operations policy/procedure review

Risk Management:

- Safety Meeting via Zoom – July 23rd
- Safety Committee Meeting Minutes (see attached)

Action/ Review/ Discussion Items:

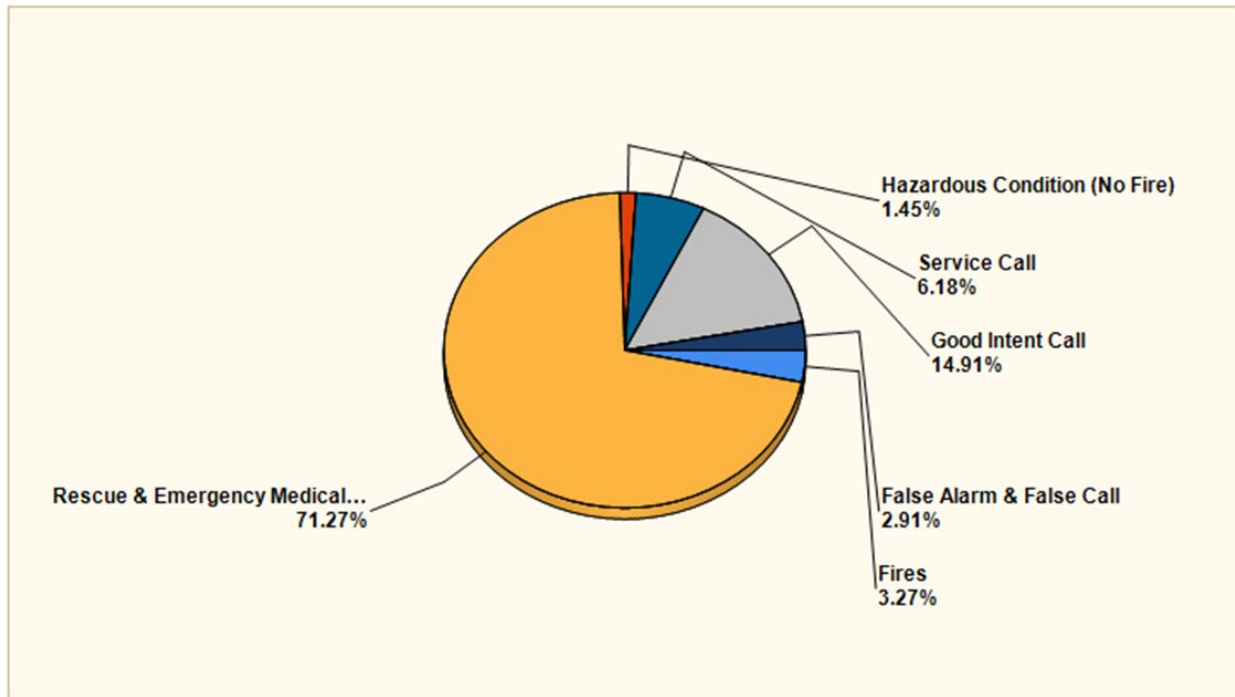
- Executive session (contract) or during Work shop?
- Operations- Fireground Policy/Procedure/Guidelines revisions

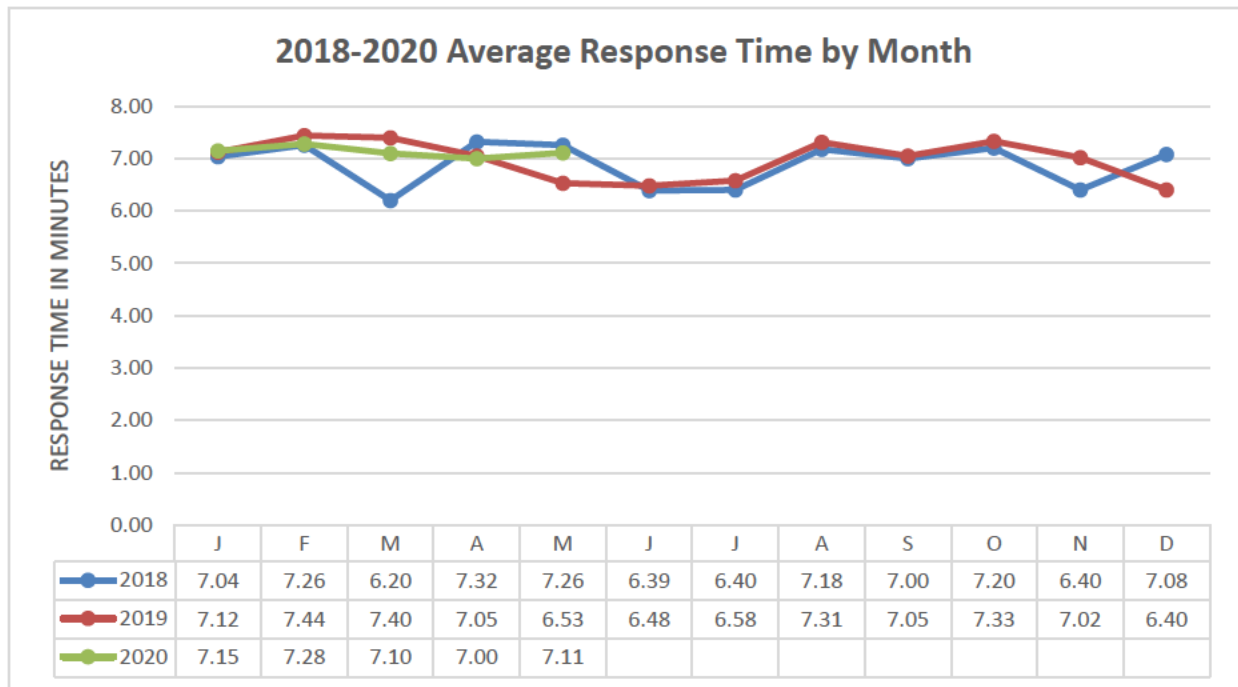
Public Education/ Public Relations Activities:

- Pub Ed./ outreach remains limited due to COVID-19
- Two recruits (FF Brown & FF Pullin) graduated from Fire Academy, the graduation ceremony was held via Zoom



West Thurston Type of Emergency Response (%) by Type: ER report #553-Major Incident Type
Average Response Time: 7:11 Minutes
Initial unit arrival-priority incidents-primary zones





WTRFA Monthly/ YTD Response Summary

Description	Monthly Call Volume	YTD Call Volume
EMS/RESCUE	196	1212 (78%)
Fire	09	47 (03%)
Other	70	312 (19%)
For Month	275	1571
WT- Transports	62	(32%) of EMS

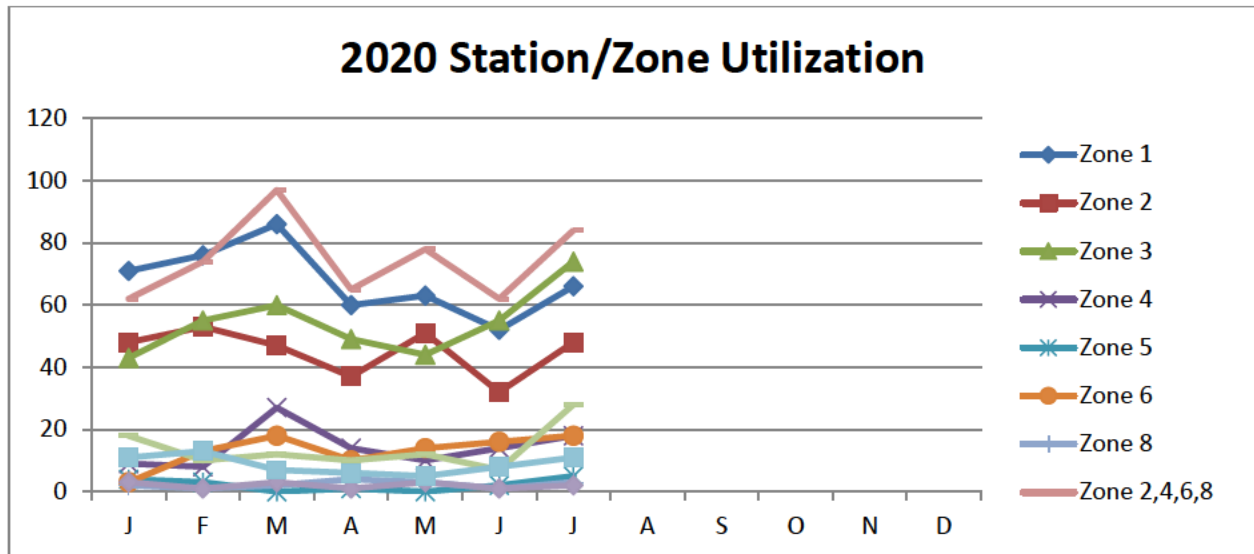
Hospital	Monthly	YTD
SPH	40	287
PHC	39	221
CMC	06	37
MAMC	00	02
Harborview	01	01
GH	00	00
Mary Bridge	00	02
Other	00	00
Total	86	550

Tribal Property	Monthly	YTD
Lucky Eagle (12888)	04	30
Eagles Landing (12840)	03	07
Great Wolf Lodge (20500)	02	14
Fairfield Inn (6223)	01	02
Distillery (19770) Sargent Rd	00	01
End of Trail (19615) Elderberry	01	03
Total	11	57 (3.6%)

Aid Unit Utilization	Transports For Month	YTD
Aid 1-1 – App 05	22	120
Aid 1-2 – App 06	20	144
Aid 1-3 – App 03	18	127
Aid 1-6 – App 55	02	06
Aid 1-4	00	00
Transported ALS	20	111
Airlift	01	01
Private Ambulance	03	12
Other FD	01	07

Station Zone	Monthly	AVG. Response Time (Month)	*YTD	Percentage YTD
1 – Grand Mound/Sargent	66	6:12	475	30%
2 – Littlerock Rd	48 (84)	7:02	319 (526)	20% (34%)
3 – Albany Street	74	6:48	390	25%
4 – Scott Lake- Sta. 1-2	18	9:15	100	6%
5 – Michigan Hill- Sta.1-3	05	15:50	15	<1%
6 – Maytown Rd.	18	7:53	92	6%
8 – Bordeaux-Sta.1-2	03	10:55	16	01%
I-5 1-1	13	9:14	43	2.7%
I-5 1-2	04	1:10	12	<1%
I-5 1-6	11	6:06	37	2.3%
Capitol Forest	02	22:56	14	<1%
Mutual Aid	11	N/A	61	4%
TOTAL	275	7:11	1571	100%

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



WTRFA Operations Report:

Notable Incidents:

- Ongoing COVID-19 Pandemic
- Millersylvania drowning
- Maytown rest area fatality MVA

Notable Fire Incidents:

- Multiple small brush/grass fires
- Mobilization(s)- Colockum, Anglin & Coulee Meadows

Project Work Status:

Fleet/Facilities and Logistics:

New Brush Unit – New brush unit is in service after upgrade work at the Oly Shop for radio installation. Unit was equipped and is ready for service.



New Aid Unit Build at Braun NW- Assembly line build has commenced on the aid units with completion sometime scheduled for the end of August. – **In Progress.**



Amateur Radio Project: Radio equipment purchased. **Equipment picked up from vendor on 8/6/20.**

Maytown Water: Chief K met with Rob from Advanced onsite on May 5th. Commissioner Dahl confirmed he is in contact w/ Advanced and will clear the site once they contact him. **Pending**

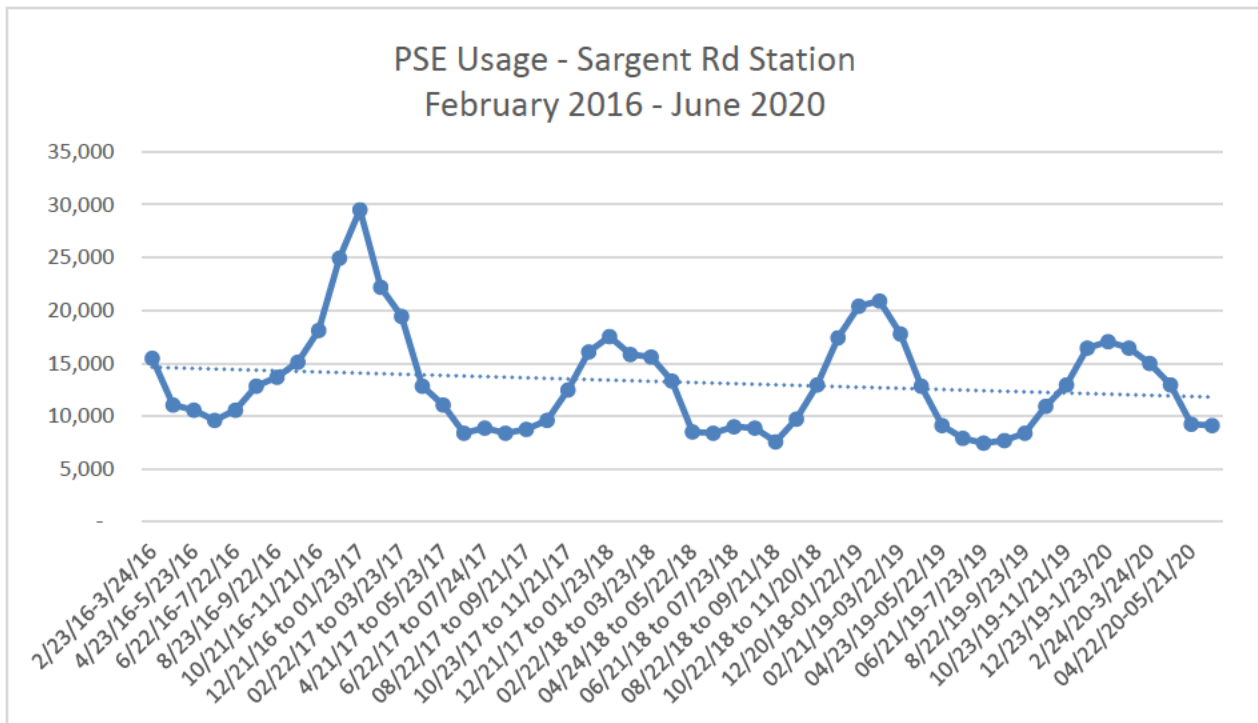
Station 1-2 Storage: The proposal is to convert one dorm room at station 1-2 to provide a storage location for disaster supplies, including food, the only additional expense should be shelving. **Pending**

Station & Apparatus Bay Air Quality Testing:

Station 1-3 was completed and found to be within compliance and normal limits; stations 1,2,4 & 6 testing is planned for next week; Aug 10-14.

Facility-To-Do List: The facility-to-do maintenance and repair Phase I list is 80% complete. CC crews' are under a lay-in order until further notice.

Sargent Rd Energy Usage- Awaiting confirmation on a presentation from Smart Energy at our meeting. We have provided them additional billing and usage data to produce a detailed analysis on where we might proceed from here – **In Progress.**

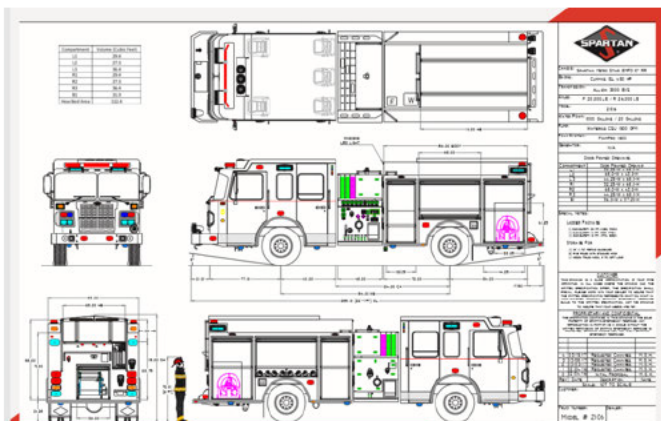


Annual SCBA testing – Annual flow testing is complete for WTRFA with equipment all passing with only minor repair on a few items that was able to be completed in-house – **Completed.**

Annual Pump Testing – Annual pump testing has been completed on all apparatus by Oly Shop. Included in testing are all Engines, Tenders and Brush Trucks – **Completed.**

Annual Ladder and Hose Testing – To be scheduled for the fall. -

New Engine Spec Build with True North/Spartan – Will schedule additional information from True North as to timing if a decision to move forward is made in the coming months. Will provide a detailed analysis of comparable vendors to determine next step – **Discussion.**



Comprehensive Apparatus Report:

Chief Scott will be working with Linda Patraca and Adam Cummings from the Oly Shop to provide a detailed report as to the status of our existing fleet and try to forecast some of the upcoming maintenance issues that we can see in attempts to determine the viability of some of our older fleet moving forward. This will be computed with annual service costs vs actual 2020 mileages and we can come down to a cost per mile of maintenance per each unit. Its this data that can quickly allow us to determine which units are outside the normal for maintenance vs miles in use. Once the CAR is completed we will move to have a full evaluation of facility sites. – **To be scheduled.**

WTRFA Asset Listings:

With recent additions, changes and deletions from the fleet of apparatus, we will again publish a WTRFA Asset Report that will show all in-service apparatus, the mileages, and how many odometer miles were reported during the year 2020. This report will accompany the 2020 Annual Report this winter. – **To be scheduled.**

Operations Report:

Thurston County Radio System Upgrades

Working with TCOMM to look at the potential upgrade possibilities for additional radios with the new communications system overlay that is planned. TCOMM will only be allowing TCOMM “approved” equipment on the new system (Motorola products) as part of the pricing was to include a single source solution.

WTRFA uses Bendix King radios for the wildland setting as we need to have the ability to quickly and confidently field program and clone radios to communicate with DNR, Forest Service, other agencies, etc when working on wildland fires both in district and on mobilizations. The question was to be whether if our older Bendix King radios are in need of replacement, does Motorola have a product that meets our criteria.

The short answer is yes it does, but it is not designed to be field programmed or field cloned without multiple complicated steps to do so. After speaking with the regional mobilization agencies, we will continue to use and support our own Bendix King portable radios in our wildland units as there is no long term solution to having a Motorola product that meets the BK ease of programming outside of a radio technician. - **Monitoring**

TCOMM CAD system upgrades: Work continues to attempt to work through some of the run-card issues we are experiencing. Recently we reached a tentative agreement for the few parcels and residences that are on Summers Rd which is in Thurston County but only accessible via Lewis County’s Lincoln Creek Rd which more than doubles our response time. It has been adjusted to have an automatic response from Riverside Fire Authority for those addresses.

We continue to find a more “automatic” notification between TCOMM and Lewis County 911 to expedite the request for assistance. Chief Scott is working with Chief Kytta and TCOMM and Lewis County to look at options – **In progress.**

Maytown Quarry Responses: After a recent drowning at the Maytown Quarry pit (between Maytown Rd and Millersylvania), we are working with the State Parks to provide emergency access to the Quarry in case of a future incident. There was no delay in getting resources into the site, but one primary access point was made inaccessible due to the dozens of parked cars blocking a gate from Maytown Rd.

Chief Scott is working with the lead Ranger for the Park and they have provided a key access and instruction on how to gain access to the site from the State Park side. Multiple site visits were made to determine best access, potential helicopter landing zones, etc. In this aerial photo, you can see the Quarry Ponds just to the South of what is listed as Camp 4 Star.

Since this is State Park land, they have no plans to limit access to here. On many hot days, there can be hundreds of people at the quarry ponds throughout the day. The depth and temperature of the water is a contributing factor to the incidents that we have had there over the years.

– In progress.



Training Report:

The focus for August will be EVIP Annual Refresher Training into September. Active planning has taken place with Rehab Training, Brent Strong 5k “Virtual” Walk/Run, Training Tower and drill ground improvements, Resident Program and MCO coordination with District 6 for September with a Live Fire option.

I wanted to thank you for all your support with this program in particular over the past few years. The work we’ve been able to accomplish to this point has been incredible, but I look forward to the future of the Training Division with exciting opportunities to make our organization even better. Please let me know if I can answer any questions about my report. Thank you.

July 2020, Monthly Training Report | Prepared by AC Ops/Training, Rob Smith
3rd Quarter 2020 Training Requirements: Posted

Annual Training Requirements (WAC) 2020: Posted – in progress

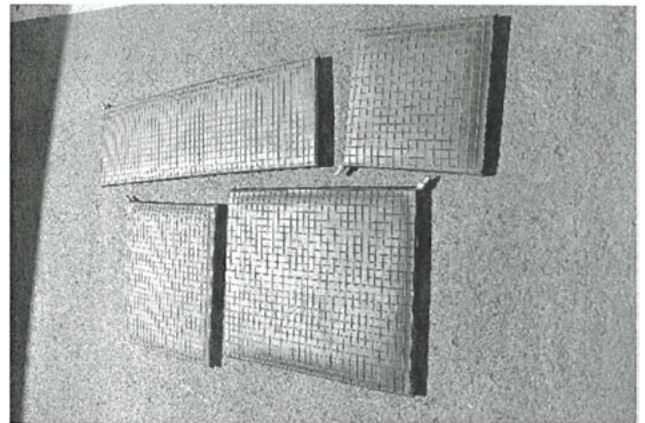
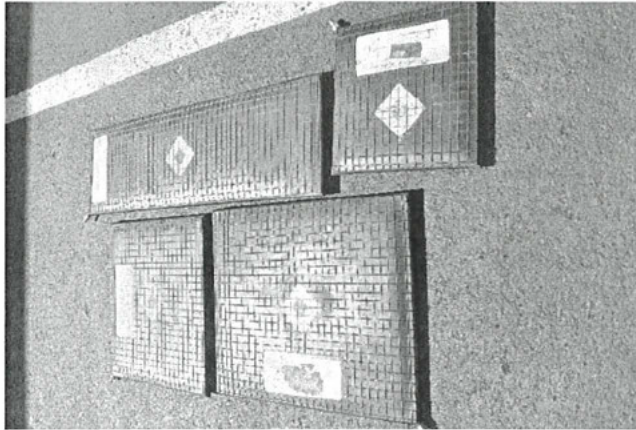
Completed Training for June	Scheduled Training	Future Planned Training / Not yet Scheduled
<p>Regularly Scheduled Shift, Thursday Night Drills and Saturday Training featuring required training topics and non-required training:</p> <ul style="list-style-type: none"> July 1 & 2 -Rope Rescue Operations Training @1-2 July 8 – B Shift Drill – Water Supply July 9 – C Shift Drill – SCBA Ops July 15 – C Shift Drill – Water Supply July 22 – A Shift Drill – SCBA Ops July 23 – B Shift Drill – SCBA Ops 	<ul style="list-style-type: none"> EVIP Annual Refresher Classroom/Virtual offering - Every Wednesday in August and September, various times (see Training Calendar for details) Aug 11 – C Shift Drill – Engine Company Ops Aug 13 – B Shift Drill – Engine Company Ops Aug 27 – A Shift Drill – Engine Company Ops NOTE: The following is a list of planned training at the <i>County</i> level: Q3 Pump Academy September 28th - October 2 @Mark Noble Training Center MCO @ 6-4 w/Live Fire September dates pending IFSAC Evaluator and SR/TCO Date TBD Wildland FF2 & FF1 (field day) Date TBD/St 4-1 Q4 FF2 Date TBD/St. 8-1 Active Shooter Incident Management Oct 6&7 Blue Card IC Initial Certification Lab (MNRFTC) Oct 12-14 Fire Officer 1 Oct 9-11/St 1-1 Officer Luncheon Date/Location TBD 	<p>As budget allows (tentative/approximate schedule);</p> <ul style="list-style-type: none"> Rehab Unit Training – TBD NFPA 1403 Live Fire Training – Mark Noble Training Center - date TBD Man v. Machinery – refresher training - pending Elevator Rescue – refresher training - pending Rescue 42 / Cribbing – refresher training - pending <p>Major / Ongoing Projects</p> <ul style="list-style-type: none"> Recruit/Retention, PACT Training – in progress Revise PPG Orientation Tests – in progress (pending approval of recommended changes to SOP's) SOG Guidelines – in progress (pending approval of recommended changes to SOP's) Thurston County Training Officers: Coordinate/lead MCO's multiple dates 3rd, and 4th Q 2020 with all Thurston County Departments in the Cooperative.- in planning County Mayday SOG Workgroup – SOG – draft complete Apparatus / Equipment Committee –August - TBD Training Tower: Reconsider plans – in progress Training Task Books – review and revision – target completion end of 3Q 2020 (in progress) Brent Strong 5k Walk/Run – committee met 7/23/20 and in planning stage to determine "Virtual" execution – in progress

(4) → RFP

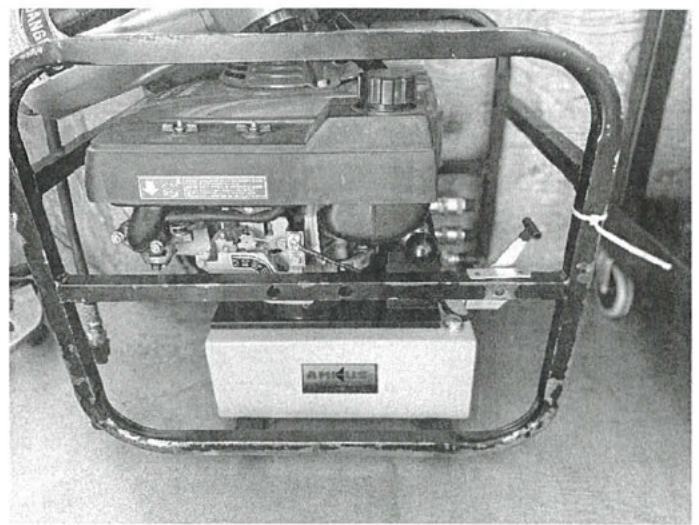
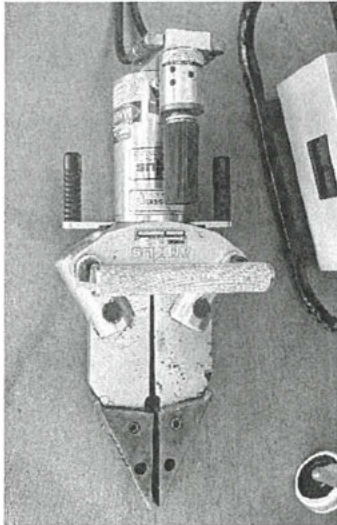
West Thurston Regional Fire Authority has the following surplus items that are being offered to a fire department(s) that can utilize them in a service delivery or training capacity.

All items listed below are offered on an "AS-IS" basis and any known or unknown defects are the sole liability of the recipient.

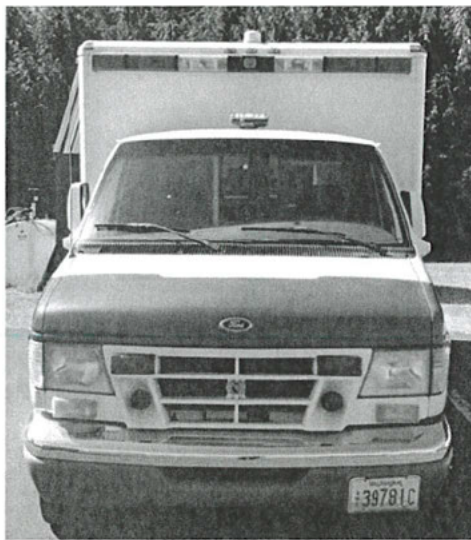
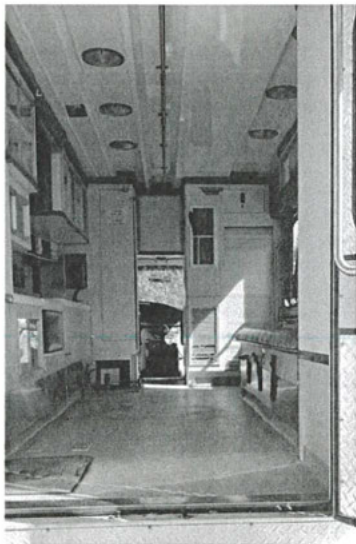
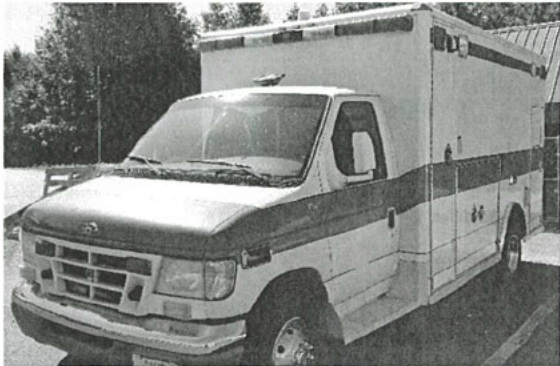
Set of four (4) rescue airbags; the dimensions are 14"x14", 18"x20", 24"x20" and 12"x40". Any questions Chief please reach out and if you need more pictures please let me know as well.



Amakus Rescue Systems - Spreaders, Cutters and hydraulic power source. NO HYDRAULIC SUPPLY HOSE.



1997 Ford E350 – Wheeled Coach Ambulance- VIN 1FDLE40F4VHA65769 – 118158 miles.



If you are interested in view the surplus equipment please schedule an appointment by calling West Thurston Fire at (360) 352-1614.

④ → BOFC

2nd Quarter 2020 Safety Meeting Minutes

7/28/2020

Called to Order @18:02, Station 1-2 Board Room

Members Present: Lt. J. Swecker, R. Santee.

Old business/Follow Ups-

1. Station 1-3 air vents

Currently being handled and scheduled via admin with options for automatic activation vs. manual activation.

New Business/Topics:

1. Healthy In, Healthy Out report and findings/discussion

- Funds acquired for 'house shoes', Swecker to work on acceptable/appropriate examples of shoe types to meet both uniform and functionality standards. Will also be contacting an outside testing company in Tacoma (information provided by T. Fitzgerald) for testing of station carpet samples for list of biological contaminants within stations for awareness.
- Gear storage area- being discussed currently to find alternative to constructing or moving storage area due to best practice suggestions.
- Swecker advised of plan to do presentation at next safety meeting on PIIERS (Personal Injury, Illness and Exposure Reporting System) online demonstration for members for additional documentation and logging.
- Santee and via email, other members, approved the decision to move forward with decon bags on engines for dirty/soiled SCBA's, hose rolls (where they can't fit into a compartment), and bunker gear following an incident. Swecker will try and obtain/buy several commercial made bags for demonstration/examples however 55 gallon black plastic contractor bags will be used in interim.
- All new suggestions and changes to SOGs will be forwarded to the Chief(s) for move forward with implementation and policy changes, if needed.

2. Accident Reports-

- Injury Report 20-3 (6-16-2020): Left shoulder pain following physical fitness training at Station 1-2. Member had follow up with doctor with further treatment needed, no loss of work. **Informational at this time, no violations**

- **Accident Report 20-4 (6-19-2020):** Engine 1-1 rolled into front bay door, breaking out one of the window panes secondary to parking brake not being engaged or failing. Incident/problem could not be reproduced, therefore ruled as possible failure to engage brake. **Ongoing, but no need for policy change at this time.**
- **Exposure Report 20-5 (6-23-2020):** During shift members experienced a strong smell and headaches during the evening of the shift. Propane was shut off as it was thought to be a possible leak. Propane NW and Olympia Sheet Metal were called the following day with no leaks found. Referred to EnviroTech for possible septic issue; it was determined smell was coming from dry drain lines and traps. **Informational at this time, incident was handled well by on-duty crew with Shift Commander notification, evacuation of area, and gas shut-off.**
- **Injury Report 20-6 (7-13-2020):** Back/neck strain secondary to assisting patient to seated position. Member had to move into an awkward position to assist patient. No doctor seen, pain subsided with rest/time. **Logged for precautionary purposes by member.**

Good of the order and addtl notes:

- R. Santee advised he has been witness to an amount of calls where EMS gloves were worn for an overused amount of time, i.e.-not taking them off during transport as the driver or when interaction with other equipment when BSI is not needed. Furthermore, members not having an emphasis on wiping down equipment or using hand sanitizer following EMS interaction with patients.
- Compliments to crews for the continued use of SCBAs in the overhaul modes prior to air checks for air quality. This effort has been witnessed by many members, both career and volunteer.

The meeting adjourned at 18:52 with the next meeting to be determined at a later date.

Lt. J. Swecker, HSO

7/31/2020

West Thurston Regional Fire Authority



Olympia, WA

This report was generated on 8/5/2020 9:31:14 AM

Incident Count per User-Defined Fields for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Call Type (Required)	
ALS	64
BLS	149
FIRE	62

USER-DEFINED FIELD: Patient Dispo? (Required)	
AMA	14
Cancelled	22
DOA	3
FIRE	46
No Medical Need	28
POV	15
T & R	54
TRANSPORT	86
UTL	7

USER-DEFINED FIELD: Transport BLS or ALS? (Required)	
ALS	21
BLS	66
N/A	188

USER-DEFINED FIELD: Unit that transported? (Required)	
A1-1	22
A1-2	20
A1-3	18
A1-6	2
Airlift	1
FD #4	1
Medic Unit	20
N/A	188
Private Amb	3

USER-DEFINED FIELD: Transport Location (Not POV)? (Required)	
Centralia Providence	39
CMC	6
Harborview	1
N/A	189

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.



ANSWERS	# INCIDENTS
SPH	40

USER-DEFINED FIELD: 2nd Patient Dispo?	
T & R	1
TRANSPORT	2

USER-DEFINED FIELD: 2nd Patient transport by?	
Medic Unit	1
Privit Amb	1

USER-DEFINED FIELD: 2nd Patient Transport Location?	
Centralia Providence	1
SPH	1

USER-DEFINED FIELD: 3rd Patient Dispo?	
DOA	1

USER-DEFINED FIELD: 4th Patient Dispo?	
T & R	1

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.

West Thurston Regional Fire Authority



Olympia, WA

This report was generated on 8/5/2020 9:29:42 AM

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

Mutual Aid: All Types and None | Response Mode(s): Lights and Sirens | Zone(s): 1 - Grand Mound, 2 - Littlerock, 3 - Rochester, 4 - Scott Lake, 5 - Michigan Hill and 2 more | Start Date: 07/01/2020 | End Date: 07/31/2020

Incident Number	Date	Apparatus	Response Time
Bordeaux / Mima / Gate			
2020-0001480	07/21/2020	A1-2	9:51
2020-0001403	07/13/2020	A1-2	12:37
2020-0001387	07/11/2020	A1-2	10:18
		Number of Calls: 3	Avg Response Time: 10:55
Grand Mound			
2020-0001571	07/31/2020	A1-1	5:26
2020-0001570	07/31/2020	A1-1	6:29
2020-0001563	07/30/2020	A1-1	7:00
2020-0001559	07/30/2020	A1-1	8:58
2020-0001554	07/29/2020	A1-1	6:09
2020-0001552	07/29/2020	A1-1	4:36
2020-0001548	07/28/2020	A1-3	4:43
2020-0001545	07/28/2020	A1-1	6:59
2020-0001533	07/27/2020	A1-1	7:33
2020-0001530	07/26/2020	A1-1	5:31
2020-0001526	07/26/2020	A1-1	6:55
2020-0001516	07/25/2020	BN1-6	7:33
2020-0001510	07/24/2020	A1-1	6:16
2020-0001501	07/23/2020	A1-1	3:52
2020-0001491	07/21/2020	A1-1	4:49
2020-0001485	07/21/2020	A1-6	6:44
2020-0001484	07/21/2020	A1-1	5:18
2020-0001482	07/21/2020	CH1-1	1:23
2020-0001478	07/21/2020	A1-1	6:05
2020-0001475	07/20/2020	A1-3	1:55
2020-0001474	07/20/2020	A1-1	5:01
2020-0001464	07/20/2020	A1-1	20:00
2020-0001461	07/19/2020	A1-1	6:01
2020-0001454	07/18/2020	A1-1	4:26
2020-0001448	07/18/2020	B1-1	6:08
2020-0001447	07/18/2020	A1-1	7:52
2020-0001442	07/17/2020	E1-1	7:59
2020-0001435	07/16/2020	A1-1	19:32
2020-0001428	07/16/2020	A1-1	9:03

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



Incident Number	Date	Apparatus	Response Time
2020-0001424	07/15/2020	A1-1	5:47
2020-0001423	07/15/2020	TO1-1	0:00
2020-0001421	07/15/2020	A1-1	5:03
2020-0001414	07/14/2020	A1-1	6:14
2020-0001409	07/14/2020	A1-1	5:14
2020-0001400	07/13/2020	A1-1	6:37
2020-0001371	07/09/2020	BN1-6	6:19
2020-0001369	07/09/2020	A1-1	6:45
2020-0001368	07/09/2020	A1-1	8:07
2020-0001364	07/08/2020	A1-1	7:47
2020-0001336	07/05/2020	BN1-6	1:12
2020-0001335	07/05/2020	A1-1	2:33
2020-0001327	07/04/2020	A1-1	7:10
2020-0001322	07/04/2020	A1-1	6:44
2020-0001314	07/03/2020	A1-1	1:49
2020-0001311	07/03/2020	A1-1	4:27
2020-0001309	07/02/2020	A1-1	4:09
2020-0001302	07/01/2020	A1-1	5:53

Number of Calls: 47

Avg Response Time: 6:12

Little Rock

2020-0001572	07/31/2020	A1-2	3:29
2020-0001568	07/31/2020	A1-2	7:41
2020-0001558	07/30/2020	A1-2	7:17
2020-0001556	07/30/2020	A1-2	6:25
2020-0001555	07/29/2020	A1-2	7:50
2020-0001553	07/29/2020	A1-2	5:10
2020-0001539	07/27/2020	A1-2	9:43
2020-0001537	07/27/2020	A1-2	10:35
2020-0001536	07/27/2020	T1-2	5:31
2020-0001531	07/26/2020	A1-2	4:29
2020-0001528	07/26/2020	BN1-6	2:56
2020-0001527	07/26/2020	A1-2	8:11
2020-0001525	07/26/2020	A1-2	7:04
2020-0001512	07/24/2020	E1-2	4:24
2020-0001502	07/23/2020	A1-2	8:49
2020-0001488	07/21/2020	A1-2	11:55
2020-0001472	07/20/2020	E1-2	5:30
2020-0001468	07/20/2020	A1-2	8:00
2020-0001465	07/20/2020	A1-2	4:01
2020-0001455	07/19/2020	A1-2	9:00
2020-0001446	07/18/2020	A1-2	5:08

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



Incident Number	Date	Apparatus	Response Time
2020-0001445	07/18/2020	A1-2	4:10
2020-0001444	07/17/2020	A1-2	16:57
2020-0001438	07/17/2020	E1-2	9:54
2020-0001433	07/16/2020	BN1-6	5:05
2020-0001422	07/15/2020	A1-2	6:37
2020-0001415	07/14/2020	E1-2	6:31
2020-0001412	07/14/2020	E1-2	10:05
2020-0001407	07/14/2020	A1-2	6:49
2020-0001401	07/13/2020	BN1-6	6:57
2020-0001398	07/13/2020	A1-2	9:22
2020-0001395	07/12/2020	A1-2	6:25
2020-0001389	07/11/2020	A1-2	7:49
2020-0001380	07/10/2020	A1-2	9:17
2020-0001372	07/09/2020	A1-2	4:36
2020-0001365	07/08/2020	A1-2	2:24
2020-0001363	07/08/2020	A1-2	6:36
2020-0001359	07/08/2020	T1-2	6:44
2020-0001329	07/04/2020	E1-2	3:16
2020-0001305	07/02/2020	A1-2	9:43
2020-0001304	07/01/2020	A1-2	6:30

Number of Calls: 41

Avg Response Time: 7:02

Maytown

2020-0001498	07/22/2020	A1-2	7:34
2020-0001479	07/21/2020	A1-6	12:59
2020-0001477	07/21/2020	BN1-6	3:28
2020-0001466	07/20/2020	B1-2	10:46
2020-0001462	07/19/2020	BN1-6	7:49
2020-0001450	07/18/2020	A1-2	10:00
2020-0001394	07/11/2020	BN1-6	6:08
2020-0001378	07/10/2020	A1-1	14:00
2020-0001367	07/09/2020	BN1-6	5:24
2020-0001366	07/08/2020	A1-2	1:56
2020-0001358	07/08/2020	BN1-6	8:03
2020-0001355	07/07/2020	BN1-6	7:13
2020-0001349	07/07/2020	BN1-6	9:55
2020-0001346	07/06/2020	BN1-6	5:27

Number of Calls: 14

Avg Response Time: 7:53

Michigan Hill

2020-0001459	07/19/2020	A1-1	11:36
2020-0001384	07/10/2020	A1-1	17:10

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



Incident Number	Date	Apparatus	Response Time
2020-0001330	07/04/2020	E1-3	18:46
Number of Calls: 3			Avg Response Time: 15:50
Rochester			
2020-0001567	07/31/2020	A1-1	5:53
2020-0001566	07/31/2020	A1-3	6:18
2020-0001565	07/31/2020	A1-1	9:04
2020-0001544	07/28/2020	A1-3	1:36
2020-0001542	07/28/2020	A1-3	7:39
2020-0001541	07/28/2020	A1-3	3:53
2020-0001540	07/27/2020	A1-3	4:19
2020-0001524	07/26/2020	B1-3	6:33
2020-0001521	07/25/2020	A1-3	7:48
2020-0001518	07/25/2020	A1-3	6:34
2020-0001515	07/25/2020	E1-3	5:52
2020-0001513	07/24/2020	A1-3	10:31
2020-0001511	07/24/2020	A1-2	12:56
2020-0001500	07/23/2020	A1-3	3:19
2020-0001499	07/23/2020	A1-3	8:47
2020-0001493	07/21/2020	A1-3	6:06
2020-0001490	07/21/2020	BN1-6	2:17
2020-0001489	07/21/2020	E1-1	9:35
2020-0001487	07/21/2020	A1-1	7:04
2020-0001486	07/21/2020	A1-3	7:14
2020-0001481	07/21/2020	A1-3	7:22
2020-0001473	07/20/2020	A1-3	4:06
2020-0001471	07/20/2020	A1-1	9:45
2020-0001470	07/20/2020	A1-3	2:37
2020-0001469	07/20/2020	A1-3	7:14
2020-0001467	07/20/2020	A1-3	4:53
2020-0001463	07/19/2020	A1-3	11:28
2020-0001460	07/19/2020	A1-3	6:36
2020-0001437	07/17/2020	A1-3	6:27
2020-0001426	07/15/2020	E1-3	6:29
2020-0001413	07/14/2020	A1-3	2:59
2020-0001393	07/11/2020	B1-3	5:46
2020-0001390	07/11/2020	E1-3	4:41
2020-0001388	07/11/2020	E1-3	7:15
2020-0001382	07/10/2020	A1-3	7:48
2020-0001381	07/10/2020	E1-3	6:35
2020-0001376	07/09/2020	A1-3	7:24

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



Incident Number	Date	Apparatus	Response Time
2020-0001352	07/07/2020	A1-3	5:25
2020-0001350	07/07/2020	A1-3	5:51
2020-0001348	07/06/2020	A1-3	7:59
2020-0001343	07/06/2020	A1-3	5:39
2020-0001341	07/05/2020	A1-1	4:14
2020-0001334	07/05/2020	A1-3	7:31
2020-0001324	07/04/2020	A1-3	10:22
2020-0001321	07/04/2020	A1-3	9:14
2020-0001317	07/03/2020	A1-1	8:24
2020-0001316	07/03/2020	A1-3	6:30
2020-0001313	07/03/2020	A1-3	7:12
2020-0001312	07/03/2020	E1-3	11:14
2020-0001308	07/02/2020	A1-3	6:54
2020-0001303	07/01/2020	E1-3	8:06

Number of Calls: 51

Avg Response Time: 6:48

Scott Lake

2020-0001574	07/31/2020	A1-2	11:02
2020-0001557	07/30/2020	E1-2	10:13
2020-0001543	07/28/2020	A1-2	8:44
2020-0001532	07/27/2020	BN1-6	11:10
2020-0001506	07/24/2020	A1-2	7:48
2020-0001457	07/19/2020	A1-2	7:44
2020-0001404	07/14/2020	A1-2	9:11
2020-0001392	07/11/2020	A1-2	7:27
2020-0001374	07/09/2020	E1-2	12:31
2020-0001357	07/07/2020	BN1-6	7:39
2020-0001333	07/05/2020	E1-2	10:03
2020-0001310	07/02/2020	A1-2	7:34

Number of Calls: 12

Avg Response Time: 9:15

Total Number of Calls: 171

Total Avg Response Time: 7:11

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



West Thurston Regional Fire Authority

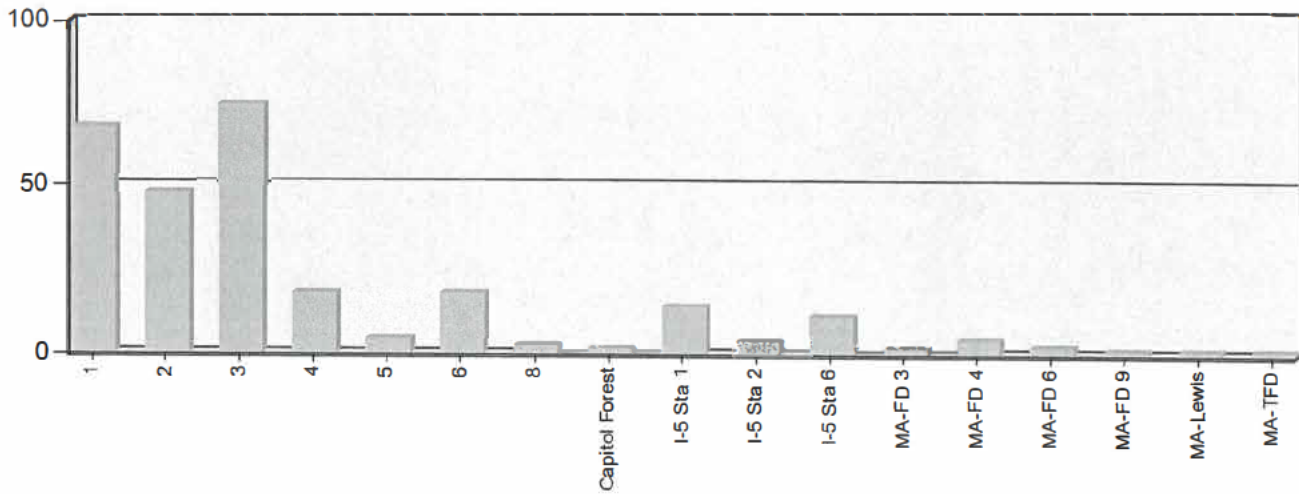


Olympia, WA

This report was generated on 8/5/2020 9:36:01 AM

Incident Count per Zone for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020



ZONE	# INCIDENTS
1 - Grand Mound	67
2 - Littlerock	48
3 - Rochester	74
4 - Scott Lake	18
5 - Michigan Hill	5
6 - Maytown	18
8 - Bordeaux / Mima / Gate	3
Capitol Forest - Capitol Forest Zone	2
I-5 Sta 1 - I-5 Station 1-1 Area	14
I-5 Sta 2 - I-5 Station 1-2 Area	4
I-5 Sta 6 - I-5 Station 1-6 Area	11
MA-FD 3 - TCFD 3 - Lacey FD	2
MA-FD 4 - TCFD 4 - Tenino	4
MA-FD 6 - TCFD 6 - East Olympia	2
MA-FD 9 - TCFD 9 - McLane / Black Lake	1
MA-Lewis - Lewis County	1
MA-TFD - Tumwater FD	1

TOTAL: 275

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