



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, May 9, 2022 at 1800 hr

In-Person: 18720 Sargent Rd SW (Grand Mound station 1-1)

Zoom virtual meeting link (for viewing only):

<https://us02web.zoom.us/j/86399434512?pwd=di9qSHlzVk5OSjByM1lPY3UyM2RQQT09>

Meeting ID: 863 9943 4512

Passcode: 148054

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

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1. Expenditures Accts Payable \$256,648.94 Payroll \$417,078.19 TOTAL: \$673,727.13 <i>warrants \$337,099.32</i> <i>EFTs \$336,627.81</i>	1-6 7-8	Linda S/Board	Approve/Reject
2. Meeting Minutes – April 11, 2022	9-11	Linda S/Board	Approve/Reject
3. Policy #2021, Career Member Benefits, Leave, Disability and Shared Leave Bank update	12-18	Linda S/Board	Approve/Reject
4. NEW Policy #2023, Disability and Worker’s Compensation	19-23	Linda S/Board	Approve/Reject
5. Policy #1019.2 Confidentiality of Patient Information & Staff Verification update	24-25	Linda S/Board	Approve/Reject
6. Resolution #2022-04, Surplus Property	26-27	Linda S/Board	Approve/Reject
7. Updated Authorized Signature List	N/A	Linda S/Board	Signatures

VII. UNFINISHED BUSINESS (ACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME

VIII. UNFINISHED BUSINESS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME

IX. COMMUNICATIONS (NONACTION ITEMS)

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1. Treasurer/Fund April 2022 Reports	28-31	Linda Shea	Informational
2. May 2022 Budget reports	32-35	Linda Shea	Informational
3. WTRFA 2021 Annual Financial Report (draft)	36-57	Linda Shea	Informational
4. Commendation Program	58-61	Linda Shea	Informational
5. Open Public Meetings Act changes/Proclamation 20-28.16	62-68	Linda Shea	Informational
6. Washington D.C. Flag appreciation	69	Chief R. Smith	Informational

X. DEPARTMENT REPORTS

ITEM	Page(s)	RESPONSIBLE	OUTCOME
1. Chiefs/Training/Safety	70-80	Chiefs Kaleiwahea/Scott/Smith	Informational
2. EMS/Public Education	81-84	Captain Dyer	Informational
3. Commissioner Meetings	N/A	BOFC	Informational

XI. GOOD OF THE ORDER**XII. ADJOURNMENT**

VOUCHER APPROVAL TRANSMITTAL

West Thurston Regional Fire Authority

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220501001 1st Security Bank	860	05/09/2022	Claims	6700	50.40	
	Invoice #	Rcvd Date	Due Date	Description		Amount
	MECONI'S	04/29/2022	05/09/2022	SCBA Distribution Crew Dinner		50.40
220501002 911 Supply	861	05/09/2022	Claims	6700	336.94	INV-2-18191
	Invoice #	Rcvd Date	Due Date	Description		Amount
	INV-2-18191	04/29/2022	05/09/2022	Class B Pants (E. Smith)		336.94
220501003 Across The Street Productions Inc.	862	05/09/2022	Claims	6700	1,275.00	11130
	Invoice #	Rcvd Date	Due Date	Description		Amount
	11130	04/26/2022	05/09/2022	Blue Card Renewal 2022 (x17)		1,275.00
220501004 Berryman Thomas A	863	05/09/2022	Claims	6700	132.52	Lost Warrant Re-Issue
	Invoice #	Rcvd Date	Due Date	Description		Amount
	ST WARRANT REISSUE	05/05/2022	05/09/2022	Lost Warrant Re-Issue (1533835)		132.52
220501005 Bigfoot Pest Management LLC	864	05/09/2022	Claims	6700	513.00	10972, 10973, 10974, 10975, 10976
	Invoice #	Rcvd Date	Due Date	Description		Amount
	10972	05/04/2022	05/09/2022	1-3 Rochester Pest Control		102.60
	10973	05/04/2022	05/09/2022	1-1 Grand Mound Pest Control		102.60
	10974	05/04/2022	05/09/2022	1-2 Littlerock Pest Control		102.60
	10975	05/04/2022	05/09/2022	1-4 Scott Lake Pest Control		102.60
	10976	05/04/2022	05/09/2022	1-6 Maytown Pest Control		102.60
220501006 Brightwire Networks LLC	865	05/09/2022	Claims	6700	4,020.30	20830, 20925
	Invoice #	Rcvd Date	Due Date	Description		Amount
	20830	04/26/2022	05/09/2022	1-3 Rochester Teleconference Displayaport to HDMI		16.07
	20925	04/26/2022	05/09/2022	Mnthly Srvc		4,004.23
220501007 Brookfield Group, The	866	05/09/2022	Claims	6700	267.25	61167
	Invoice #	Rcvd Date	Due Date	Description		Amount
	61167	04/19/2022	05/09/2022	1-1 Grand Mound Phone Repair (battery on circuit)		267.25
220501008 Bud Clary Ford/Hyundai	867	05/09/2022	Claims	6700	40,841.05	3NP148
	Invoice #	Rcvd Date	Due Date	Description		Amount
	3NP148	12/20/2021	05/09/2022	A77 New Battalion F150		41,141.05
220501009 C W Nielsen Mfg Corp	868	05/09/2022	Claims	6700	151.20	43594
	Invoice #	Rcvd Date	Due Date	Description		Amount
	43594	05/05/2022	05/09/2022	Captain Badqe (x1), Fire Chief Badqe (x1)		151.20
220501010 Capital Business Machines Inc	869	05/09/2022	Claims	6700	348.74	100786, 100785, 100784
	Invoice #	Rcvd Date	Due Date	Description		Amount
	100786	05/05/2022	05/09/2022	1-1 Grand Mound Copies		61.23
	100785	05/05/2022	05/09/2022	1-2 Littlerock Copies		263.75
	100784	05/05/2022	05/09/2022	1-6 Maytown Copies		23.76
220501011 Carefirst Bluecross Blueshield Payment Administrator	870	05/09/2022	Claims	6700	222.00	220960009065
	Invoice #	Rcvd Date	Due Date	Description		Amount
	220960009065	04/20/2022	05/09/2022	Harris Medical Premium		222.00
220501012 Cascade Fire Equipment Company	871	05/09/2022	Claims	6700	78.84	122893
	Invoice #	Rcvd Date	Due Date	Description		Amount
	122893	04/19/2022	05/09/2022	Leather Front (Lt. Palmerson)		78.84
220501013 Cedar Creek Correction Center	872	05/09/2022	Claims	6700	367.85	CCCC2203.1355
	Invoice #	Rcvd Date	Due Date	Description		Amount
	CCCC2203.1355	04/19/2022	05/09/2022	Work Crews March 2022		367.85

VOUCHER APPROVAL TRANSMITTAL

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220501014 Citi Cards	873	05/09/2022	Claims	6700	3,490.64	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	AMAZON	05/05/2022	05/09/2022	Return - A74 & New Brush Truck Step Flat Mounts	-412.60	
	AMAZON	05/05/2022	05/09/2022	Return - A74 & New Brush Truck Step Hitch Mounts	-202.24	
	AMAZON	05/05/2022	05/09/2022	Return - A74 & New Brush Truck Step Hitch Mounts	-202.24	
	AMAZON	05/05/2022	05/09/2022	Facility Office Supplies (pens, note pads, dry erase)	68.08	
	AMAZON	05/05/2022	05/09/2022	1-6 Maytown Cache Supplies (lysol spray)	75.32	
	AMAZON	05/05/2022	05/09/2022	Exercise Mats (x4)	243.88	
	AMAZON	05/05/2022	05/09/2022	1-6 Maytown Cache Supplies (disinfectant wipes,	93.86	
	AMAZON	05/05/2022	05/09/2022	Apparatus Sun Visors	327.62	
	CITI CARD	05/05/2022	05/09/2022	Annual Renewal	240.00	
	COSTCO	05/05/2022	05/09/2022	Bluetooth Speaker System (pubed)	248.39	
	COSTCO	05/05/2022	05/09/2022	1-6 Maytown Cache Supplies (coffee, cleaners, soaps)	162.44	
	COSTCO	05/05/2022	05/09/2022	1-1 Grand Mound Air Fryer	53.99	
	COSTCO	05/05/2022	05/09/2022	1-6 Maytown Air Fryer	53.99	
	ETSY	05/05/2022	05/09/2022	Retirement Helmet	74.42	
	IAAI	05/05/2022	05/09/2022	IAAI Annual Membership (Frasl)	100.00	
	FASTSIGNS	05/05/2022	05/09/2022	Budget Signs for Eqq Dash	427.11	
	FIRE SAFETY	05/05/2022	05/09/2022	Wildland Boots (I. Garza)	342.95	
	KENETREK	05/05/2022	05/09/2022	Wildland Boots (H. Cooke)	440.00	
	MES	05/05/2022	05/09/2022	Duty Boots (E. Smith)	180.00	
	MICHAELS	05/05/2022	05/09/2022	Retirement Shadow Box (Maser)	76.57	
	MYSTERY RANCH	05/05/2022	05/09/2022	Wildland Pack (H. Cooke)	420.79	
	NINE LINE APPAREL	05/05/2022	05/09/2022	Retirement Sign	146.88	
	UPS	05/05/2022	05/09/2022	Return - Nozzle	36.83	
	WALGREENS	05/05/2022	05/09/2022	Velcro for Signs for Eqq Dash	30.61	
	WITMER	05/05/2022	05/09/2022	A30 E1-2 Brackets, Pike Poles	376.20	
	ZOOM	05/05/2022	05/09/2022	Mnthly communications Service	16.18	
	ALBERTSONS	05/05/2022	05/09/2022	Dispatcher appreciation	19.64	
	HEAVENLY DONUTS	05/05/2022	05/09/2022	Dispatcher Appreciation	51.97	
220501015 Cities Insurance Assoc Of Wa	874	05/09/2022	Claims	6700	400.89	2022-45068-0388-2
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2022-45068-0388-2	05/05/2022	05/09/2022	A77 (new battalion) Truck coverage	400.89	
220501016 City Sanitary Inc	875	05/09/2022	Claims	6700	168.00	15338321S188, 15338170S188
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	15338170S188	05/05/2022	05/09/2022	1-3 Rochester Recycle	23.00	
	15338321S188	05/05/2022	05/09/2022	1-1 Grand Mound Recycle	145.00	
220501017 Comcast	876	05/09/2022	Claims	6700	1,321.54	1030
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1030	04/28/2022	05/09/2022	1-3 Rochester Phone/Cable	182.20	
	1030	04/28/2022	05/09/2022	1-4 Scott Lake Phone/Cable	206.59	
	1030	04/28/2022	05/09/2022	1-1 Grand Mound Phone/Cable	346.55	
	1030	04/28/2022	05/09/2022	1-2 Littlerock Phone/Cable	350.89	
	1030	04/28/2022	05/09/2022	1-6 Maytown Phone/Cable	235.31	
220501018 Complete Repair Services LLC	877	05/09/2022	Claims	6700	68.92	018902
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	018902	05/03/2022	05/09/2022	422 - Honda Pump Repair	68.92	
220501019 Cummins Inc	878	05/09/2022	Claims	6700	3,005.46	01-46539, 01-46546, 01-46534
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	01-46539	04/19/2022	05/09/2022	1-1 Grand Mound Annual Generator Maintenance	1,167.17	
	01-46546	04/19/2022	05/09/2022	1-2 Littlerock Annual Generator Maintenance	896.13	
	01-46534	04/19/2022	05/09/2022	1-6 Maytown Annual Generator Maintenance	942.16	
220501020 DE Lage Landen	879	05/09/2022	Claims	6700	279.72	76232060
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	76232060	05/03/2022	05/09/2022	1-2 Littlerock Copier Lease	279.72	

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220501021 DH Pace Company Inc.	880	05/09/2022	Claims	6700	291.60	107672
Invoice #	Rcvd Date	Due Date	Description		Amount	
107672	04/22/2022	05/09/2022	1-3 Rochester Aid Bay Door Repair (j arm, new support)		291.60	
220501022 Day Management Corp	881	05/09/2022	Claims	6700	743.92	720200
Invoice #	Rcvd Date	Due Date	Description		Amount	
720200	04/19/2022	05/09/2022	APX8500 Codepluq Build		743.92	
220501023 ESO Solutions, Inc.	882	05/09/2022	Claims	6700	628.47	78831
Invoice #	Rcvd Date	Due Date	Description		Amount	
78831	05/03/2022	05/09/2022	June 2022 Srvc		628.47	
220501024 Eric T. Quinn, P.S.	883	05/09/2022	Claims	6700	500.00	1067
Invoice #	Rcvd Date	Due Date	Description		Amount	
1067	05/02/2022	05/09/2022	April 2022 Leqal Srvc		500.00	
220501025 First Choice Health Network	884	05/09/2022	Claims	6700	141.12	0104864
Invoice #	Rcvd Date	Due Date	Description		Amount	
0104864	05/05/2022	05/09/2022	Apr 2022 EAP Srvc		141.12	
220501026 Fitness Machine Technicians	885	05/09/2022	Claims	6700	464.40	22466-4
Invoice #	Rcvd Date	Due Date	Description		Amount	
22466-4	04/22/2022	05/09/2022	Semi-Annual Gym Maintenance		464.40	
220501027 Great Western Supply	886	05/09/2022	Claims	6700	118.58	1-0134762, 1-0135095
Invoice #	Rcvd Date	Due Date	Description		Amount	
1-0134762	04/19/2022	05/09/2022	1-2 Littlerock Wash Station Rock		18.68	
1-0135095	04/19/2022	05/09/2022	1-2 Littlerock Beauty Bark		99.90	
220501028 Grindstuffs Northwest Champion	887	05/09/2022	Claims	6700	106.67	34900
Invoice #	Rcvd Date	Due Date	Description		Amount	
34900	04/22/2022	05/09/2022	Citizen of Year Award name plate, Retirement Award		106.67	
220501029 Harris, Mike	888	05/09/2022	Claims	6700	53.17	Reimbursement
Invoice #	Rcvd Date	Due Date	Description		Amount	
REIMBURSEMENT	04/28/2022	05/09/2022	RX 6877945 - Fred Meyer (x3)		53.17	
220501030 Home Depot Credit Services	889	05/09/2022	Claims	6700	561.77	
Invoice #	Rcvd Date	Due Date	Description		Amount	
APRIL 08, 2022	04/29/2022	05/09/2022	Facility Lawn Mainteance (grass seed, pruners)		120.81	
APRIL 25, 2022	04/29/2022	05/09/2022	Facility Lawn Mainteance (rake, moss out, spreader,		251.67	
APRIL 26, 2022	04/29/2022	05/09/2022	1-2 Littlerock Driveway Apron (pavers)		60.03	
APRIL 26, 2022	04/29/2022	05/09/2022	1-2 Littlerock Driveway Apron (pavers)		21.88	
MAY 02, 2022	04/29/2022	05/09/2022	1-2 Littlerock Facility Maintenance (spackle, silicone,		60.53	
MAY 03, 2022	04/29/2022	05/09/2022	1-2 Littlerock Driveway Apron (pavers)		46.85	
220501031 Joes Refuse Inc	890	05/09/2022	Claims	6700	176.69	15334732S188, 15334883S188
Invoice #	Rcvd Date	Due Date	Description		Amount	
15334883S188	05/05/2022	05/09/2022	1-1 Grand Mound Refuse		137.53	
15334732S188	05/05/2022	05/09/2022	1-3 Rochester Refuse		39.16	
220501032 John's Plumbing and Pumps Inc	891	05/09/2022	Claims	6700	617.76	20104454
Invoice #	Rcvd Date	Due Date	Description		Amount	
20104454	04/22/2022	05/09/2022	1-6 Maytown Filtration System Check		617.76	
220501033 Knight Fire Protection Inc	892	05/09/2022	Claims	6700	39.96	73896
Invoice #	Rcvd Date	Due Date	Description		Amount	
73896	04/19/2022	05/09/2022	Exchange Fire Extinguisher Proqram (x1)		39.96	
220501034 LN Curtis & Sons Inc	893	05/09/2022	Claims	6700	2,760.48	592606

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220501035 Lincoln Creek Lumber	Invoice #	Rcvd Date	Due Date	Description	Amount	
	592606	05/05/2022	05/09/2022	SCBA Face masks (*6)	2,760.48	
	894	05/09/2022	Claims	6700	122.27	416165, 769328, 416418, 416419
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	416165	04/19/2022	05/09/2022	1-6 Maytown Fence Repair (4x4s, concrete)	74.45	
	769328	04/19/2022	05/09/2022	1-3 Rochester Bunqe Cord, Bulk Fasteners,	27.09	
220501036 Motorola	416419	04/19/2022	05/09/2022	Facility Maintenance - 1" pipe	1.08	
	416418	04/19/2022	05/09/2022	Facility Maintenance - cement, pipe elbow/couple/cap	19.65	
	895	05/09/2022	Claims	6700	41.60	8281363957, 8281362457
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	8281362457	05/05/2022	05/09/2022	New Brush Truck Connector	28.51	
220501037 Mountain Mist Water	8281363957	05/05/2022	05/09/2022	New Brush Truck Antenna Mount	13.09	
	896	05/09/2022	Claims	6700	302.21	029585
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	029585	05/02/2022	05/09/2022	1-2 Littlerock Water	75.78	
	029585	05/02/2022	05/09/2022	1-6 Maytown Water	85.67	
	029585	05/02/2022	05/09/2022	1-1 Grand Mound Water	99.54	
220501038 Municipal Emergency Services Depository	029585	05/02/2022	05/09/2022	1-3 Rochester Water	36.90	
	029585	05/02/2022	05/09/2022	1-4 Scott Lake Water	4.32	
	897	05/09/2022	Claims	6700	8,335.32	IN1702279
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	IN1702279	04/11/2022	05/09/2022	1-3 Rochester Extractor	8,335.32	
220501039 Nicholson And Associates Insurance LLC	30639	04/29/2022	05/09/2022	2022 Chelan Class (L. Dyer)	125.00	
	898	05/09/2022	Claims	6700	125.00	30639
	Invoice #	Rcvd Date	Due Date	Description	Amount	
220501040 Northwest Water Systems	22-02861	04/20/2022	05/09/2022	1-2 Littlerock Water Srvc	177.80	
	22-02801	04/20/2022	05/09/2022	1-1 Grand Mound Water Srvc	177.80	
	899	05/09/2022	Claims	6700	355.60	22-02861, 22-02801
220501041 Olympia Multi-Specialty Clinic LLP	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1-196324.0-1	04/26/2022	05/09/2022	CPT Code 93015 (A. Kondrack)	199.07	
	1-196526.0-1	04/26/2022	05/09/2022	CPT Code 93015 (R. Santee)	113.14	
	900	05/09/2022	Claims	6700	312.21	1-196324.0-1, 1-196526.0-1
220501042 On-Hold Concepts Inc	Invoice #	Rcvd Date	Due Date	Description	Amount	
	571852	05/02/2022	05/09/2022	On Hold Srvcs	19.95	
	901	05/09/2022	Claims	6700	19.95	571852
220501043 Outback Fire Apparatus, Inc.	Invoice #	Rcvd Date	Due Date	Description	Amount	
	634	03/11/2022	05/09/2022	New Brush Truck (taxed portion)	73,051.06	
	634	03/11/2022	05/09/2022	New Brush Truck (use tax portion)	86,794.13	
	902	05/09/2022	Claims	6700	159,845.19	634
220501044 Pilot Travel Centers LLC	Invoice #	Rcvd Date	Due Date	Description	Amount	
	548364023	05/05/2022	05/09/2022	A23 CH1-2 Fuel	248.37	
	548364023	05/05/2022	05/09/2022	A24 BN1-6 Fuel	266.98	
	548364023	05/05/2022	05/09/2022	A25 CH1-3 Fuel	112.31	
220501045 Propane Northwest	Invoice #	Rcvd Date	Due Date	Description	Amount	
	904	05/09/2022	Claims	6700	2,523.31	1506904006, 1506812545

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	1506812545	04/22/2022	05/09/2022	1-2 Littlerock Tank Rental	1.09	
	1506904006	04/22/2022	05/09/2022	1-2 Littlerock Propane (875.20 gal)	2,522.22	
220501046 Puget Sound Energy	905	05/09/2022	Claims	6700	3,794.52	
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	200017639499	04/19/2022	05/09/2022	1-1 Grand Mound Mar22	1,471.00	
	220025935044	04/19/2022	05/09/2022	1-2 Littlerock Apr22	618.00	
	220025936018	04/19/2022	05/09/2022	1-3 Rochester Mar22	352.00	
	220025935051	04/19/2022	05/09/2022	1-4 Scott Lake Apr22	479.00	
	220025935069	04/19/2022	05/09/2022	1-6 Maytown Mar22	700.00	
	220006625754	04/19/2022	05/09/2022	1-7 Old Hwy 99 Mar22	174.52	
220501047 Radia Inc PS	906	05/09/2022	Claims	6700	43.68	4866506-QRADA-RR
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	4866506-QRADA-RR	04/26/2022	05/09/2022	NFPA Physical (N. Hull)	43.68	
220501048 Rochester Lumber	907	05/09/2022	Claims	6700	56.94	1177245, 1177276
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	1177245	04/29/2022	05/09/2022	1-1 Grand Mound Floor Project (sealant)	24.81	
	1177276	04/29/2022	05/09/2022	1-1 Grand Mound (caulk, paint)	32.13	
220501049 Rochester Water Association	908	05/09/2022	Claims	6700	49.50	100100
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	100100	04/28/2022	05/09/2022	1-3 Rochester Water Srvc	49.50	
220501050 Stericycle Inc	909	05/09/2022	Claims	6700	31.08	3006001974, 3006002772
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	30065001974	05/05/2022	05/09/2022	1-2 Littlerock Hazo Waste (Apr 2022)	10.36	
	30065001974	05/05/2022	05/09/2022	1-3 Rochester Hazo Waste (Apr 2022)	10.36	
	3006002772	05/05/2022	05/09/2022	1-6 Maytown Hazo Waste (Apr 2022)	10.36	
220501051 Systems Design West LLC	910	05/09/2022	Claims	6700	1,630.18	20220786
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	20220786	04/26/2022	05/09/2022	March Transports (x65)	1,630.18	
220501052 Targetsolutions LLC	911	05/09/2022	Claims	6700	5,697.87	46465
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	46465	04/22/2022	05/09/2022	NPP Fire Stations (x6)/Apparatus (x26) Check It Annual	5,697.87	
220501053 Thurston Co Solid Waste	912	05/09/2022	Claims	6700	27.00	2181875
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	2181875	04/19/2022	05/09/2022	Solid Waste Disposal (04-12-2022)	27.00	
220501054 Travers Electric Inc	913	05/09/2022	Claims	6700	452.50	146172
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	146172	04/20/2022	05/09/2022	1-3 Rochester Replace LED Wallpack at North Entry	452.50	
220501055 Verizon Wireless	914	05/09/2022	Claims	6700	1,388.41	9903966674, 9904916185
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	9903966674	04/22/2022	05/09/2022	Apparatus Cells	192.00	
	9904916185	04/22/2022	05/09/2022	Chief Cells	83.64	
	9904916185	04/22/2022	05/09/2022	Captain Cells	240.29	
	9904916185	04/22/2022	05/09/2022	Modems	872.48	
220501056 Wells Fargo Financial Leasing	915	05/09/2022	Claims	6700	215.40	50197253483
	Invoice #	Rcvd Date	Due Date	Description	Amount	
	50197253483	04/20/2022	05/09/2022	1-1 Grand Mound Copier Lease (May 22) & 2021	375.24	
220501057 West Thurston Reg Fire PETTY CASH	916	05/09/2022	Claims	6700	1,561.75	
	Invoice #	Rcvd Date	Due Date	Description	Amount	

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
MAGGIE TROIT	04/29/2022	05/09/2022	2022 2nd QR All Dept. Safety Meeting		1,500.00	
DOL	04/29/2022	05/09/2022	License New B1-6 Truck		61.75	

220501058 Wilcox & Flegel 917 05/09/2022 Claims 6700 4,544.94 0699772-IN, 0699791-IN, CL30510, 07028201-IN, 0702806-IN

Invoice #	Rcvd Date	Due Date	Description	Amount
0699772-IN	04/19/2022	05/09/2022	1-1 Grand Mound Diesel (125 gal)	566.74
0699791-IN	04/19/2022	05/09/2022	1-2 Littlerock Diesel (175 gal)	793.43
CL30510	04/19/2022	05/09/2022	A70 STAF-1	90.27
CL30510	04/19/2022	05/09/2022	A22 E1-3	121.49
CL30510	04/19/2022	05/09/2022	A19 A1-3	390.41
CL30510	04/19/2022	05/09/2022	A14 CH1-1	263.93
CL30510	04/19/2022	05/09/2022	A73 U1-2	383.95
CL30510	04/19/2022	05/09/2022	A24 BN1-6	380.54
CL30510	04/19/2022	05/09/2022	A25 CH1-3	32.39
0702801-IN	04/19/2022	05/09/2022	1-2 Littlerock Diesel (142 gal)	727.58
0702806-IN	04/19/2022	05/09/2022	1-1 Grand Mound Diesel (155 gal)	794.21

58 Vouchers:

256,648.94

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220501059 Aflac	918	05/09/2022	Payroll	6700	762.32	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Suppl Disability Ins
220501060 Benefit Solutions Inc-WSCFF	919	05/09/2022	Payroll	6700	2,550.00	Pay Cycle(s) 05/31/2022 To 05/31/2022 - MERP
EFT Bennett Matthew Shaun	773	05/13/2022	Payroll	6700		May 2022 draw
EFT Bennett Matthew Shaun	814	05/31/2022	Payroll	6700		May 2022 pay
220501154 Berryman Thomas A	787	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Betts Brandon John	815	05/31/2022	Payroll	6700		May 2022 pay
220501155 Brown Curtis Daniel	788	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Brownell Scott Lee	789	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Christenson Brian David	816	05/31/2022	Payroll	6700		May 2022 pay
EFT Cooke Hans Robert	817	05/31/2022	Payroll	6700		May 2022 pay
EFT Dahl Calvin	790	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Dean Sarah Linnea	818	05/31/2022	Payroll	6700		May 2022 pay
EFT Department Of Retirement Services Deferred Comp	856	05/09/2022	Payroll	6700	36,515.79	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Deferred Comp; Pay Cycle(s) 05/31/2022 To 05/31/2022 - Deferred Comp %
EFT Department Of Retirement Systems Retirement	857	05/09/2022	Payroll	6700	43,159.68	Pay Cycle(s) 05/31/2022 To 05/31/2022 - PERS 2; Pay Cycle(s) 05/31/2022 To 05/31/2022 - LEOFF 2
EFT Department Of The Treasury	858	05/09/2022	Payroll	6700	48,214.04	941 Deposit for Pay Cycle(s) 05/13/2022 - 05/13/2022; 941 Deposit for Pay Cycle(s) 05/11/2022 - 05/11/2022; 941 Deposit for Pay Cycle(s) 05/31/2022 - 05/31/2022
EFT Devert Brent Nathaniel	819	05/31/2022	Payroll	6700		May 2022 pay
220501061 Dimartino Associates Brown & Brown of WA, Inc	920	05/09/2022	Payroll	6700	2,445.59	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Disability
220501158 Douglass Jeremy	791	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Drake Leah Noel	792	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Drake Nathan Tyler	820	05/31/2022	Payroll	6700		May 2022 pay
EFT Dreyer Glenn Michael	793	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Dyer Lanette R	821	05/31/2022	Payroll	6700		May 2022 pay
EFT Elkins Ben M	794	05/11/2022	Payroll	6700		Vol/Temp/comp pay
220501162 Fitzgerald Thomas J	795	05/11/2022	Payroll	6700		Vol/Temp/comp pay
220501163 Fox Timothy Andrew	796	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Frasl Kenneth E	797	05/11/2022	Payroll	6700		Vol/Temp/comp pay
220501062 GET Program	921	05/09/2022	Payroll	6700	287.00	Pay Cycle(s) 05/31/2022 To 05/31/2022 - GET
EFT Garza Isaac Wayne	774	05/13/2022	Payroll	6700		May 2022 draw
EFT Garza Isaac Wayne	822	05/31/2022	Payroll	6700		May 2022 pay
EFT Giordano Susan Linda	798	05/11/2022	Payroll	6700		Vol/Temp/comp pay
220501063 HRA VEBA Trust	922	05/09/2022	Payroll	6700	7,275.00	Pay Cycle(s) 05/31/2022 To 05/31/2022 - HRA VEBA
EFT Hall Aaron David	775	05/13/2022	Payroll	6700		May 2022 draw
EFT Hall Aaron David	823	05/31/2022	Payroll	6700		May 2022 pay
EFT Heilman Chris Douglas	799	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Heilman Chris Douglas	824	05/31/2022	Payroll	6700		May 2022 pay
EFT Howe Joshua Jason	825	05/31/2022	Payroll	6700		May 2022 pay
EFT Hull Nathan S	826	05/31/2022	Payroll	6700		May 2022 pay
220501064 IAFF Local 3825 Treasurer	923	05/09/2022	Payroll	6700	5,739.80	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Union Dues
220501167 Jernigan Jeff M	800	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Kaleiwahea Blake William	827	05/31/2022	Payroll	6700		May 2022 pay
EFT Kaleiwahea Russell Edward	776	05/13/2022	Payroll	6700		May 2022 draw

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Kaleiwahea Russell Edward	828	05/31/2022	Payroll	6700		May 2022 pay
EFT Kondrack Andrew Joseph	829	05/31/2022	Payroll	6700		May 2022 pay
220501168 Linn Catherine Louise	801	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Lyon Colby Wayne	777	05/13/2022	Payroll	6700		May 2022 draw
EFT Lyon Colby Wayne	830	05/31/2022	Payroll	6700		May 2022 pay
EFT Manor Kathryn Joan	802	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Maser Robert Charles	803	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Matson Collin Reid	831	05/31/2022	Payroll	6700		May 2022 pay
EFT McGeary Michael C	804	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Miller Devann Munroe	832	05/31/2022	Payroll	6700		May 2022 pay
EFT Morales Michael Lawrence	833	05/31/2022	Payroll	6700		May 2022 pay
EFT Nelson Jacob Matthew	805	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Palmerson Erik Morgan	778	05/13/2022	Payroll	6700		May 2022 draw
EFT Palmerson Erik Morgan	834	05/31/2022	Payroll	6700		May 2022 pay
EFT Panuska Miranda Marie	835	05/31/2022	Payroll	6700		May 2022 pay
EFT Parker Gregory Jerel	779	05/13/2022	Payroll	6700		May 2022 draw
EFT Parker Gregory Jerel	836	05/31/2022	Payroll	6700		May 2022 pay
EFT Patraca Linda Ellen	837	05/31/2022	Payroll	6700		May 2022 pay
EFT Peoples Michael William	838	05/31/2022	Payroll	6700		May 2022 pay
EFT Pethia David C	806	05/11/2022	Payroll	6700		Vol/Temp/comp pay
220501174 Ricks John Rual	807	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Santee Ricardo Leon	839	05/31/2022	Payroll	6700		May 2022 pay
EFT Scott Robert William	840	05/31/2022	Payroll	6700		May 2022 pay
EFT Sexton Thomas Edward	841	05/31/2022	Payroll	6700		May 2022 pay
EFT Shea Linda Marie	842	05/31/2022	Payroll	6700		May 2022 pay
EFT Shea Michael John	808	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Singleton Charles Ed	843	05/31/2022	Payroll	6700		May 2022 pay
EFT Smith Eric David	780	05/13/2022	Payroll	6700		May 2022 draw
EFT Smith Eric David	844	05/31/2022	Payroll	6700		May 2022 pay
EFT Smith Rob Dean	845	05/31/2022	Payroll	6700		May 2022 pay
EFT Spiegelberg John Steven	809	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Stone Roger Lee	846	05/31/2022	Payroll	6700		May 2022 pay
EFT Swecker Joel Anthony	781	05/13/2022	Payroll	6700		May 2022 draw
EFT Swecker Joel Anthony	847	05/31/2022	Payroll	6700		May 2022 pay
220501177 Teitzel Steven David	810	05/11/2022	Payroll	6700		Vol/Temp/comp pay
EFT Trautman Alexander Paul	848	05/31/2022	Payroll	6700		May 2022 pay
EFT Trott Thomas John	849	05/31/2022	Payroll	6700		May 2022 pay
220501065 Trusteed Plans	924	05/09/2022	Payroll	6700	57,748.49	Pay Cycle(s) 05/11/2022 To 05/11/2022 - Basic Life; Pay Cycle(s) 05/31/2022 To 05/31/2022 - PPO 100; Pay Cycle(s) 05/31/2022 To 05/31/2022 - Dental; Pay Cycle(s) 05/31/2022 To 05/31/2022 - Basic Life;
EFT Vavrinec Christian Kalil	850	05/31/2022	Payroll	6700		May 2022 pay
EFT Washington State Support Registry	859	05/09/2022	Payroll	6700	768.66	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Child Support
EFT Weinstein Andrew Chase	851	05/31/2022	Payroll	6700		May 2022 pay
220501066 West Thurston Fire - House Funds	925	05/09/2022	Payroll	6700	221.00	Pay Cycle(s) 05/31/2022 To 05/31/2022 - House Funds
EFT White Christopher Charles	852	05/31/2022	Payroll	6700		May 2022 pay

84 Vouchers:

417,078.19



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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

April 11, 2022 – Governing Board Business Meeting at Littlerock Rd (Littlerock 1-2) station

Call to Order/Attendance: Commissioner Pethia called the meeting to order at 18:00 hours. Commissioners Culleton, Dahl, Elkins, Jernigan (via Zoom), and Ricks, Chiefs Kaleiwahea (via Zoom), Scott, R. Smith and R. Stone (via Zoom), Captains Dyer and Drake, Union Representative Lt. Garza (via Zoom), Lt. Lyon, FFs Cooke, Hall (via Zoom) and Spiegelberg (via Zoom), Admin Assistant Linda Patraca, and Secretary Linda Shea were present.

Additions/Deletions to the Agenda:

1. Chief Scott requested “Donation of surplus engine” be added under New Business.
2. Linda S. requested that New Business item #3, *Policy #2021 update* be removed. Policy will be brought forward again at the May meeting when the corresponding new policy has been reviewed by the union.

Public Comments/Presentations: FF Cooke, Lt. Lyon and Captain Drake presented a brief history of the wildland program at West Thurston Fire, discussing the benefits of wildland mobilizations, and thanked the board for their support of the program. Chief Scott also encouraged continued support for the program.

Labor Management: Lt. Garza reported that the labor contract has been tentatively agreed upon, and he will have a copy at the May BOFC meeting for signature. He also reported that the union will be displaying banners at Hoss Field supporting the department, thanks to a \$1,000 donation. Also, FF White has been working on a project to clean up the Scott Lake ballfield, with a donation made by the West Thurston FF Association.

New Business:

1. Expenditure Approval. Commissioner Elkins moved to approve the expenditures of \$517,925.24. Commissioner Ricks seconded the motion. Motion carried 6-0.
2. Meeting Minutes. Commissioner Ricks moved to approve the general board minutes of March 14, 2022. Commissioner Culleton seconded the motion. Motion carried 6-0.
3. Purchase Requests – Hose/Nozzles. Chief Scott presented purchase requests for new hose and nozzles, in accordance with the 3-year standardization plan developed by the Operations Committee. He noted the costs have increased \$3,000 over the initial quote obtained in August 2021 but will not overspend the budget line item. Commissioner Dahl moved to approve the purchase requests. Commissioner Ricks seconded the motion. Motion carried 6-0.
4. 2022-2026 Strategic Plan. Chief Smith presented the final Strategic Plan, noting that the plan is an aggressive working plan which can be adjusted as necessary. Commissioner Ricks moved to approve the 2022-2026 Strategic Plan. Commissioner Pethia seconded the motion. Motion carried 6-0.
5. Hazard Mitigation Plan. Chief Scott reported on the progress of the county/state/federal Hazard Mitigation Plan development, noting that Districts #1 and #11 each have unique hazards that will be highlighted in the plan, paving the way for future grant funding opportunities.
6. Donation for surplus engine. Chief Scott reported he received a request to donate the surplus engine to a fire department in Mexico. He recommends the department re-focus efforts to sell the engine within the

state to smaller fire departments (as requested by Commr. Dahl) and reduce the price to a minimum of \$19,900. If bids come in lower, he will reach out to Commissioner Pethia and Chief Smith to discuss next steps. The board agreed with this recommendation.

Unfinished Business (action items): None.

Unfinished Business (nonaction items): None.

Communications:

1. Thurston County Treasurer March 2022 reports were presented.
2. April 2022 budget reports were presented. Linda S. reported on several budget line items:
 - a. Facilities Heating/Fuels budget is completely spent. The budget was increased 5% over 2021, but the actual cost-per-gallon for propane has increased 50% over last year. Projected budget overexpenditure is approximately \$30,000 which can be covered by Unreserved GF.
 - b. Vehicle Fuel budget is on target, even though fuel costs-per-gallon have increased 62% over last year.
 - c. Capital Expenditures has a budget adjustment of \$449,610 (increasing budget line item to \$776,610). \$311,631 of this adjustment is for the financing of the SCBAs (funds from finance proceeds), and \$107,111 is from the 2021 Wildland Reserve, which was moved to this budget line item to cover the cost of the new brush truck.
3. Grand Mound/Old 99 rezone update. Communication was shared from the county, reporting that the department's request for a land use and zoning amendment (which is part of the Grand Mound Subarea Plan) is on the 2022-2023 Official Docket of Comprehensive Plan Amendments.

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

1. Chief Smith highlighted:
 - a. Call Volume is up from 2021, with response time up by a small percentage.
 - b. Overtime costs are beginning to decline.
 - c. The department has five outstanding grants, with one awarded to-date (from the FIIRE program, for an extractor at station 1-3.)
 - d. The scheduled meeting with the Chehalis tribe did not occur (the tribal representative did not show).
2. Commissioner Pethia recognized Lt. Swecker for the safety presentation he gave at the quarterly meeting last month.
3. Captain Dyer reported the department has received its first citizen's request for a Defensible Space review.
4. Captain Dyer reported the department is holding a video contest for members to submit video content on two subjects (RV and Camping Safety), to be judged by a committee for awarding of prizes.

Commissioner Reports:

1. Commissioner Ricks reported the EMS Council is still negotiating the contract for paramedics.
2. Commissioner Pethia reported that the commissioners were reminded about the filing of the F-1 financial records for the PDC by April 15.

Good of the Order: Linda S. reported on the costs for full physicals including treadmill, eye/ear exams, and chest Xrays was \$440 for career after billing to the insurance company; \$1,013 for volunteers with no billing to insurance companies. 15 career and 7 volunteers have participated to-date. She noted that the average cost per comparable physicals in 2018 when performed by Integrity Safety Services was \$1,035.

Adjournment: The board adjourned the general meeting at 19:19 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: Personnel – Career Employees Leave and Benefits, ~~Leave, Disability and Shared Leave~~

Policy: 1.2021 Version: 34 (replaces policies 1.1018, 1.2015, 1.2016)

Effect Date: ~~4/1/2021~~ 5/1/2022

Applies to: All Paid Career Employees

Policy Administrator: Admin Services Director

1.0 POLICY:

1.1 It is the policy of West Thurston Regional Fire Authority that any career employee has the right to request leave, including an extended leave of absence. Requests for leave do not guarantee approval to use leave. Authorization to take leave is not a confirmation that the employee has adequate leave time.

1.2 Career Firefighters will receive benefits, and accrue/use leave, in accordance with the bargained labor agreement (unless otherwise noted) and with state/federal laws, including RCW 49.46.

1.3 Administrative, Exempt and Non-union permanent full-time employees will receive salary increases and a benefits package consistent with the labor agreement, unless otherwise defined in a separate employment agreement or approved by the board following a salary survey.

Permanent Part-time employees are eligible for group medical/dental/life/disability insurance and employer paid retirement and deferred compensation benefits, dependent on hours worked per week. Part-time employees scheduled to work less than 15 days per month and/or less than 30 hours per week are eligible for only those benefits required by law.

1.4 Administrative, Exempt and Non-union employees will be awarded vacation, sick and other leave time consistent with this policy and individual employment agreements (if applicable) and state/federal laws, including RCW 49.46. Part-time permanent employees will accrue on a pro-rated basis.

1.5 The department will provide monthly notifications of leave accrued, taken and balances to each employee, in accordance with state rule.

2.0 RESPONSIBILITIES:

2.1 It is the responsibility of each member to understand and comply with this policy.

2.2 It is the responsibility of each supervisor to ensure their subordinates are compliant with this policy.

2.3 Employees are responsible for monitoring their leave balances and not exceeding the amounts available.

2.4 Supervisors must ensure that all personnel on extended leave return equipment, and that such equipment is properly inventoried, with documentation forwarded to proper personnel.

3.0 LEAVE POLICIES

3.1 BEREAVEMENT LEAVE:

3.1.a. For the death of an immediate family member, all Administrative, Exempt and Nonunion full-time employees are authorized 40 hours paid time off. Part-time employees will be authorized on a pro-rated basis.

3.1.b. For purposes of travel, an additional three days/shifts of paid sick leave may be considered for bereavement purposes.

3.2 CIVIL LEAVE:

3.2.a Employees summoned for jury duty or other civic leave related to a department matter will be granted paid leave for such service.

3.2.b. Employees will be paid their regular wage for civil leave, with any compensation received by the employee from their service to be remitted back to the department (excluding personal mileage reimbursement.)

3.2.c. Employees fully released from jury duty must report back to work or use accrued vacation leave for the time not worked post-release from jury duty.

3.3 COMPENSATORY TIME / OVERTIME:

3.3.a. Administrative, Exempt and Non-union employees may be considered exempt from FLSA section 13(a)(1) overtime requirements as documented by their job description and wage.

3.3.b. All FLSA-exempt employees are required to work or use paid leave for **at least** the minimum amount of work hours each month (160 – 184 hours, depending on the month) unless otherwise stated in a separate employment agreement.

3.3.c. FLSA-exempt employees who are scheduled to work additional hours may earn compensatory-exchange time at a rate of 1:1, or if the employee works out of their primary classification may be compensated at an overtime rate.

3.3.d. Overtime and Compensatory-exchange time for FLSA-exempt employees requires prior approval of the Fire Chief except under emergency conditions.

3.3.e. Compensatory-Exchange time must be taken by the end of the month following the one in which it is earned or it will be forfeited unless specifically approved by the Fire Chief to carry-over.

3.3.f. Only salaried FLSA-exempt employees are eligible for compensatory-exchange time.

3.3.g. Employees will not be paid for unused exchange or compensatory time upon separation from service.

3.3.h. Overtime or extra hours worked, whether compensated or not, does not increase the amount of leave accumulated.

3.3.i. Exempt employees will receive a minimum of 2 hours compensatory exchange time for each call-back incident when physical response is deemed necessary by the Chief Officer.

3.3.j. FLSA-covered employees are eligible to earn compensatory time at 1.5 times for overtime hours worked if the employee elects this option in writing in advance. Overtime must be approved in advance or employee may face disciplinary action.

3.4 DISABILITY LEAVE:

3.4.a. Employees on long term disability leave (12 weeks or more) will be required paid in accordance with policy #2023. to draw a minimum of fifty percent wage from their paid leave bank or work at least fifty percent of their regularly scheduled shifts to maintain other benefits including medical, dental, vacation and sick leave accrual.

3.4.b. Members will be notified of COBRA benefits as required by law, if necessary.

3.5 LEAVE OF ABSENCE and EXTENDED LEAVE

3.5.a. Requests for a leave of absence must be in writing to the Fire Chief, who will forward to the Board for consideration in cases not authorized in this policy. Generally, leave of absence requests to pursue outside employment will not be approved.

3.5.b Extended medical leave will be granted to an eligible employee up to a total of twelve weeks in accordance with the Family and Medical Leave Act of 1993 (29 USC 2601 et seq) and its implementing rules, 29 CFR Part 825, and additional amendments and subsequent regulations.

3.5.c. Employees who request an extended leave of absence anticipated to last more than six months, must make available all department owned equipment issued to the member. These include, but are not limited to; personal protective equipment, pagers, radios, phones, uniforms, badges, and department identification cards.

3.5.d. Career Firefighters on leave six months or longer will be required to demonstrate they are “fit-for-duty” relative to their employment classification. This includes fulfilling all entry level requirements prior to returning to work including: background, physical agility, drug screening, medical physical and all minimum training compliance requirements (fire and EMS). The employee will be responsible for all fees associated with return to work requirements.

3.6 LEAVE WITHOUT PAY:

3.6.a. Leave without pay may be granted for prolonged illness, maternity causes, educational pursuit, or other reasons as approved. Though the employee may retain his or her relative job status, no pay or other compensation is received during this leave.

3.6.b. Leave without pay may be allowed for any of the reasons referenced in [Washington Administrative Code \(WAC\) 357-31-330](#).

3.7 MILITARY LEAVE

3.7.a. Military leave will be allowed in accordance with WAC 357-31-360 through 357-31-373.

3.7.b. An employee entering military service, U.S. Peace Corps, or U.S. Public Health Service for active duty is entitled to leave of absence without pay.

3.7.c. Any person who is a resident of this state or is employed within this state, and who voluntarily or upon order, vacates a position for service in the military, will be re-employed in

accordance with RCW 73.16.033. The employee will be restored to his or her position, or one of similar classification and salary, if reinstatement is requested within 90 days after release from active duty.

3.7.d. Seniority dates, anniversary dates, unbroken service dates, leave accrual rates or incremental salary increase dates will not be adjusted while an employee is on military leave.

3.8 SICK LEAVE:

3.8.a. The department will notify employees of their rights to paid sick leave no later than March 1 of every year, in accordance with state rule.

3.8.b. Full-time Permanent Administrative, Exempt and Non-union employees will accumulate sick leave at the rate of 12 hours per month for the first year and 8 hours per month thereafter, unless bargained in a separate employment agreement. Part-time employees will accrue on a pro-rated basis.

3.8.c. Sick leave use will be allowed in accordance with RCW 49.46.210.

3.8.d. The department is prohibited from using an employee's use of sick leave as a negative factor in any employment action such as evaluation, promotion, or termination, or otherwise subject an employee to discipline for the exercise of any rights provided RCW 49.46.

3.8.e. Administrative, Exempt and Non-union employees may not accrue more than 1040 hours of sick leave unless bargained in a separate employment agreement.

3.8.f. If ill or injured, the employee is required to report any anticipated sick leave to the Department by phone or email as soon as practical.

3.8.g. Sick leave of more than three consecutive days may require verification that the use of paid sick leave was for an authorized purpose, as allowable under RCW 49.46.210(g).

3.8.h. Administrative, Exempt and Non-union employees shall be allowed the same sick leave benefits (leave donations and cash-out) as granted union members in the labor agreement unless otherwise bargained in a separate employment agreement.

3.9 VACATION LEAVE:

3.9.a. Full-time, Permanent Administrative, Exempt and Non-union employees will accumulate Vacation leave at the rates outlined below unless otherwise stated in a separate employment agreement (permanent part time employees will accrue on a pro-rated basis):

Year 1= 96 hours	Year 4,5,6,7 = 124	Year 12 =144	Year 15 = 168
Year 2 =104	Year 8,9,10 = 128	Year 13 =152	Year 16 plus = 176
Year 3 =112	Year 11= 136	Year 14 =160	

3.9.b. Vacation Accrual Rates are based on consecutive full-time employment, and will be credited monthly.

3.9.c. No employee may accrue more than 240 hours of vacation leave unless otherwise stated in a separate employment agreement. An employee who attains the maximum allowable hours will be allowed a thirty day grace period to use any leave in excess of the maximum. Employees nearing the vacation cap may be required to take scheduled time off by the Fire Chief or designee.

3.9.d. Upon termination of service, accumulated vacation leave not to exceed 240 hours will be paid to the employee.

3.9.e. Vacation leave must be scheduled in advance through the employee’s supervisor.

4.0 DEFINITIONS:

Benefit Package: For purposes of this policy, a benefits package includes group medical/dental/vision/life insurance, disability insurance, VEBA, deferred compensation, longevity pay, holidays and personal leave. Permanent full-time employees may elect a proportionate amount to be applied to another benefit in lieu of MERP or other benefit contained in the labor agreement to which they are not entitled.

Family Member: For purposes of this policy, a family member is defined in accordance with RCW 49.46.210(2)) and RCW 49.12.265

Permanent Full Time Employee: A salaried (exempt) employee with supervisor, management, administrative or executive duties working or scheduled to work an average 40 hours per week.

Permanent Part Time Employee: A non-response, non-suppression, nonemergency functions, non-supervisory, non-management or non-executive administrative employee who is scheduled

more than 15 days a month and at least 30 hours or more per week and fulfills essential functions as defined by the Employer.

Temporary/Seasonal Employee: A non-response, non-suppression, non-emergency functions, non-supervisory, non-management or non-executive administrative employee who is hired to cover for absent administrative employees (such as those who are on maternity or disability leave), or to fill gaps in the Department's nonunion workforce. Temporary employees may work full or part-time, and may work for more than one agency at a time. Temporary employees are not entitled to any employer paid benefits or leave except as provided in accordance with RCW 49.46.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: 2.0 Personnel

Policy: 2023

Effective Date: 5/1/2022

Applies to: All paid personnel

Policy Administrator: Admin Services Director

DISABILITY and WORKER'S COMPENSATION

1.0 PURPOSE:

To provide guidance on benefits and procedures for employees on disability leave (work and non-work related). Volunteers are covered under the Board for Volunteer Firefighters (BVFF).

2.0 WORK-RELATED INJURIES

2.1 Filing Requirements

- 2.1.1 If an employee suffers a work-related injury or illness, the employee (or someone on his/her behalf) is required to notify the on-shift officer immediately.
- 2.1.2 The employee must ensure a Worker's Compensation claim is filed by the attending doctor/health provider in accordance with state law.
- 2.1.3 The employee or someone on his/her behalf must complete an Injury/Illness report in accordance with policy #3020.

2.2 Time Loss Payments

- 2.2.1 Per the Department of Labor and Industries guidelines, Worker's Compensation time loss payments ("Time Loss Payments") are available as soon as the employee is unable to work more than three days immediately following the date of injury. Injured workers are not compensated for those first three days unless they are still unable to work on the 14th day following the injury (AKA the "Interim Period".) Therefore, employees will immediately begin

drawing accrued sick leave or vacation time to keep themselves whole during this Interim Period.

2.2.2 After the Interim Period and as soon as Employees begin receiving Time Loss Payments, employees must remit those time loss payments to the employer, and in exchange, the employer will pay the employee the equivalent to what the employee would have received in net pay for full-time active service, less any voluntary deductions.

2.3 Disability Leave Supplement/DLS (LEOFF 2 Employees)

2.3.1 In accordance with state law RCW 41.04.500 – 41.04.550, LEOFF 2 employees who are receiving Time Loss payments due to an occupational injury or illness are eligible for a wage supplement benefit (Disability Leave Supplement/DLS.) The DLS will be an amount which, when added to the time loss benefits, will result in pay equivalent to what the employee would have received for full-time active service, taking into consideration that time loss benefits are not subject to federal income or social security taxes.

2.3.2 The DLS will begin on the sixth calendar day from the date of the injury or illness which entitles the employee to benefits under RCW 51.32.090. For purposes of this section, the day of injury will constitute the first calendar day.

2.3.3 One-half (1/2) of the DLS will be paid by the employer and one-half (1/2) of the supplement will be charged to the employee's accrued paid leave in the following order: sick, vacation, personal. The DLS will continue as long as the employee is receiving Time Loss payments, to a maximum of six (6) months (the "DLS period".)

2.3.4 If light duty work exists during the DLS period, the employer may assign light duty tasks to an employee on DLS if the employer so requires. Nothing in this policy shall be construed as conferring a vested right to a light-duty position during the six-month DLS period.

2.3.5 Per RCW 41.04.530, if an employee's accrued sick leave is exhausted during the DLS period, the employee may, for a period of two months following return to active service, draw prospectively upon sick leave which the employee is expected to accumulate, up to a maximum of three days or three work shifts, whichever is greater. Any sick leave drawn prospectively as provided in this section will be charged against earned sick leave until such time as

the employee has accrued the amount needed to restore the amount used. In the event an employee terminates active service without having restored the sick leave drawn prospectively, the employer will deduct the actual cost of any payments made under this section from compensation or other money payable to the employee, or otherwise recover such payments.

2.4 Temporary Disability Leave (PERS 2 and 3 Employees)

PERS 2 and 3 employees receiving Time Loss payments due to an occupational injury or illness may use accumulated sick, vacation, or other accrued leave to make up the difference between the Time Loss payments and the employee's regular salary, less any voluntary deductions. In such instances, total pay cannot exceed the employee's regular pay. The accumulated leave payments are subject to regular federal payroll taxes.

3.0 NON WORK-RELATED INJURIES

3.1 If an employee suffers a non-work-related injury or illness, the employee (or someone on his/her behalf) is required to notify their officer prior to their next scheduled shift.

3.2 The employee can use a combination of sick, vacation, personal or leave without pay while on leave for a non-work-related injury or illness.

3.3 After twelve weeks, the employee is entitled to claim long-term disability benefits, at which time the paid leave hours can be reduced to ensure the worker does not exceed their normal regular pay per month.

4.0 BENEFITS WHILE ON DISABILITY / WORKER'S COMPENSATION

4.1 Medical and Dental Insurance

Employees receiving worker's compensation/disability benefits will continue to be eligible for medical benefits as defined per the RFA's insurance plan for a maximum of six (6) months. At the end of six (6) months, the employee will be placed on COBRA coverage. COBRA premiums are the employee's responsibility. Medical benefits under the federal Family Medical Leave Act (FMLA) will run concurrently, if applicable. State Paid Family & Medical Leave (PFML) may be available to the employee in accordance with RCW 50A.15.100.

4.2 Leave Accruals During Periods of Disability

Vacation, holiday, or sick leave will not accrue during the period that an employee receives worker's compensation/disability payments as defined above. Personal holidays accrued at the beginning of each calendar year are available for use by employees during their disability period. Daytime employees are entitled to paid holiday time off during their disability period.

4.3 Seniority During Periods of Disability

When an employee is temporarily disabled and is on worker's compensation, disability or paid leave, they will retain their position on the seniority list, as if continually employed, if he or she returns to work full-time within six (6) months of the commencement of his or her disability.

4.4 Retirement Service Credit

4.4.1 In accordance with Washington State Department of Retirement Systems, Time Loss Payments to LEOFF 2 employees are not for services rendered and are not reportable. In addition, the DLS is not considered salary or wages for services rendered (per RCW 41.04.525) and is not reportable to DRS for service credit. LEOFF 2 members may apply for optional service credit while on Temporary Duty Disability by contacting the Department of Retirement Systems.

4.4.2 Time Loss payments for PERS employees are considered reportable compensation for retirement service credit, in accordance with RCW 41.40.038.

4.4.3 Accumulated paid leave used to make up the difference between Time Loss Payments and the member's regular salary is considered wages for services rendered and is reportable to the Department of Retirement Systems.

4.5 Deferred Compensation

Deferred compensation contributions by the department will *not* be remitted to DRS during the period in which an employee is temporarily disabled and drawing Time Loss Payments or long-term disability benefits, in accordance with WACs 415-104-363(2) and 415-108-475 which state that deferred compensation payments are not considered basic salary.

4.6 Re-Injury After Returning to Work

After returning to work, if an employee re-injures themselves within 30 days, and it is determined to be the same injury, then it is assumed that the six (6)

month timeframe continues and that a new six (6) month timeframe will not apply.

4.7 Continuance of Disability / Full Disability

After six (6) months, if the employee is unable to perform the essential functions of his or her job, or the employee continues to receive time loss or disability benefits beyond the supplemental benefit period of six (6) months, the employee may cash out his or her remaining accrued vacation hours and may be removed as an RFA employee in the form of a medical, non-disciplinary separation.

4.8 Overpayments

Any overpayment, as a result of supplementing with paid leave, received by an employee will be deducted from the employee's pay and the corresponding hours will be credited back to the employee's paid leave bank.

4.9 Abrogation of Leave Without Pay During Periods of Time Loss

A request to be placed on leave without pay will not be granted to those on time loss after expiration of the DLS Period.

4.10 Leaves of Absence During Periods of Time Loss

Leaves of absence will not be granted to those on time loss who have exhausted all applicable leaves after expiration of the DLS Period.

4.11 Provisions of Authority Policy Superseded

To the extent that Sections 3.4-3.6 of Authority Policy 1.2021 are inconsistent with this policy, those sections are hereby abrogated, superseded and replaced by this policy. The remaining provisions of Authority Policy 1.201 shall remain in full force and effect.



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Confidentiality of Patient Information & Staff Verification

Policy: ~~1.1019.2~~ 1019 Version 2

Effect Date: ~~4/4/19~~ 5/1/2022

~~Rev. Date:~~

Applies to: All department members

Policy Administrator: Administrative Services Director

HIPAA – CONFIDENTIALITY OF PATIENT INFORMATION & STAFF VERIFICATION

1.0 POLICY:

1.1 West Thurston Regional Fire Authority prohibits the release of any patient information to anyone outside the organization unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing and other essential health care operations, peer review, internal audits, and quality assurance activities.

1.2 To assure all employees/members have a clear understanding of their responsibility in maintaining patient confidentiality, each ~~shall will~~ sign a ~~“Member verification of PHI confidentiality policy,”~~ a copy of this policy, verifying full understanding ~~of this policy~~. This agreement ~~shall will~~ become part of the member’s personnel file.

1.3 To the extent that providers wish to contact patients to ascertain information pertaining to a particular fire/EMS response by the Authority, those providers do so at their own risk and without approval by the Authority. Providers may request Patient Outcome Reports from Thurston County Medic One (through the department EMSO) in the event they wish to obtain information about patient outcome. Providers are strongly discouraged from making personal contact with patients to whom they provided services, and the Authority will not assist the provider in making such contact.

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2.0 RESPONSIBILITIES:

2.1 It is the responsibility of all members to adhere to all confidentiality policies and procedures set in place by West Thurston Regional Fire Authority and to immediately notify the Privacy Officer if, at any time, knowingly or inadvertently the patient confidentiality policies are breached.

2.2 Breaches of patient confidentiality will be reviewed by the privacy officer and forwarded to the Fire Chief and may result in disciplinary action up to and including termination of employment or disassociation with West Thurston Regional Fire Authority.

2.3 Upon ~~T~~ermination of employment or disassociation from the ~~the~~ department for any reason, and at any time upon request, any and all confidential patient information ~~shall~~ will be returned immediately as requested.

3.0 GENERAL INFORMATION:

3.1 West Thurston Regional Fire Authority provides services to patients that are private and confidential. In rendering these services, it is necessary for patients to provide personal information that may exist in a variety of forms such as electronic, oral, written or photographic. In any format all such PHI (protected health information) is strictly confidential and protected by Federal and State Laws.

4.0 REFERENCES:

4.1 Health Insurance Portability and Accountability Act of 1996 (HIPAA)

~~4.2 Health Insurance Portability and Accountability Act of 1996 (HIPAA)~~

EMPLOYEE SIGNATURE

I hereby verify that I have read and fully understand the extent of all HIPAA laws, rules and guidelines as contained in the Policy Series 1019.

Employee Signature

Printed Employee Name

Date



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



10828 Littlerock Rd SW
 Olympia WA 98512
 360.352.1614

RESOLUTION NO. 2022-004

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 9th
 day of May 2022, the following majority of commissioners being present and voting:

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

 Tom Culleton, Commissioner

 Calvin Dahl, Commissioner

 David Pethia, Commissioner

 Ben Elkins, Commissioner

 John Ricks, Commissioner

 Jeff Jernigan, Commissioner

 Linda Shea, Secretary

**EXHIBIT 1 – Surplus Property
Addendum to Resolution #2022-004**

Item	Value*	Minimum Bid (if value exceeds \$500)	Serial/ID #	Tag #	Reason	Disposition
SCBA masks w/quarter turn (pre-2012) – 18 count	N/A - expired	N/A	N/A	N/A	Replaced with newer SCBA masks	Disposed in trash
Motorola Minitor V pager	N/A	N/A	136WNH1179	324	Unable to repair	Disposed in trash 4-6-22
2006 Dodge Durango	\$2,500	\$2,500 (as set by Chief Scott)	VIN ending in 8726	Apparatus #66	Needs tires and other major repairs; too expensive to repair	To be sold on Public Surplus

**If value is estimated to exceed \$500, minimum bid must be established and approved by chief.*



Thurston County Treasurer
April 2022 Statement
West Thurston Regional Fire Authority
Fund 67A0 - W THURSTON RFA GENERAL FUND

Cash Activity

Date	Description	Amount	Notes
04/01/2022	Beginning Cash Balance	\$5,547,969.96	
	Receipts/Deposits/Refunds:		
04/01/2022	District Deposit \$645.60 / 6701	645.60	
04/04/2022	District Deposit \$530.91 / 6701	530.91	
04/04/2022	District Deposit \$8.80 / 6701	8.80	
04/04/2022	District Deposit \$980.50 / 6701	980.50	
04/05/2022	District Deposit \$887.94 / 6701	887.94	
04/06/2022	District Deposit \$1,901.53 / 6701	1,901.53	
04/06/2022	District Deposit \$112.76 / 6701	112.76	
04/06/2022	Interest on Tax Refunds	(15.88)	
04/07/2022	District Deposit \$3,636.18 / 6701	3,636.18	
04/08/2022	District Deposit \$152.93 / 6701	152.93	
04/08/2022	District Deposit \$225.68 / 6701	225.68	
04/08/2022	State Forest - Purchase/Other	544.01	
04/11/2022	District Deposit \$2,251.71 / 6701	2,251.71	
04/13/2022	Credit Card Deposit \$270.00 / 6701	270.00	
04/13/2022	District Deposit \$2,515.94 / 6701	2,515.94	
04/13/2022	District Deposit \$359.26 / 6701	359.26	
04/13/2022	Interest on Tax Refunds	(0.24)	
04/14/2022	District Deposit \$230.11 / 6701	230.11	
04/15/2022	District Deposit \$117.52 / 6701	117.52	
04/15/2022	District Deposit \$5,584.66 / 6701	5,584.66	
04/15/2022	District Deposit \$5,805.04 / 6701	5,805.04	
04/15/2022	State Forest - Purchase/Other	0.64	
04/15/2022	State Forest - Transfer/Other	0.42	
04/18/2022	District Deposit \$50,000.00 / 6701	50,000.00	
04/20/2022	Credit Card Deposit \$182.40 / 6701	182.40	
04/20/2022	District Deposit \$1,627.95 / 6701	1,627.95	
04/20/2022	District Deposit \$2,295.60 / 6701	2,295.60	
04/22/2022	District Deposit \$21,212.40 / 6701	21,212.40	
04/22/2022	District Deposit \$867.45 / 6701	867.45	
04/26/2022	District Deposit \$19,688.25 / 6701	19,688.25	
04/26/2022	District Deposit \$420.34 / 6701	420.34	
04/27/2022	District Deposit \$4,650.60 / 6701	4,650.60	
04/27/2022	District Deposit \$569.32 / 6701	569.32	
04/27/2022	District Deposit \$987.60 / 6701	987.60	
04/28/2022	District Deposit \$813.68 / 6701	813.68	
04/30/2022	Tax & Assessment Receipts	2,287,934.05	
04/30/2022	Interest Paid	1,898.61	
	Total Deposits	\$2,419,894.27	✓
	Warrant Issues & Voids/Fees/ACH/Wires:		
04/13/2022	Electronic Disbursement	(5,883.59)	✓
04/13/2022	Issued Warrants	(155,469.18)	✓
04/15/2022	Electronic Disbursement	(12,157.65)	✓
04/18/2022	Voided Warrants	132.52	✓
04/29/2022	Electronic Disbursement	(344,414.82)	✓
	Total Warrants and Electronic Disbursements	(\$517,792.72)	
04/30/2022	Ending Cash Balance	\$7,450,071.51	✓

Reviewed by: 



Thurston County Treasurer
 April 2022 Statement
 West Thurston Regional Fire Authority
 Fund 67A0 - W THURSTON RFA GENERAL FUND

Warrant Activity

04/01/2022	Beginning Warrants Outstanding	\$9,654.53
	Total Warrants Issued	155,469.18
	Total Warrants Redeemed	(160,839.72)
	Total Warrants Voided	(132.52)
04/30/2022	Ending Warrants Outstanding	\$4,151.47

Investment Activity

04/01/2022	Beginning Interest Receivable	\$9,177.79
	Interest Earned	3,202.95
	Cash Paid	(1,898.61)
04/30/2022	Ending Interest Receivable	\$10,482.13

TCIP Yield (used to calculate interest earnings)	0.70%
LGIP Yield (budget benchmark)	0.40%



Thurston County Treasurer
April 2022 Statement
West Thurston Regional Fire Authority
Fund 67A1 - W THURSTON RFA BOND DEBT

Cash Activity

Date	Description	Amount	Notes
04/01/2022	Beginning Cash Balance	\$523,926.30	
	Receipts/Deposits/Refunds:		
04/08/2022	State Forest - Purchase/Other	58.26	
04/13/2022	Interest on Tax Refunds	(0.03)	
04/15/2022	State Forest - Purchase/Other	0.07	
04/15/2022	State Forest - Transfer/Other	0.04	
04/30/2022	Tax & Assessment Receipts	126,336.81	
04/30/2022	Interest Paid	178.20	
	Total Deposits	\$126,573.35	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
04/30/2022	Ending Cash Balance	\$650,499.65	

Warrant Activity

04/01/2022	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
04/30/2022	Ending Warrants Outstanding	\$0.00

Investment Activity

04/01/2022	Beginning Interest Receivable	\$857.18
	Interest Earned	304.83
	Cash Paid	(178.20)
04/30/2022	Ending Interest Receivable	\$983.81

TCIP Yield (used to calculate interest earnings) 0.70%
 LGIP Yield (budget benchmark) 0.40%

#1 = 359,170.83

#11 = 291,328.82



Thurston County Treasurer
 April 2022 Statement
 West Thurston Regional Fire Authority
 Fund 67A4 - W THURSTON RFA RESERVE FUND

Cash Activity

Date	Description	Amount	Notes
04/01/2022	Beginning Cash Balance	\$755,412.81	
	Receipts/Deposits/Refunds:		
04/30/2022	Interest Paid	248.27	
	Total Deposits	\$248.27	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
04/30/2022	Ending Cash Balance	\$755,661.08	

Warrant Activity

04/01/2022	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	-
	Total Warrants Redeemed	-
	Total Warrants Voided	-
04/30/2022	Ending Warrants Outstanding	\$0.00

Investment Activity

04/01/2022	Beginning Interest Receivable	\$1,182.96
	Interest Earned	435.97
	Cash Paid	(248.27)
04/30/2022	Ending Interest Receivable	\$1,370.66

TCIP Yield (used to calculate interest earnings) 0.70%
 LGIP Yield (budget benchmark) 0.40%

West Thurston Regional Fire Authority
Budget Report as of:

May-22

Title	January	February	March	April	May	PENDING	YTD Collected / Expended	Original Budget	Adjusts	42% of Year Expended		GEMT to- date
										Revised Budget	Budget Remaining	
GENERAL FUND												
Beg Bal-Unresv GF 67A0							-	2,067,496	(151,757)	1,915,739	1,915,739	
Beg Bal-Oper Res 67A0							-	3,179,000		3,179,000	3,179,000	
Beg Bal-Wildland Res 67A0							-		-	-	-	
Beg Bal-GEMT Res 67A0							-	400,000		400,000	400,000	
Beg Bal-SCBA Res 67A0							-			-	-	
Beg Bal-Facility Res 67A0							-	250,000		250,000	250,000	
Beg Bal-Apparatus Res 67A0							-	250,000		250,000	250,000	
Beg Bal-Petty Cash										-	-	
BEGINNING BALANCES	-	-	-	-	-		-	6,146,496	(151,757)	5,994,739	5,994,739	
Property Tax	939	600	73	8			1,619				(1,619)	
Property Tax-Regular District #1	5,294	59,350	76,945	672,522			814,111	1,694,207		1,694,207	880,096	48%
Property Tax-M&O #1 6615	2,996	40,862	51,879	471,437			567,174	1,192,481		1,192,481	625,307	48%
Property Tax-Regular District #11	8,927	49,281	56,401	662,805			777,413	1,671,999		1,671,999	894,586	46%
Property Tax-M&O #11 6715	6,294	34,774	39,531	481,163			561,762	1,245,533		1,245,533	683,772	45%
Property Tax-M&O	-	3	-	-			3				(3)	
Sale of Tax Title Property GF	99	-	-	-			99				(99)	
COVID-19 Nongrant Assistance	-	-	-	19,688			19,688				(19,688)	
GEMT	29,584	52,730	24,044	27,154			133,512	700,000		700,000	566,488	19%
State Grant-Military Dept	-	-	-	-			-			-	-	
State Grant - DNR Wildland	-	-	-	-			-			-	-	
State Grant-Dept Of Health	-	-	-	-			-	1,200		1,200	1,200	0%
State Grant-Other	-	-	-	5,585			5,585			-	(5,585)	
Interlocal Grants (incl. Timber Harvest/DNR Timber Tr	-	26,229	6	545			26,780	60,000		60,000	33,220	45%
Printing & Duplicating Services	-	-	-	-			-			-	-	
Mobilizations	55,275	3,616	59,640	3,636			122,167				(122,167)	
Intergov't/Tribal	34,390	50,000	34,390	50,000			168,781	151,693		151,693	(17,088)	111%
Ambulance & Emer Aid Fees	36,766	41,995	43,010	20,633			142,404	360,000		360,000	217,596	40%
Other Interest	3,932	2,027	1,526	1,882			9,367	20,000		20,000	10,633	47%
Space & Fac Leases (short and long-term)	4,621	1,100	400	1,046			7,166	54,524		54,524	47,358	13%
Contributions And Donations From Private S	-	-	-	-			-			-	-	
Sale Of Surplus	1,246	411	-	-			1,657				(1,657)	
Misc Revenue - Incident Cost Recovery	-	747	-	118			864	8,000		8,000	7,136	11%
Misc Revenue - Prior Year	-	-	1,992	138			2,130			-	(2,130)	
Misc Revenue - Fuel Tax Refunds	-	187	-	-			187			-	(187)	
Misc Revenue - Other	-	112	50	141			303			-	(303)	
Other-Sales Tax	(1,017)	1,004	51	(154)			(116)			-	116	
Suspense (cancelled warrants, pending dep	-	-	-	-			-			-	-	
Long Term Debt Issuance	-	-	282,629	-			282,629	-	(282,629)	(282,629)	(565,258)	
Premiums on Bonds	-	-	30,663	-			30,663		(30,663)	(30,663)	(61,326)	
Sale Of Assets	-	-	-	-			-			-	-	
Insurance Recovery	-	-	-	-			-			-	-	

3,113,963

Title	January	February	March	April	May	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	GEMT to-date
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	189,347	365,027	703,230	2,418,346	-	-	3,675,950	7,159,637	(313,292)	6,846,345	3,170,395	54%	
TOTAL FUNDS AVAILABLE								13,306,133	(465,049)	12,841,084	9,165,134		
Admin-Salaries-Commissioner	936	1,301	3,349	1,941	2,197	-	9,723	27,648		27,648	17,925	35%	
Admin-Salaries-Admin	60,109	59,393	59,553	59,653	59,714	-	298,423	852,191		852,191	553,768	35%	
Admin-Salaries-Temporary Adm	3,195	347	313	279	876	-	5,009	22,199		22,199	17,190	23%	
Admin-Benefits-Commissioner	79	100	256	159	168	-	762	2,306		2,306	1,544	33%	
Admin-Benefits-Admin	19,398	20,287	19,066	27,531	18,641	-	104,923	335,167		335,167	230,244	31%	
Admin-Benefits-Temporary Adm	542	43	24	57	67	-	733	1,830		1,830	1,097	40%	
Admin-Office & Oper Supplies	185	200	43	257	68	-	754	3,000		3,000	2,246	25%	
Admin-Minor Equip (noninv)	459	1,163	440	1,094	511	-	3,667	17,560		17,560	13,893	21%	
Admin-Small & Attractive Assets (inventoria	-	-	2,355	-	-	-	2,355	21,000		21,000	18,645	11%	
Admin-Software	18,064	2,693	645	1,709	6,343	-	29,453	53,993		53,993	24,540	55%	
Admin-Prof Services	9,656	6,544	11,150	6,125	6,134	-	39,609	145,075		145,075	105,466	27%	
Admin-Communication	104	104	104	104	104	-	518	1,236		1,236	718	42%	
Admin-Advertising	-	-	-	-	-	-	-	500		500	500	0%	
Admin-Insurance	167	141	141	141	542	-	1,132	79,805		79,805	78,673	1%	
Admin-Equipment Maint	255	320	385	291	349	-	1,600	2,660		2,660	1,060	60%	
Admin-Misc-Commissioner	17	37	35	18	81	-	188	9,748		9,748	9,560	2%	
Admin-Misc-Admin	334	4,155	471	301	447	-	5,707	6,790		6,790	1,083	84%	
Admin-Dues & Membership	4,630	-	-	3,500	240	-	8,370	13,890		13,890	5,520	60%	
Admin-Elections	-	9,462	-	-	-	-	9,462	63,560	10,000	73,560	64,098	13%	
Suppr-Salaries-Career FF	260,367	248,454	255,595	240,507	252,885	-	1,257,809	3,016,313		3,016,313	1,758,504	42%	
Suppr-Salaries-Vol Pts	4,709	4,405	4,061	4,958	4,078	-	22,211	100,000		100,000	77,789	22%	
Suppr-Salaries-Mobe OT	-	-	-	-	-	-	-	-		-	-	-	
Suppr-Salaries-Training OT	700	-	-	2,648	1,385	-	4,733	25,680		25,680	20,947	18%	
Suppr-Salaries-COVID 19 OT	2,404	17,384	-	-	-	-	19,788	-		-	(19,788)	-	
Suppr-Benefits-Career FF	106,895	77,121	76,857	100,680	79,636	-	441,188	1,260,418		1,260,418	819,230	35%	
Suppr-Benefits-Volunteer	489	387	377	446	378	-	2,077	13,716		13,716	11,639	15%	
Suppr-Benefits-Mobe OT	-	-	-	-	-	-	-	-		-	-	-	
Suppr-Benefits-Training OT	46	-	-	175	90	-	311	1,733		1,733	1,422	18%	
Suppr-Benefits-COVID 19 OT	123	1,136	-	93	-	-	1,352	-		-	(1,352)	-	
Suppr-Bunker Gear/PPE	-	2,603	-	2,525	3,622	9,383	18,133	49,776		49,776	31,643	36%	
Suppr-Uniforms	183	121	1,605	2,536	668	-	5,113	25,000		25,000	19,887	20%	
Suppr-Rehab Supplies	-	156	221	-	-	-	377	1,000		1,000	623	38%	
Suppr-COVID 19 PPE Supplies	-	1,559	-	-	-	-	1,559	-		-	(1,559)	-	
Suppr-Small Tools (hand tools)	40	-	500	40	-	-	580	5,000		5,000	4,420	12%	
Suppr-Minor Equipment (apparatus)	662	382	-	1,156	-	28,353	30,554	46,000		46,000	15,446	66%	
Suppr-Health & Wellness Equip	-	-	2,268	172	244	-	2,684	5,000	2,778	7,778	5,094	35%	
Suppr-Small & Attractive Assets (inventoria	116	581	-	-	248	-	945	-		-	(945)	-	
Suppr-EMS Supplies	-	-	-	-	-	-	-	2,000		2,000	2,000	0%	
Suppr-Wildland tools/gear	-	-	-	-	421	-	421	-		-	(421)	-	
Suppr-Comm/Modems	1,162	1,204	1,220	1,158	1,305	-	6,049	14,400		14,400	8,351	42%	
Suppr-Advertising	-	-	-	-	-	-	-	500		500	500	0%	
Medical Costs	1,937	1,409	541	1,043	356	-	5,286	48,500		48,500	43,214	11%	

Title	January	February	March	April	May	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp	GEMT to-date
Medical Costs - COVID-19	-	-	-	-	-	-	-	-	-	-	-	-	-
Suppr-Miscellaneous	21	2,116	174	237	1,657	2,866	7,071	17,580	-	17,580	10,509	40%	
Fire Inv-Salaries	1,015	782	473	175	339	-	2,784	6,000	-	6,000	3,216	46%	
Fire Inv-Benefits	87	60	36	24	26	-	234	560	-	560	326	42%	
Fire Prev-Pub Ed (public)	222	103	420	-	458	-	1,203	4,600	-	4,600	3,397	26%	
Fire Inv-Professional Svcs	90	249	20	54	150	-	563	7,563	-	7,563	7,000	7%	
Fire Inv-Small & Attractive Assets (inventori	-	-	-	-	-	-	-	-	-	-	-	-	-
Training-Supplies	-	294	-	169	-	-	463	8,000	-	8,000	7,537	6%	
Training-Pub Ed/EMS (dept)	-	-	-	-	125	-	125	1,500	-	1,500	1,375	8%	
Training-Travel/Registrations (Fire)	31	2,326	600	350	1,275	-	4,582	46,400	-	46,400	41,818	10%	
Training Reimb-Residents	-	-	-	-	-	-	-	25,000	-	25,000	25,000	0%	
Training-Travel/Registrations (EMS)	-	-	-	-	-	-	-	4,000	-	4,000	4,000	0%	
Training-Travel/Registrations (Peer Support	-	-	-	-	-	-	-	8,000	1,000	9,000	9,000	0%	
Facilities-Operating Supplies General	148	1,327	675	683	332	-	3,164	22,690	-	22,690	19,526	14%	
Facilities Station 1-1 Kitchen	-	-	-	-	54	-	54	250	-	250	196	22%	
Facilities Station 1-2 Kitchen	-	-	-	-	-	-	-	250	-	250	250	0%	
Facilities Station 1-3 Kitchen	-	-	9	-	-	-	9	250	-	250	241	3%	
Facilities Station 1-4 Kitchen	-	-	-	-	-	-	-	250	-	250	250	0%	
Facilities Station 1-6 Kitchen	-	-	-	-	54	-	54	250	-	250	196	22%	
Facilities COVID 19	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities-Heating Fuels	11,839	15,257	4,588	6,481	2,523	-	40,688	37,800	-	37,800	(2,888)	108%	
Facilities-Water	432	503	431	457	352	-	2,175	6,300	-	6,300	4,125	35%	
Facilities-Phone/Cable	1,303	1,322	1,487	1,373	1,322	-	6,805	16,380	-	16,380	9,575	42%	
Facilities-Electricity	3,609	3,625	3,655	3,703	3,795	-	18,387	50,400	-	50,400	32,014	36%	
Facilities-Garbage	488	401	435	549	403	-	2,276	5,040	-	5,040	2,764	45%	
Facilities-Repairs & Maint	3,236	22,190	5,786	6,172	7,235	-	44,618	232,017	-	232,017	187,399	19%	
Vehicle & Equip-Fuel	3,426	5,584	3,471	5,061	5,173	-	22,715	55,550	-	55,550	32,835	41%	
Vehicle & Equip-Repairs & Maint	6,568	24,204	6,003	7,567	761	-	45,104	232,260	-	232,260	187,156	19%	
Refunds/Fund Bal Adjusts	-	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Clearing	(3,493)	(3,647)	(3,334)	7,393	(3,297)	-	(6,379)	-	-	-	6,379	-	-
Payroll Draw Clearing	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Related Costs	-	-	1,661	-	-	-	1,661	-	1,661	1,661	0	-	-
Capital Expenditures (incl. financed equipment)	-	7,440	313,657	14,500	209,063	25,268	569,928	327,000	449,610	776,610	206,682	73%	
Transfers-Out - Other Costs Allocations	-	-	-	-	-	-	-	237,392	-	237,392	237,392	0%	
TOTAL GF EXPENDITURES/OTHER	526,984	547,327	781,819	516,244	673,595	65,870	3,111,839	7,628,476	465,049	8,093,525	4,981,686	38%	
GENERAL FUND ENDING BALANCE	5,808,859	5,626,559	5,547,970	7,450,072	6,776,477				-				
EMERGENCY RESERVE FUND													
Beg Bal-Emerg Res 67A4								754,464		754,464	754,464		
Other Interest-Emergency Res	492	257	199	248			1,197	10,000		10,000	8,803		
Transfers In-Emergcy Rsrv													
Property Tax-M&O													
EMERGENCY RESERVE ENDING BALANCE	754,956	755,214	755,413	755,661	755,661		1,197	764,464	-	10,000			

Title	January	February	March	April	May	PENDING	YTD Collected / Expended	Original Budget	Adjusts	Revised Budget	Budget Remaining	% Rev/Exp
BOND DEBT FUND												
Beg Bal-Reserved Debt Srv								490,657		490,657	490,657	
Property Tax-Bond Debt	2,067	9,361	10,723	126,337			148,487	327,727		327,727	179,240	
Property Tax-Bond Debt - IAGs	3,690		3,690				7,380			-	(7,380)	
Sale of Tax Title Property Debt Svc							-			-	-	
Interlocal Grants <i>(includes DNR Timber Trust)</i>		3,015	1	58			3,074			-	(3,074)	
Other Interest-Debt Srv	388	191	143	178			901	5,000		5,000	4,099	
Transfers In-Debt Svc							-	237,392		237,392	237,392	
Debt Svcs-Principal Debt Srv Fund							-	485,491		485,491	485,491	
Debt Svc-Interest And Other Debt Srv Fund							-	93,201		93,201	93,201	
Transfers Out-Debt Svc							-			-	-	
BOND DEBT ENDING BALANCE	496,802	509,370	523,926	650,500	650,500	-	159,842	482,085	-	482,085		

GEMT to-date

West Thurston Regional Fire Authority

STATEMENT C-4

FOR COMPARISON USE ONLY, NOT FOR FILING

For Year Ending: December 31, 2021

1 Of 1

BARS CODE	Total For All Funds 001 - General Fund 201 - Debt Service Fund			
		Total Amount	Actual Amount	Actual Amount
Beginning Cash and Investments				
308.21	Nonspendable	0.00	0.00	0.00
308.31	Restricted	493,674.22	0.00	493,674.22
308.41	Committed	0.00	0.00	0.00
308.51	Assigned	0.00	0.00	0.00
308.91	Unassigned	5,870,031.12	5,870,031.12	0.00
388/588	Net Adjustments	0.00	0.00	0.00
Revenues				
310	Taxes	6,040,928.40	5,687,494.11	353,434.29
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental Revenues	868,934.62	863,297.58	5,637.04
340	Charges for Goods and Services	840,974.38	840,974.38	0.00
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous Revenues	117,790.10	113,742.27	4,047.83
Total Revenues:		7,868,627.50	7,505,508.34	363,119.16
Expenditures				
510	General Government	0.00	0.00	0.00
520	Public Safety	5,913,143.60	5,913,143.60	0.00
530	Utilities	0.00	0.00	0.00
540	Transportation	0.00	0.00	0.00
550	Natural and Economic Environment	0.00	0.00	0.00
560	Social Services	0.00	0.00	0.00
570	Culture and Recreation	0.00	0.00	0.00
Total Expenditures:		5,913,143.60	5,913,143.60	0.00
Excess (Deficiency) Revenues over Expenditures:		1,955,483.90	1,592,364.74	363,119.16
Other Increases				
391-393, 596	Debt Proceeds	560,158.07	560,158.07	0.00
397	Transfers-In	284,867.40	126,844.00	158,023.40
385	Special or Extraordinary Items	0.00	0.00	0.00
386,389	Custodial Activities	0.00	0.00	0.00
381,382,395,398	Other Increases	0.00	0.00	0.00
Total Other Increases		845,025.47	687,002.07	158,023.40
Other Decreases				
594-595	Capital Expenditures	1,000,712.97	1,000,712.97	0.00
591-593, 599	Debt Service	479,017.23	1,443.83	477,573.40
597	Transfers-Out	284,867.40	238,281.40	46,586.00
586, 589	Custodial Activities	0.00	0.00	0.00
585	Special or Extraordinary Items	0.00	0.00	0.00
581, 582	Other Decreases	0.00	0.00	0.00
Total Other Decreases		1,764,597.60	1,240,438.20	524,159.40
Increase (Decrease) in Cash and Investments		1,035,911.77	1,038,928.61	(3,016.84)
Ending Cash and Investments				
508.21	Nonspendable	0.00	0.00	0.00
508.31	Restricted	490,657.38	0.00	490,657.38
508.41	Committed	0.00	0.00	0.00
508.51	Assigned	0.00	0.00	0.00
508.91	Unassigned	6,908,959.73	6,908,959.73	0.00
Total Ending Cash and Investments		7,399,617.11	6,908,959.73	490,657.38

The accompanying notes are an integral part of this Statement

West Thurston Regional Fire Authority
MCAG 2964
Notes to the Financial Statements
For the year ended December 31, 2021

Note 1 - Summary of Significant Accounting Policies

The West Thurston Regional Fire Authority was incorporated on January 1, 2010 and operates under the laws of the state of Washington applicable to a Fire Protection District. The West Thurston Regional Fire Authority is a special purpose local government which provides emergency medical and fire protection services.

The West Thurston Regional Fire Authority reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see *Note 5, Joint Ventures, Component Unit(s) and Related Parties*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the West Thurston Regional Fire Authority are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The West Thurston Regional Fire Authority's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the West Thurston Regional Fire Authority. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

West Thurston Regional Fire Authority
MCAG 2964
Notes to the Financial Statements
For the year ended December 31, 2021

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

C. Cash and Investments

See *Note 4 - Deposits and Investments*.

D. Capital Assets

Capital assets are long-lived assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave for union personnel has no maximum accumulation, but employees are compensated up to a maximum of 240 hours upon separation from service. Vacation leave for nonunion employees is variable dependent on the labor agreement, with a maximum cash-out of 240 hours in all cases.

Sick leave may be accumulated up to 1,200 hours for union employees and 1,040 for nonunion employees. In January of each year, if an employee has at least 1,200 hours (union shift employees) or 1,040 hours (nonunion employees), the employee may elect to convert any portion of sick leave hours earned in the previous 12-month period, minus those hours used during that period, directly into a Health Reimbursement Arrangement (HRA) or Medical Expense Reimbursement Plan (MERP) account at the rate of 25%. Upon retirement, employees can elect to have 25% of their total sick leave value deposited to a Health Reimbursement Arrangement (HRA) or Medical Expense Reimbursement Plan (MERP) account.

Payments are recognized as expenditures when paid. Total liability of Compensated Absences as of December 31, 2021 was \$256,562.

F. Long-Term Debt

See *Note 6 – Long Term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when subject to restrictions on use imposed by external parties or due to internal commitments established by resolution of the West Thurston Regional Fire Authority's governing board. When expenditures that meet restrictions are incurred, the district intends to use the most restricted resources first.

The entire Debt Service fund is restricted by resolution to cover debt service payments on bonds and other financing (2021 ending balance of \$490,657).

West Thurston Regional Fire Authority

MCAG 2964

Notes to the Financial Statements

For the year ended December 31, 2021

Note 2 - Budget Compliance

West Thurston Regional Fire Authority adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level (plus board-approved adjustments from Unreserved Fund balances.) Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted 2021 budgets were as follows:

Fund/Department	Final Appropriated Amounts	Actual Expenses	Variance	Explanation of Variances
001 - General Fund	7,577,646	7,153,582	424,064	FF benefit and Vehicle repair costs were lower than projected
201 - Debt Service Fund	523,859	524,159	(300)	
<i>Interfund transfers (notes):</i>				
1) COP payments from GF to Debt Svc Fund	\$ 204,722	\$ 158,024	46,698	Original budget included an estimate for financing of new tender, which did not occur.
2) Transfer from GF to Emerg Reserve	\$ 80,258	\$ 80,258	-	To bring Emergency Reserve to BOFC-approved \$750,000 balance
3) Transfer from Debt Svc to GF	\$ 46,586	\$ 46,586	-	To cover station 1-1 capital improvement costs (from TCFD #1 bond debt fund balance)

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the West Thurston Regional Fire Authority governing board.

Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of the deadly virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel, and non-essential activities.

As an essential service, all West Thurston Regional Fire Authority credentialed employees have continued to work, with non-credentialed employees working remotely between March 23 and May 31, 2020, returning to the physical work locations June 1, 2020. Federal reimbursements continue to be made available to cover costs related to the COVID-19 response, such as overtime, personal protection equipment and cleaning supplies. To-date, the district has not experienced any direct significant financial impacts due to the pandemic.

The length of time these measures will be in place, and the full extent of the financial impact, are unknown as they are contingent on the governor's actions.

West Thurston Regional Fire Authority
MCAG 2964
Notes to the Financial Statements
For the year ended December 31, 2021

Note 4 – Deposits and Investments

Investments are reported at fair value. Deposits and investments by type on December 31, 2021 are as follows:

West Thurston's			
Type of Deposit or Investment	Deposits & Investments	Calculation for Fair Value amount (value of pool share)	Total
Thurston County Investment Pool (TCIP)	7,391,617	0.9926950	7,337,621
Key Bank (local petty cash account)	8,000	1.00	8,000
<i>Totals</i>	7,399,617		7,345,621

The district also holds an investment in the form of a long-term care policy for a LEOFF 1 retiree, to cover potential long term care costs. The policy was issued by The State Life Insurance Company in January 2017. Cash surrender value of this policy as of January 26, 2022 (the last available annual statement relative to 2021) was \$114,747. The account cash value as of January 26, 2022 was \$120,156.

It is the West Thurston Regional Fire Authority's policy to invest all temporary cash surpluses, in accordance with its participation agreement in the Thurston County Investment Pool (TCIP). The interest on these investments is prorated to the various funds.

West Thurston Regional Fire Authority is a voluntary participant in Thurston County Investment Pool (TCIP), an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investments in the pool at fair value which, as of 12/31/2021, is reporting at an unrealized loss from book value of 0.7305%. The TCIP does not impose any restrictions on participant withdrawals.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district's petty cash account is held by Key Bank and therefore are covered by federal depository insurance (FDIC). All other deposits and investments are insured, registered or held in the Thurston County Investment Pool in the government's name.

Note 5 – Joint Ventures, Component Unit(s), and Related Parties

Thurston County Fire Protection Districts #1 and #11 entered into an interlocal agreement in 2004 with fire districts #5 and #9 (Black Lake and McLane) to create the West Thurston Fire & Life Safety (WTFLS) consortium. The mission of the consortium is to "improve service, efficiency and economy by cooperating in the provision of emergency services in western Thurston County." The consortium has the power to enter into its own contracts, develop its own budget, act as its own fiscal agent, and acquire

West Thurston Regional Fire Authority
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Notes to the Financial Statements
For the year ended December 31, 2021

assets in the consortium’s name. It typically charges its members a fee to cover the costs unless the fund balance allows for these fees to be waived in any one year. In April 2019, East Olympia Fire District #6 joined the consortium but in April 2021 did not renew its membership in the consortium. TCFPD #1 and #11 merged into the West Thurston Regional Fire Authority (WTRFA) in 2010 but maintained individual district designations. McLane/Black Lake merged in 2018 and retained district #9 as its merged designation. Each of the individual three remaining districts (#1, #11, #9) are allowed one voting representative. In 2021 the WTRFA had one board member on the board (representing TCFPD #11) and McLane/Black Lake (#9) had one member.

In 2021 the WTFLS operating fund had a beginning balance of \$3,670, received revenue of \$17, and expended \$2,843, leaving a 2021 ending balance of \$844.

Note 6 – Long-Term Debt (formerly Debt Service Requirements)

The accompanying Schedule of Liabilities (09) provides details of the outstanding debt and liabilities of the West Thurston Regional Fire Authority and summarizes the district’s debt transactions for year ended December 31, 2021.

Note: Debt for the purchase of new SCBAs was issued in 2022 (via the State Treasurer’s LOCAL program) and therefore not included in the Schedule of Liabilities (09) ending December 31, 2021. This debt is included in the table below.

The debt service requirements for general obligation and revenue bonds are as follows:

Year	Principal	Interest	Total Debt Service
2022	484,490	95,118	579,608
2023	514,030	78,718	592,747
2024	549,050	56,084	605,133
2025	594,575	31,945	626,519
2026	230,629	9,625	240,255
Totals	2,372,773	271,490	2,644,262

Assets Pledged as Collateral for Debt

The following debt is secured by assets that are pledged as collateral:

Debt	Asset
2014 GO Bond (District #11)	10828 Littlerock Rd SW Olympia WA 98512
LP_2020B LOCAL contract #2964-3-1	Two (2) 2020 North Star ambulances and two (2) Stryker power cots
LP_2021A LOCAL contract #2964-4-1	One (1) 2021 Spartan S-180 Model 210 fire engine
LP_2022A LOCAL contract #2964-5-1	Self-contained Breathing Apparatus (SCBA) packs, bottles, masks

West Thurston Regional Fire Authority
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Notes to the Financial Statements
For the year ended December 31, 2021

Note 7 – OPEB Plans

West Thurston Regional Fire Authority has a commitment to pay for post-employment benefits for employees who belong to LEOFF 1 (a defined benefit plan.)

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the Thurston County LEOFF 1 Disability Board as required by 41.26.110. The plan pays for 100% of eligible retirees' healthcare costs on a pay-as-you-go basis. The district currently has one retiree who qualifies for these benefits, with no other potential retirees. The district's governing board and the Thurston County LEOFF 1 Disability board both oversee reimbursable claims for the retiree.

As of December 31, 2021, the district's total OPEB liability was \$740,578, as calculated using the alternative measurement method provided by the Office of the State Actuary. For the year ended December 31, 2021, the district paid \$7,190 in benefits (\$2,475 for a health insurance policy to CareFirst Blue Cross, and \$4,715 in reimbursements to the retiree for Medicare health insurance premiums that were deducted from his pension and for prescriptions.)

Note 8 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the West Thurston Regional Fire Authority's full-time and qualifying part-time employees participate in the Public Employees Retirement System (PERS) or the Law Enforcement Officer/Firefighter (LEOFF) plans administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

The Department also participates in the Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington CAFR available from the Office of Financial Management website at www.ofm.wa.gov.

West Thurston Regional Fire Authority
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Notes to the Financial Statements
For the year ended December 31, 2021

On June 30, 2021 (the measurement date of the plans), the West Thurston Regional Fire Authority's proportionate share of the collective net pension liabilities, as reported on the Schedule 9, was as follows:

Plan Type	Employer Contributions	Allocation Percentage	Plan Liability / (Asset)	Net Pension Liability	Net Pension (Asset)*
PERS 1 UAAL	7,912	0.001062%	1,221,234,000	12,970	
PERS 2/3	12,912	0.001363%	(9,961,609,000)		(135,777)
LEOFF 1		0.003025%	(3,425,562,000)		(103,623)
LEOFF 2	169,593	0.085076%	(5,808,414,000)		(4,941,566)
VFFRPF			(22,005,000)		(57,694)
		Totals		\$ 12,970	\$ (5,238,660)
					<i>*not reported on Sch 9</i>

B. LEOFF Plan 1

The department participates in the LEOFF Plan 1, although it has no current employees enrolled (and only one retiree). The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

C. LEOFF Plan 2

The department participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

D. Defined Contribution Pension Plans

The department participates in the Washington State Deferred Compensation program, which is an IRC Section 457 plan administered by the Washington State Department of Retirement Systems. The department matches a participating employee's contribution up to 6.2% of the employee's base salary. The department contributed \$172,946 in 2021.

Note 9 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by the West Thurston Regional Fire Authority. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The West Thurston Regional Fire Authority's regular levy for the year 2021 was collected under the individual districts (#1 and #11) to maximize collections within the highest lawful levy limits. Thurston County Protection District #1's rate was \$1.357184030439 per \$1,000 on an assessed valuation of

West Thurston Regional Fire Authority
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Notes to the Financial Statements
For the year ended December 31, 2021

\$1,219,929,039 for a total regular levy of \$1,655,668. Thurston County Protection District #11's rate was \$1.320674579597 per \$1,000 on an assessed valuation of \$1,235,018,259 for a total regular levy of \$1,631,057.

The department also assessed special levies for the following amounts and purposes:

District	Levy Rate	AV	Total Levy	Purpose
Fire District #01	\$1.002044211427	\$1,193,077,667	\$1,195,517	Maintenance & Operations
Fire District #11	\$0.250683122537	\$1,304,433,249	\$326,999	Facility/Equipment Bond (2005)
Fire District #11	\$1.006746039723	\$1,236,688,093	\$1,245,031	Maintenance & Operations

Note: Fire District #01's Facility Construction Bond was paid off in 2020.

Note 10 – Risk Management

The department purchases commercial insurance through the Cities Insurance Association of Washington (CIAW), a joint self-insurance program (Old Republic Specialty Insurance Underwriters) as authorized under RCW 48.62.031 with the following coverages:

- Commercial General Liability (\$20,000,000)
- Automobile Liability (\$10,000,000)
- Property (\$100,000,000)
- Crime/Public Employee Dishonesty (\$1,000,000)

In 2017, the department purchased a long-term care (LTC) policy from the State Life Insurance Company for its sole LEOFF 1 member to reduce the risk of incurring significant costs in the event of a long term care need by the LEOFF 1 member. The value of this LTC policy is reported under *Note 4, Deposits and Investments*.

West Thurston Fire Authority
Schedule 22 - Audit Assessment Questionnaire (unaudited)
For Fiscal Year ended December 31, 2021

Reference	#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your government. If the government preparing this questionnaire did not have any financial activity during the reporting year, please return to the first step of the annual report and select "no" when asked if you'll be reporting financial activity. For additional assistance with the Schedule 22, please click the "help" button.

For **guidance** to these questions, please refer to the document at, <https://sao.wa.gov/bars-annual-filing/bars-reporting-templates/>

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

FINANCIAL ACTIVITY MONITORING AND OVERSIGHT

1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)		
2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach year-end bank statement.			
3	Please disclose the accounting software the government use.	BIAS		

Reference	#	Question	Answer	Explanation
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Monthly reconciliations between County Treasurer and BIAS reports are completed by the Admin Services Director and reviewed by the Fire Chief	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Admin Assistant AND Admin Services Director both post journal entries. Admin Services Director monitors entries posted.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(A)	
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	The board of fire commissioners (governing body) receives copies of county treasurer month-end reports (signed off by the Fire Chief) in their monthly board packets. The board also receives a monthly budget report of revenues and expenditures. Petty cash replenishment requests are approved by the board as part of the monthly payables approval.

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	Monthly reconciliations are performed in BIAS to the county treasurer reports. At the end of the year, a review of all BARS codes is performed to ensure codes are up-to-date, and revenues/expenditures are reviewed for accuracy and reasonableness. Payroll clearing accounts are cleared to the appropriate expenditure codes. Once all reviews are complete, financial statements are produced out of BIAS.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	No	

PERMANENT FILES

	10	Please check all boxes that occurred during the fiscal year:	Utilized a purchasing cooperative or state contract , Significant events (i.e. new debt, major construction)	
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Reference	#	Question	Answer	Explanation
	10	Please check all boxes that occurred during the fiscal year:	Significant events (i.e. new debt, major construction) , Utilized a purchasing cooperative or state contract	
	12	Please explain the significant events that occurred during the year (e.g. new debt, major construction, change in key positions, etc.)	The department purchased a new Spartan engine from True North, utilizing the state LOCAL program for financing.	
	13	Please provide an explanation of the purchasing cooperative or state contract used during the fiscal year to procure goods and services.	The department utilized the NPPGov purchasing cooper to purchase fire hose, extrication tools, fire nozzles, and SCBA equipment.	

Reference	#	Question	Answer	Explanation
	15	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	Yes	<p>The department updated the following policies: 1004, Service Fees (add new non-emergency cost recovery service fees) 1009, Purchasing and Inventory/Surplus (requiring a minimum bid on surplus items with a value over \$500) 1015, Budget and Planning (increased Emergency Reserve minimum from \$500,000 to \$750,000)</p> <p>Attachments 1004 Service Billings Apr2021 V6.pdf 1009 Purchasing and Inventory May2021.pdf 1015 Budget and Planning Feb2021.pdf</p>
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	<p>Attachments DOC Work Crews K12578 Jun2021-May2023.pdf TCSO Lease Amd 4 Dec2022-Dec2024.pdf FIIRE Year One MEMORANDUM OF PARTICIPATION West Thurston.pdf SAO Data Sharing Agreement WTRFA June 2021 - May 2024.pdf</p>
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	<p>The department uses the Halligan software program (Vector Solutions) to record all assets and their relative information (cost, acquisition date, life span, location, etc.) in accordance with department policy #1009.</p>

Reference	#	Question	Answer	Explanation
MATERIAL COMPLIANCE REQUIREMENT				
	18	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If so, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc..	No	
REVENUES AND EXPENDITURES				
	21	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	The department received FEMA reimbursements for COVID-19 expenses.	
	22	Were there any rate increases during the audit period?	Yes	
	23	Attach rate and fee schedules in effect during the fiscal year.	Attached	Attachments Fee Schedule Apr2021.pdf
	24	Does the government receipt cash locally (using its own staff to collect cash and/or checks, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply.	Uses Third Party to Bill/Collect , Receipts Locally	
	24	Does the government receipt cash locally (using its own staff to collect cash and/or checks, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally , Uses Third Party to Bill/Collect	

Reference	#	Question	Answer	Explanation
	25	Cash Receipting - Please list the locations where revenues are receipted.	All receipts other than patient transports and incident cost recovery billings are receipted at the main headquarters (10828 Littlerock Rd Olympia). Patient transports and incident cost recovery receipts are processed by Systems Designs in Silverdale, WA.	
	26	Does the government deposit funds on a daily basis?	No	The department has an annual exemption letter from the County Treasurer providing exemption from daily deposits, and is allowed to make weekly deposits OR a daily deposit if funds equal more than \$500 or if cash is received.
	27	Please briefly describe the governments process for monitoring revenues collected by the third party vendor.	The Admin Services Director receives monthly statements from the third party vendor, Systems Design, and reconciles revenues received using BIAS and County Treasurer reports.	

Reference	#	Question	Answer	Explanation
	28	Please check all that apply to the government and list the authorized balance for each fund or account:	Petty cash	\$8,000 Petty Cash account at Key Bank. Account is also used for depositing House Fund contributions made by department members, and for making payments on debit account for House Fund purchases (staple kitchen items for use by department members.) A spreadsheet is maintained to track the balance of the petty cash and House Funds accounts separately.
	29	Please describe the governments process to reconcile its petty cash. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	The Admin Services Director prints off the monthly Key Bank statement, reviews it, and sends to the Admin Assistant to reconcile the transactions against the spreadsheet. The Fire Chief reviews the final reconciliation.	
	30	Please attach the year-end reconciliation and petty cash log.	Attached	Attachments 2021 Petty Cash Year End Statement.pdf
	37	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	payroll, payroll benefits and taxes (retirement, federal withholding, etc.), state tax payments to Dept of Revenue	
	38	Does the government incur payroll costs?	Yes	

Reference	#	Question	Answer	Explanation
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	The Admin Assistant prepares payroll which is then reviewed by the Admin Services Director prior to finalization. Payroll reports are included in the monthly board packet for the governing board's review. The department has 38 employees.	
	40	Please mark all that apply to the government: Note: "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Open Store Accounts , Fuel Card (s)	
	40	Please mark all that apply to the government: Note: "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Credit Card(s) , Open Store Accounts	
	40	Please mark all that apply to the government: Note: "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Fuel Card(s) , Open Store Accounts	
	41	Please attach a list of physical fuel cards the government has.	Attached	Attachments Fuel Cards as of Jun2021.pdf

Reference	#	Question	Answer	Explanation
	42	Please attach a list of physical credit cards including issuing institution, credit card limit, distribution/cardholder, etc. Note: DO NOT include credit card number.	Attached	Attachments Credit Card List as of Jan2022.pdf
	43	Please attach a list of open accounts the government has.	Attached	Attachments Open Account Authorized Users 2021.pdf
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	

FIRE/EMS SPECIFIC QUESTIONS

<i>Informational</i>	48	Indicate services offered by the government:	Facility Rentals , Trainings (CPR/First Aid)	
<i>Informational</i>	48	Indicate services offered by the government:	Trainings (CPR/First Aid) , Facility Rentals	
<i>Informational</i>	48	Indicate services offered by the government:	BLS Transports , Trainings (CPR/First Aid)	
<i>Informational</i>	49	Does the government prepare or contract for transport billing? If transport services are billed, attach a copy of the written transport billing policy and transport fee schedule on the last step of the Schedule 22 (Attachments Section).	Contract for billing	
	50	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? Note: This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	

Reference	#	Question	Answer	Explanation
	51	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	The department has approximately 30+ volunteers serving in various capacities (administrative, rehabilitation support, firefighter, EMT.) Volunteers receive reimbursement based on shift attendance, training, patient transports and public education events. The department pays for physicals, long term disability insurance, life & AD&D insurance, and relevant tuition reimbursement. Firefighter/EMT volunteers are eligible for service credit under the Board for Volunteer Firefighters.
	52	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	The department has 31 career firefighters.
	53	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? Examples include: medical, dental, vision, hearing, etc.	Yes	
	54	Please indicate which employee group the benefits are for	LEOFF 1	
	55	Does the government have any closely related associations or foundations? If so, please list.	Yes	West Thurston Fire Association provides support by sponsoring fundraisers, collecting donations and sponsoring families in need, and collecting fees/paying instructors for the First Aid/CPR classes and Lifesign program. The association is supported by one paid department members (PIO/EMS director.)

Reference	#	Question	Answer	Explanation
<i>Informational</i>	56	How many stations does the government have?	7	
	57	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please provide a brief explanation.	No	
	58	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. Examples may include: holding accounts, receiving/disbursing funds, etc.	No	

REQUIRED ATTACHMENTS (see instructions for required details)

<i>Informational</i>	99	Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.	Attached	
	100	Detailed Revenue by Source - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the year by revenue source. If the County does provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.		
	101	Cash Balance Summary - Attach a copy of the year -end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.		
	102	Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.		

Reference	#	Question	Answer	Explanation
<i>Informational</i>	103	<p>Cash Receipting Policy - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all governments that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).</p>		
<i>Informational</i>	104	<p>Elected Official List - Attach or list the names of ALL governing body members present during the year. Include any business interest a governing body member or his/her household members hold. <i>Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</i></p> <p>Example: John Doe, Commissioner 1 Jane Doe, Spouse (555) 555-5555 johndoe@gmail.com Owner of John Doe's Garden Supplies and Jane Doe's Café.</p>		
<i>Preparer</i>	105	<p>Please include the below information in the text box (on the right) for the local government personnel who completed the annual report.</p> <p>Full name, role (e.g., Secretary, Board Member, etc.)</p> <p>Telephone number</p> <p>E-mail address</p>		

West Thurston Regional Fire Authority

Commendation Program

Recognizing courage, heroism and commitment
to serve



2022

PURPOSE

In an effort to recognize the extraordinary efforts of personnel, West Thurston has instituted a Commendation Program that awards our department personnel for meritorious service, heroism and exemplary service with an emphasis on encountering imminent personal risks during an emergency response.

GUIDELINES

Commendations will be awarded based on matching criteria. Award levels are as follows:

Level I - Honor, Valor, and Distinguished Service

- Medal of Honor (*awarded for conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty*)

VHBLA-A4616P-GLD



- Medal of Valor (*awarded for exceptional courage, regardless of personal safety, in the attempt to save or protect human life*)

VHBLA-A4616AX-GLD



- Distinguished Service (*awarded for exceptionally meritorious service to the department in a duty of great responsibility*)



Personnel will receive a ribbon and commendation letter in addition to commendation bar.

Level II – Service Excellence

- Unit Commendation



- Baby Delivery



- CPR Save



- National Disaster Response



Personnel will receive a commendation bar and commendation letter.

Level III – Ongoing Service

- Military Service (based on branch served)



- Service Commendation (based on years of service)



Personnel will receive one of the above commendation bars.

Level IV – Citizen Recognition

To recognize a citizen for their extraordinary support or contribution to the department.

Citizen will receive an engraved plaque to be presented at a future department meeting.

Level V – Event / Service Recognition

In recognition for hard work, strong ethics, project completion, or other event deemed recognition-worthy, personnel will receive a meal for the crew**.

Personnel will receive a Letter of Event in addition to meal.

PROCESS

Step 1: NOMINATE (all Levels)

Nomination can be submitted by anyone (internal or external to the department) for service or an act performed that went above-and-beyond the call of duty, resulting in the preservation of life or property. Nomination can be sent via email or written document, and should include at a minimum:

- Name(s) of individual(s) being recognized.
- Level of Commendation being recommended.
- Reason for nomination, including detail of event(s) which prompted the nomination.

Step 2: OFFICER REVIEW (all Levels)

Nominations are forwarded to the shift officer of the nominated personnel for review and one of the following actions if approved:

- Levels I, II: Forward approval to Commendation Committee (*proceed to Step 3.*)
- Levels III and IV: Forward approval to Commendation Committee (*proceed to Step 5.*)
- Level V: Write-up of Letter of Event and scheduling of meal.

Step 3: COMMENDATION COMMITTEE REVIEW (Levels I and II only)

Committee reviews forwarded submissions from shift officer to determine that the nomination(s) meet the outlined criteria (*proceed to Step 4.*)

Step 4: A&O BOARD REVIEW (Levels I and II only)

Board will review forwarded submissions and make final determination of award (*proceed to Step 5.*)

Step 5: COMMENDATION COMMITTEE PLANNING (Levels I, II, III, IV)

Commendation Committee works together to plan the appropriate award ceremony and recognition process.

COMMENDATION COMMITTEE will be a three-member board comprised of an officer, a career employee, and a volunteer, as nominated/selected by the Fire Chief.

A&O BOARD is comprised of the Fire Chief, Operations Chief, PIO and Administrative Services Director.

*For Class "A" uniform jackets, a service bar holder will be ordered to accommodate placement of bars. Orders will be placed through Mallory or similar vendor

**Award is subject to relevant and current IRS tax code recipient limitation rules and is non-taxable. Meals cannot exceed the state meal reimbursement rate per recipient.

SNURE LAW OFFICE, PSC

A Professional Services Corporation

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1930-2014

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Of counsel
Thomas G. Burke

April 4, 2022

To: Washington State Fire Districts and Regional Fire Authorities

From: Brian Snure

Re: Open Public Meetings Act Changes - 2022

.....

This memorandum is for general educational purposes, is subject to change as more details become available and is not intended to provide legal advice or answer every question regarding the new legislation. Please consult your legal counsel for advice about specific questions.

Overview

On March 24, 2022, Chapter 115, Laws of 2022 became law and triggered a number of substantive changes to the Open Public Meetings Act some of which are already in effect. The following memorandum provides a summary of the changes and notes the effective date of the changes.

Please note: Proclamation 20-28.15 issued January 19, 2021, remains in effect until the covid state of emergency is lifted or until the Proclamation is amended or rescinded. Under the Proclamation rules, in person meetings are allowed, but remote access is required. To the extent the statutory changes below conflict with the Proclamation, the Proclamation rules control.

Meeting Location/Remote Meetings (Effective March 24, 2022)

1. Meetings must be held in a physical location unless a local, state, or federal emergency has been declared and the Board determines that it cannot safely hold an in-person meeting.
2. When a declaration of emergency has been declared, the Board can require that meetings be fully remote or can limit the attendance of the public (partially remote).
 - 2.1. If the meeting is held remotely or public attendance is limited or prohibited at the physical location, the Board must provide a no cost remote option that allows the public to attend the meeting in real-time.
 - 2.2. If remote access is not provided for fully or partially remote meetings under a declared emergency, then no action may be taken except for an executive session. For all practical purposes this precludes holding a full or partial remote meeting during a declared emergency unless remote access is provided.

2.3. Notice for full or partial remote meetings must be provided in accordance with the statutory requirements and must include instructions for remote access.

3. The law clarifies that Board members may attend any open public meeting remotely.
4. Once Proclamation 20-28.15 requirements are revised, removed or expire, then remote access to meetings, when no declared emergency exists, will be encouraged, but not required.

Public Comment (Effective June 9, 2022):

1. Public Comment is now required at every regular meeting at which “Final Actions” are taken.
2. Final Action means “a collective positive or negative decision, or an actual vote by a majority of the members of a governing body.” Given the broad scope of the definition, this essentially requires public comment at every regular meeting.
3. Each Board can decide to allow public comment either:
 - 3.1. Orally at the meeting or
 - 3.2. Via written testimony submitted prior to or at the meeting, provided that the written testimony must be provided to each board member at the meeting.
4. Each board must, when feasible, allow remote public comment from individuals that “will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult.”
5. Each Board can still set reasonable limits on the time and format for public comment.
6. Public comment may be suspended during an emergency situation.
7. The Board can prohibit public comments outside of a designated public comment period, i.e., if a member of the public interrupts the meeting or speaks out of order (Effective March 24, 2022)

Regular Meeting Agenda Posting Requirements (Effective March 24, 2022).

1. Regular Meeting Agendas must be posted online 24 hours in advance on a District website or a website hosted by another public agency. The only exceptions are for fire districts or RFAs that meet the following criteria.
 - 1.1. District/RFA assessed value of less than \$400,000,000.
 - 1.2. District/RFA population under 3,000.
 - 1.3. District/RFA provides state auditor confirmation that the cost of posting notices would exceed 1/10 of one percent of the District/RFA’s budget.

you do not have a full time equivalent employee or if you do not have personnel whose duties include maintaining a website. In contrast, a fire district/RFA with no full time employees or website maintenance personnel, must still post regular meeting agendas if the fire district/RFA's assessed value exceeds 400 million, population exceeds 3,000 or if you cannot document that the cost of posting exceeds 1/10th of one percent of your budget.

Meeting Recordings (Effective June 9, 2022)

1. Districts/RFAs are encouraged, but not required, to record and provide public access to recordings available online for a minimum of six months.
2. Recordings must still be retained under the record retention schedules for six years.

Executive Sessions. (Effective June 9, 2022)

Statute now requires that the announced purpose of an executive session be entered into the meeting minutes. This was a best practice but is now required.

Adjourning Meetings to a different time or place (Effective March 24, 2022).

For in person meetings the notice of adjournment has always been required to be posted immediately after adjournment at the meeting location. Law clarified to provide that this physical posting requirement is not required for meetings held remotely when an emergency declaration is in effect.

Regular Meeting Notice Requirements. (Effective March 24, 2022)

1. Under current law, Fire Districts and RFAs must establish the date, time and place of regular meetings by resolution or as provided in an RFA's adopted bylaws.
2. Under the new law, this notice requirement is waived for a full or partial remote regular meeting that is held at a different time, place or location during a declared emergency.

Special Meeting Agenda/Notice Posting Requirements (Effective March 24, 2022).

1. Special meeting notices, which must also identify the subject matter of the meeting, have always required 24 hour advance posting requirements. The new posting requirements are in bold text:
 - 1.1. Personal notice to each member of Board (unless waived in writing in advance).
 - 1.2. Notice to any news media that have requested meeting notices.
 - 1.3. Physical posting at main entrance of District/RFA principal location and at meeting location (**unless posting cannot be completed with "reasonable" safety**).
 - 1.4. Posting on a District website **or a website shared with another public agency** unless exempt under the following criteria:
 - 1.4.1. **District/RFA does not have a website, or**
 - 1.4.2. **District RFA does not share a website with another public agency, or**
 - 1.4.3. **District/RFA does not employ a full time equivalent employee, or**
 - 1.4.4. **District/RFA does not employ personnel whose duty it is to maintain or update the website.**
 - 1.5. **For fully or partially remote special meetings based on a declared emergency, the meeting notices must be posted on the District/RFA website. Note: This requirement applies even if your District/RFA does not have a website....**
 - 1.6. Notice is not required for an emergency special meeting called to address an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Summary of Meeting Notice/Agenda Posting Requirements.

The special meeting notice requirements, outside of notice for a fully or partially remote meeting under a declared emergency, have a broader exception than the regular meeting agenda posting requirements. For small fire districts/RFAs special meeting notices will not need to be posted if

**PROCLAMATION BY THE GOVERNOR
AMENDING
PROCLAMATION 20-05 and RESCINDING PROCLAMATION 20-28, et seq.**

20-28.16

Open Public Meetings Act and Public Records Act Proclamations

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued several amendatory proclamations, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; too

WHEREAS, to enable public meetings to occur while maintaining the social distancing and limitations on in-person interactions necessary to curtail the spread of COVID-19, on March 24, 2020, I issued Proclamation 20-28, prohibiting in-person meetings and waiving and suspending laws and rules concerning RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act, that hindered conducting public meetings remotely; and

WHEREAS, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-28, et seq., have been periodically extended by the leadership of the Washington State Senate and House of Representatives, and which I have acknowledged and similarly extended the prohibitions therein in subsequent sequentially numbered proclamations, which proclamations also contained modifications and guidance regarding the waivers, suspensions, and prohibitions; and

WHEREAS, on January 15, 2021, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-21, et seq., were extended by Senate Concurrent Resolution 8402 until the termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first; and

WHEREAS, to fully extend Proclamations 20-28, et seq., it is also necessary for me to extend the prohibitions provided therein; and

WHEREAS, during the 2022 Regular Legislative Session, the Legislature passed, and the Governor signed, Engrossed Substitute House Bill 1329, which, in part, authorized public agency governing bodies to hold public meetings remotely in certain circumstances and after a local, state or federal state of emergency has been declared; and

WHEREAS, although the COVID-19 disease continues to persist as an ongoing and present threat in Washington State, the measures we have taken together as Washingtonians over the past 24 months, including the willingness of Washingtonians to take advantage of the remarkable, life-saving vaccines being administered throughout the state, have made a difference and have altered the course of the pandemic in fundamental ways; and

WHEREAS, although Department of Health statistics reflect the continued persistence of COVID-19 and support the continuation of the state of emergency, health experts and epidemiological modeling experts believe that as a state we have made adequate progress against COVID-19 to begin rescinding or modifying amendatory proclamations related to specific health issues; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to address the impacts and long-term effects of the emergencies on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52, and 43.06 RCW, do hereby proclaim that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended, and that Proclamations 20-28, et seq., are terminated and rescinded effective 12:01 A.M. on June 1, 2022.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic and wildfires.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division,

U.S. House of Representatives
Washington, DC 20515

March 16, 2022

Dear First Responders of Washington's 10th Congressional District,

Today, I present to you a flag flown over the United States Capitol building in Washington D.C. as a symbol of my appreciation for your continued work serving the South Sound.

Since 1937, a Member of Congress has been able to request, through the Architect of the Capitol, a flag be flown over the Halls of Congress to commemorate and honor the work of individuals and groups who continue to put others first and work toward the betterment of our country. This flag is one of the select few that has had the chance to fly over our nation's capital, symbolizing the exceptional courage and strength you bring every day to your community.

As a first responder, I know that these past few years have put an extra toll on you and your colleagues. Whether it is responding to COVID cases or to a local incident or to someone's home or place of business or worship, your work and efforts are valued and appreciated. I know many of you have sacrificed to protect our communities, keeping everyone safe and secure. Thank you.

I hope when you display this flag, it reminds you and those around you of the sincere gratitude each one of us holds for you every day.

I am honored to serve as your Representative in Congress. I thank you for your service.

Sincerely,



Congresswoman Marilyn Strickland
Member of Congress

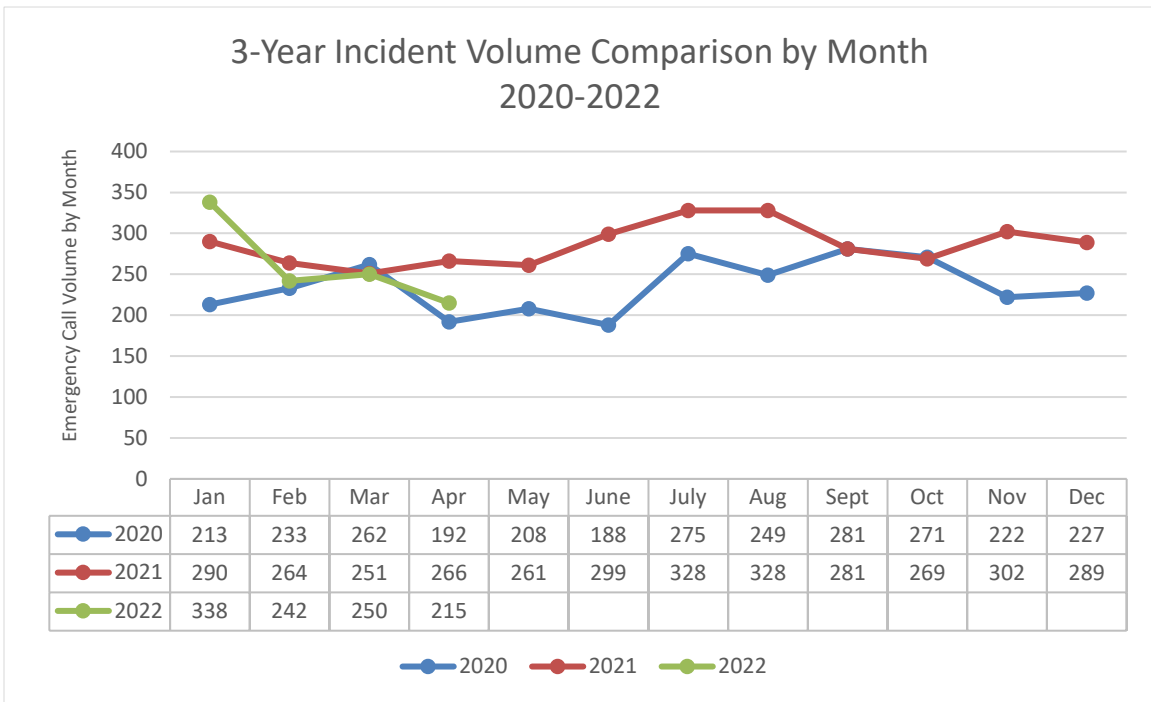


WEST THURSTON REGIONAL FIRE AUTHORITY

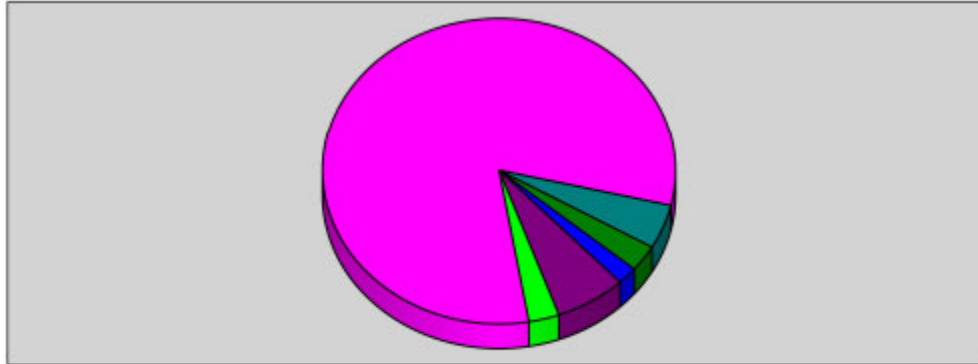
CHIEF REPORT- APRIL 2022 Acting Chief R. Smith

INCIDENT VOLUME BY TYPE – MONTH / YTD / YRLY COMPARISON

MONTH	CALL				TOTAL			
	VOLUME	RESCUE	FIRE	OTHER	VOLUME	MUTUAL AID	WTRFA TRANSPORTS	TOTAL TRANSPORTS
JAN	338	265	08	65	338	21	84	113
FEB	242	184	10	48	580	16	65	83
MAR	250	198	06	46	830	17	68	86
APR	215	175	04	36	1045	07	59	83
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YEAR	1045	822	28	195	1045	54	276	365

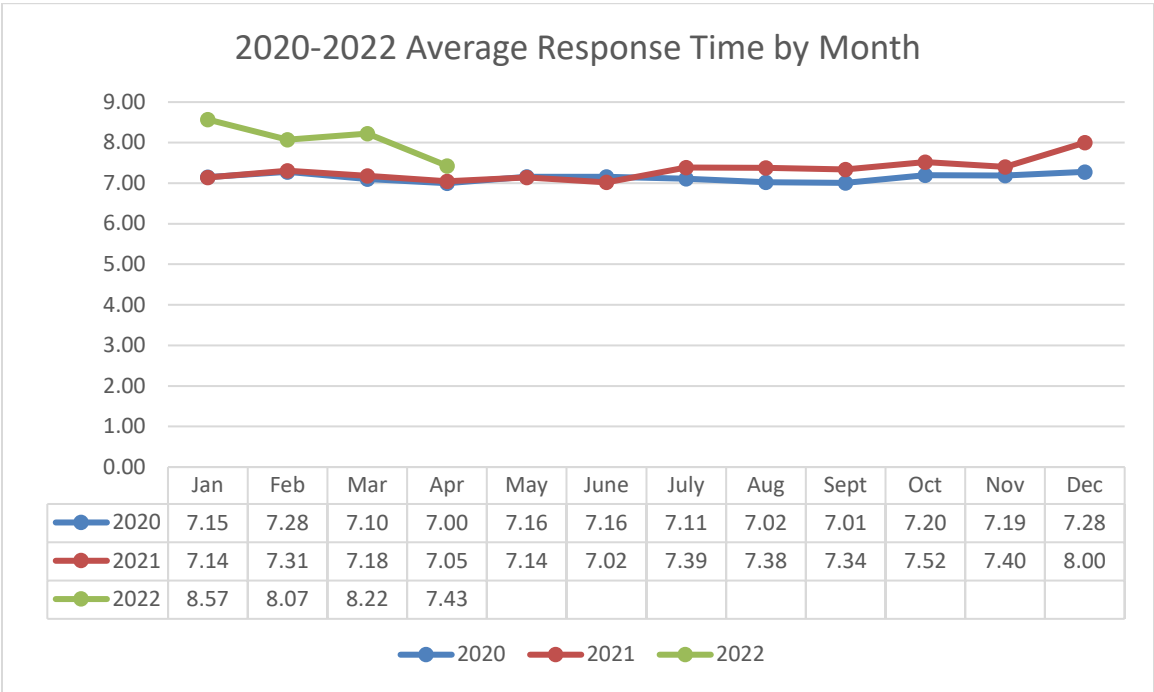


ALL INCIDENTS BY TYPE – MONTH



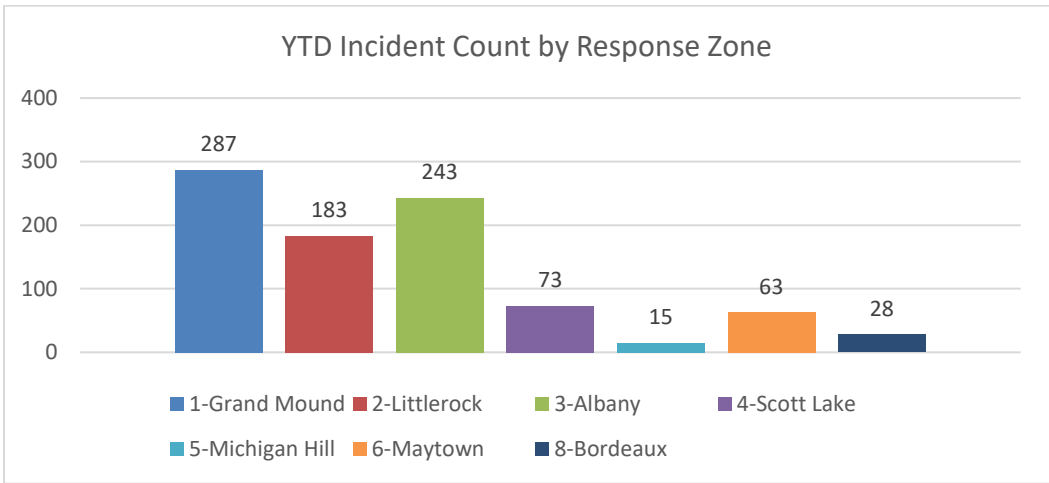
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.4%
Overpressure rupture, explosion, overheat - no fire	0	0
Rescue & Emergency Medical Service	175	79.2%
Hazardous Condition (No Fire)	6	1.2%
Service Call	10	1.6%
Good Intent Call	14	11.2%
False Alarm & False Call	6	4.0%
Special Incident Type	0	0.4%
TOTAL	215	100%

WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH



Average Response Time (Month): 7:43 Minutes
Initial unit arrival-priority incidents-primary zones

- #### Monthly Call Volume and Response Time Comments
- Decrease of 26 calls from PYTD (Jan-Apr 2022 compared to Jan-Apr 2021)
 - Decrease of 35 calls from prior month
 - Decrease of 51 calls as compared to same month last year (Apr 2022 compared to Apr 2021)
 - Overlapping calls occurred 34.42% of the time during April



WEST THURSTON INCIDENT RESPONSE SUMMARY- MONTH DETAIL

INCIDENT TYPE	INCIDENT VOLUME -MONTH	INCIDENT VOLUME- YTD
EMERGENCY MEDICALS/RESCUE	175	822 (78.66%)
FIRE/EXPLOSION	04	28 (2.7%)
OTHER	36	195 (18.66%)
TOTAL	215	1045
WEST THURSTON PATIENT TRANSPORTS	59	270 (33%) of EMS

TRIBAL PROPERTY LOCATION	INCIDENT VOLUME-MONTH	INCIDENT VOLUME-YTD
Lucky Eagle (12888)	04	16
Eagles Landing (12840)	05	12
Great Wolf Lodge (20500)	11	29
Fairfield Inn (6223)	00	00
Burger Claim (20320)	00	00
Distillery (19770) Sargent Rd	01	02
End of Trail (19615) Elderberry	00	03
Starbucks complex (19725)	00	00
Jack-in-the-Box (19715)	00	00
Total Tribal Property Call Volume	21	62
% of Total WTRFA	9.8%	5.9%
% of Total GM/Rochester	16.9%	11.4%

AID UNIT PT. TRANSPORTS	MONTH	YTD
Aid 1-1 – App 05	20	94
Aid 1-2 – App 06	23	103
Aid 1-3 – App 03	16	69
Aid 1-6 – App 55	00	04
Aid 1-4	00	00
TOTAL WTRFA	59	270
Transported ALS	24	80
Airlift	01	01
Private Ambulance	00	08
Other FD	01	07
TOTAL PT'S TRANSPORTED	85	366

TRANSPORT DESTINATION	MONTH	YTD
SPH	40	187
PHC	39	135
CMC	03	24
MAMC	0	0
Harborview	1	1
Mary Bridge	0	1
Other	0	0
TOTAL	83	348

Average response time for first arriving unit-priority-primary zones-all response modes; (ER report #1605)

ZONE-STATION	MONTH	RESPONSE TIME-MONTH	*YTD	% YTD
1 – Grand Mound	73	7:11	297	28.42%
2 – Littlerock	35	8:48	185	17.70%
3 – Albany	51	6:44	248	23.73%
4 – Scott Lake- Sta. 1-2	19	9:09	74	7.08%
5 – Michigan Hill- Sta.1-3	6	9:24	16	1.53%
6 – Maytown – Sta. 1-2	6	11:45	64	6.12%
8 – Bordeaux–Sta.1-2	4	12:13	28	2.68%
I-5 1-1	3	9:34	22	2.11%
I-5 1-2	1	7:59	5	0.48%
I-5 1-6	3	8:15	21	2.01%
Capitol Forest	3	23:36	10	0.96%
Mutual Aid	7	N/A	28	2.68%
Other	4	N/A	47	4.50%
TOTAL	215	8:17	1045	100%

WEST THURSTON STATION UPTIME- MONTH

STATION UPTIME REPORT	MARCH 2022
Station 1	100%
Station 2	100%
Station 3	100%
Station 4	1 resident(s)
Station 6	Staffing of 2 = 0% (necessary due in-part to lack of apparatus)
Career Battalion (Station 6)	100%

Certified Responders- Personnel Count	Man-Hours Worked MARCH 2022
(31) Career-Union	Regular Hours 4510; Overtime Hours: 444; Sick Leave Hours; 808 (includes paternity and FMLA); Kelly Day Hours: 1128; Vacation Hours 490; Personal Leave: 96; Training OT: 0; Other OT: 24 Bereavement 0; Mob; 0, Mob Backfill; 0
(26) Volunteer Responders (13) PACT	581 Regular Hours
(06) Residents/Temp/ PT	137 Regular Hours
(01) Maintenance/Logistics FT	219 Regular Hours

WEST THURSTON ADMINISTRATION AND OPERATIONS UPDATES

Agreements, Resolutions, Contracts & Leases:

- Chehalis Tribe ESA – Negotiations – no update
- Weyerhaeuser Land Donation Agreement –(pending)

Budget & Finance/Planning/Levy:

- SAFER Grant for nine (9) Firefighters submitted February 3, 2022 - to fully fund \$3,499,911.00 for three years (36- AFG for Training \$21,500.00 (FEMA Grant) submitted January 21, 2022, by Chief Smith (award month performance period) by Chief Smith (award notifications 5/30/22).
- FIIRE (L&I) Grant submitted March 1, 2022, for \$8335.32 (2:1 \$5584.66 paid by L&I with match -dept to cover 33% of cost or \$2750.65) for extractor by Linda Shea (**awarded 3/24/22**)
- 1168 PPE Grant (up to \$20,000) application being prepared by Lt. Lyon (submitted 3/31)
- 1168 Operations Grant (up to \$100,000) application by Chief Scott and Lt. Lyon – communication equipment, etc. submitted March 29, 2022 (award notifications April 2022)
- Internal levy planning kick-off meeting May 18th – off site location TBD
- M & O Levy August 2, 2022 - Explanatory Statement(s), and Resolution For/Against Committee Appointments/For Committee Statements are complete and ready for submission – deadline is May 13, 2022

Expenditure Planning:

- Class A Pumper purchase (Replacing E1-6)

Development Services (New Construction) Tracking:

- No update

Fire Investigation and Fire Loss Reports:

- April 10, 2022 Residential Structure Fire – 176th Ave SW (report pending)
- April 12, 2022 – Chimney Fire - Coyote Ln SW (No report)
- April 15, 2022 Residential Structure Fire – 179th Ave SW (No report)
- April 22, 2022 Residential Structure Fire – O’Connor Rd SE, Tenino – Mutual aid to District 4 (No report)
- Current Fire Investigation team build out in process. 1 additional member in process; 1 of interest

Health & Safety Activities (see Safety Officer Report)

- FIIRE Program –Quarterly Reports completed
- WTRFA is continuing to fine-tune with TFP the “Fire Department Physician” designation. WTRFA NFPA 1582 exams for 2022 – no numbers to report yet/tracking on back end.

Accidents, Incidents, and Injury

- Firefighter/EMT – work-related lifting/back injury/1 missed shift/resolved

Labor Management Report

- Negotiations Completed March 21, 2022– presented to BU Members to ratify, then to Board

Human Resources/ Personnel/ Man hours served & Internal Affairs/Employee Engagement:

- Temporary hire, Jeremy Douglass on C shift (replacing FF/EMT Sexton– injury) 4/24/22
- notifications 4/30/22).
- Badge Pinning Ceremony – Sarah Dean, off-probation FF/EMT @Station 1-1 on 4/1/22
- Badge Pinning Ceremony – Nathan Drake, Captain and Erik Palmerson, Lieutenant @Station 1-1 on 4/28/22
- Commendation Award Recognition – Brent Devert, FF/EMT and Nathan Hull, FF/EMT for saving a life after CPR in February of 2022
- All Department Safety Meeting and Debrief April 28, 2022 (2Q).
- Celebrated Lieutenant Bob Masers retirement from Fire Investigation Team (remain in limited support role) April 28, 2022 @Station 1-1.
- Volume 1, Addition 6 internal May “Flashover News!” published

Legal Issues:

- Weyerhaeuser Land Donation Agreement – Update 4/22/22 from Rosie Boelens, Sr. Legal Counsel to Weyerhaeuser; has re-engaged Thurston County about rule interpretation to allow less than five-acre donation. Code interpretation issue has moved through the Director and now before a County Attorney

Policy/ Procedures & Guidelines:

- Policy #1019.2 Confidentiality of Patient Information & Staff Verification – update
- Policy #2021 – Career Member Benefits, Leave, Disability and Shared Leave – update
- NEW Policy #2023 – Disability and Workers Compensation

Action/ Review/ Discussion Items:

- Rep. Marilyn Strickland 10th district – flag provided from Nation’s Capital

Risk Management:

- COVID-19/Proclamation 21-14 – No changes. Thurston County remains in a “Low” transmission rate category –regular testing not required at this time.
- Staffing pressures have eased slightly, but experienced uptick in OT for April. Expect continued normal occurrences

Public Education/ Public Relations Activities (see PIO Report):

- Captain Dyer is assembling material for the Spring 2022 Newsletter
- Easter Egg Hunt April 16th was successful

Training (see Training Officer Report):

- See Training Officer Report attached

Emergency Weather or Natural Disaster Events/Incidents:

- No incidents

Recruitment and Retention:

- 1 Firefighter in Recruit Academy; 1 EMT student
- Volunteer Recruitment “Open House” scheduled for late May

Wildland Program:

- Grant Application pending – see Human Resources/Personnel update

County Projects & Legislative Impacts:

- Meeting with TCOMM Executive check-in meeting April 14th – introduction to new leadership and detailed discussion around TCERN Project (radio replacements)
- Thurston County Recruit Academy Oversight Committee Meeting April 12 – discussed modifications to program
- County Hazard Mitigation Workgroup – April 25th
- January 2022 Flood After Action Review meeting – May 11th. Discussing improvements
- SHB 1735 – use of force clarified, less lethal and social service aspects restored; pursuits remain restrictive. Improvements help Fire response and patient care safety issues

FLEET, FACILITIES, LOGISTICS & PROJECT STATUS REPORT:

Chief R. Scott

New Tender Spec Build – Fouts Brothers – Chassis due for delivery to Vendor in May. Expect several month lead and build time in Georgia - **Pending**

New Brush Truck Build Status – Crews scheduled for inspection and delivery in May – **In Process**

New Command Truck – Chassis has arrived at Station 1-2, Capt. E. Smith in charge of project to completion. Expect progress reports from Eric on the build process. – **In Progress**

Surplus H&W Engine and Durango – Lewis Co FD3 Mossyrock is interested in both units pending the outcome of their Fire Commissioners meeting on May 18th. \$24,900 for engine and \$2400 for the Durango is the pricing. – **In Progress**

Thurston County Radio System Upgrades – Still nothing additional from TCOMM on the new radio system upgrades. We are seeking grant funding for mitigation of outdated infrastructure not covered by TCOMM radio systems – **In Progress**

Thurston County Hazard Mitigation – Starting to work with other county agencies so they better understand the HMP processes and project plan work – **In Progress.**

Emergency Communications Redundancy – Met with personnel regarding other solutions we will be looking at for our systems backup – **In Process.**



WEST THURSTON REGIONAL FIRE AUTHORITY

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

April 2022

Monthly Training Report

	April 2022	2022 Total
Total Training Hours	417 hours	1783 hours

Training Events in March 2022

- April Safety Meeting – Review New Lifting SOG
- New SCBA are In-service
- Start 2nd Quarter Training
- EVIP Classroom Refresher
- Wildland Refresher make-up
- Saturday Drill April 30th – Hose Drills and forcible entry

Upcoming training Events

- May Safety Meeting – PPE use and requirements
- Saturday Training Day May 21st 0900-1200
- Lucky Eagle Casino Structure Review – May 17th, 19th and 24th
- Pump Ops Class – May 21st and 22nd
- Volunteer Recruitment open house – May 24th 1700

Planned and Ongoing Training Projects

- Produce Hose Drill / training videos
- Update Policy and HIPAA Exams
- Possible Practice Burn Houses – Waiting on Owner Permitting
- Task Book in Target Solutions for easy tracking progress
- Training Plan for non-response personnel (Support and Admin and Investigators)
- New SORT Member training with FF Aaron Hall





P.O. Box 879
Rochester WA 98579
360.273.5582

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



10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614

To: BC R. Smith
From: Lt. Joel Swecker- Safety Officer
Subject: April 2022 Safety Report
Date: 5/1/2022
CC: Chief R. Kaleiwahea

Chief(s),

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

Accident/Injury Reports-

1. 4/1/22- Back strain secondary to lifting a patient during an EMS call for patient assist. Strain resulted in loss of work (1 day) with definitive care sought by cancelled due to pain residing with rest. Employee back to work.

****No Accident Reports****

Monthly Safety Topic-

1. April topic (new department SOP for lifting criteria) submitted to Capt. Drake on 4/1/2022.
2. May topic to be PPE following All Department quarterly meeting on 4/28, submitted to Capt. Drake.
- 3.

Safety Committee

- Next Safety Committee meeting TBD, at Station 1-2 @1800. **Ongoing**
- Inspections-
Will be completing/updating Station Inspection forms to reflect several recent changes and arranging to have put to ERS with a first-of-the-month prompt to on-duty crews for completion and submission for better record keeping and on-line log. ****Ongoing****

FIIRE Safety (L&I) Program

- Recent work and actions submitted to Linda Shea for formal submittal of quarterly report to FIIRE.

Upcoming-

1. New career member (Colin Matson) safety debrief and book sign-offs.
2. Ongoing focus for injury free workplace.
3. Quarterly Reports

Completed-

- 1st quarter Safety Report- Submitted to all Stations
- Lifting/Moving SOP

Respectfully Submitted,

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

captain lanette dyer

West Thurston Fire

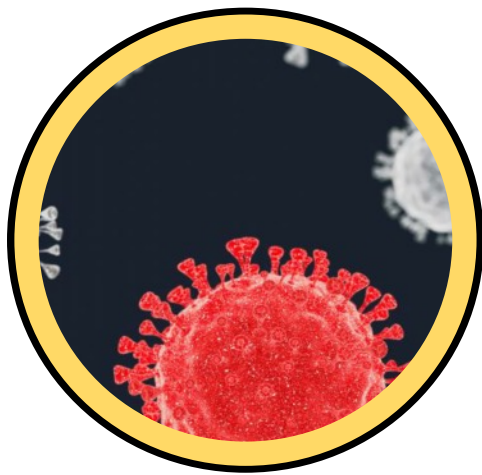
ems.pio.public education report

HAPPY DASH 2022



April 2022





Thurston County Covid Count Last 60 Days

April

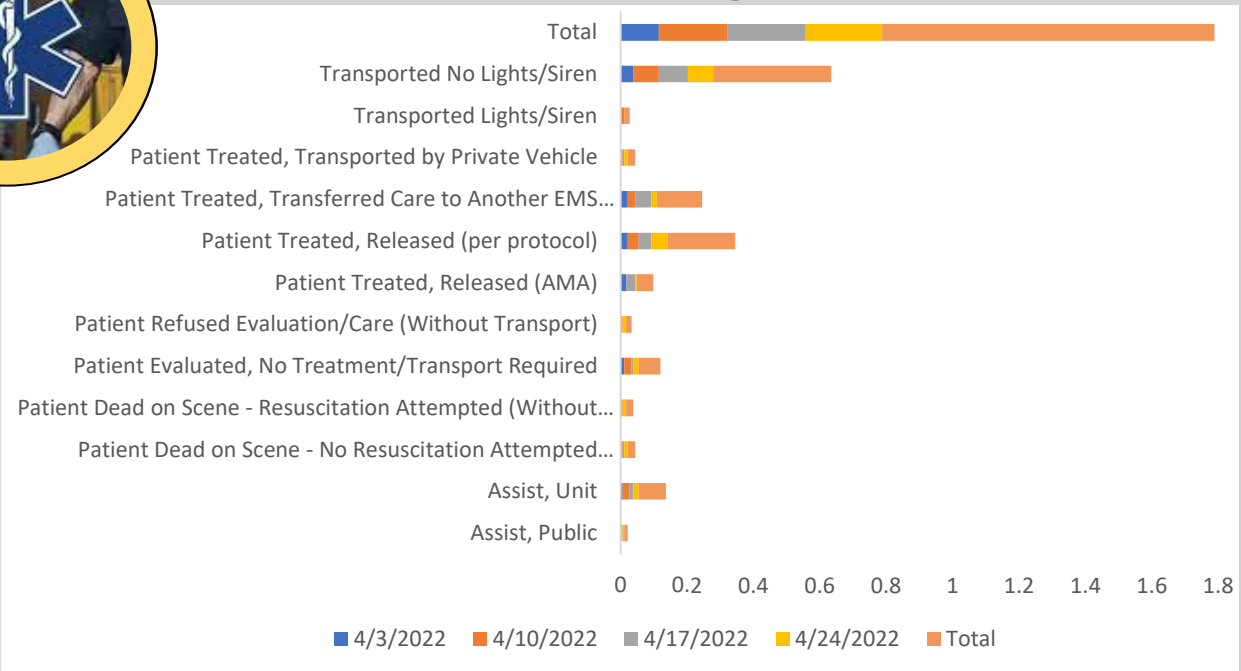
New Confirmed Cases	Total Confirmed Cases	Ever Hospitalized	Total Deaths	Recovered / Recovering Cases	% of COVID-19 Positive Tests over one week	Total Tests Over One Week
119	47069	2288	369	46037	8.3	4,238

March

New Confirmed Cases	Total Confirmed Cases	Ever Hospitalized	Total Deaths	Recovered / Recovering Cases	% of COVID-19 Positive Tests over one week	Total Tests Over One Week
27	45585	2202	359	45117	2.8	3,907



Total Record Volume By Disposition April 2022



37%
TRANSPORTS
Percentage of Patient Encounters

36%
NON TRANSPORTS
Percentage of Patient Encounters

27%
OTHER DISPOSITIONS
Percentage of Patient Encounters

183
RECORDS
In Selected Time Slice

Volunteer EMT Training



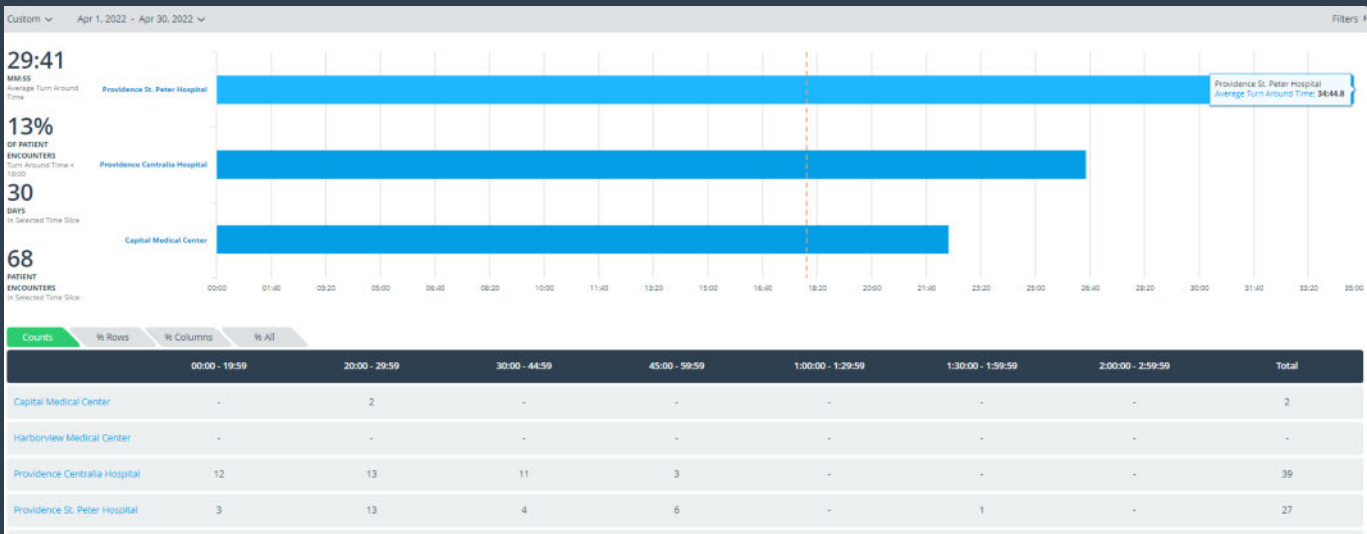
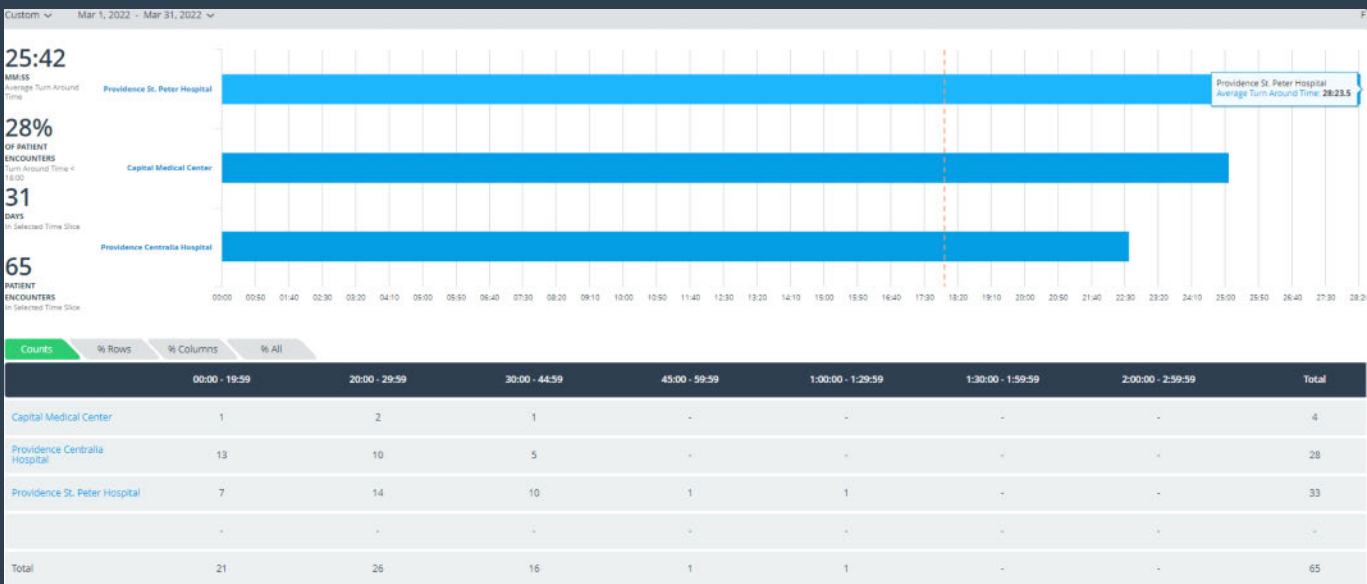
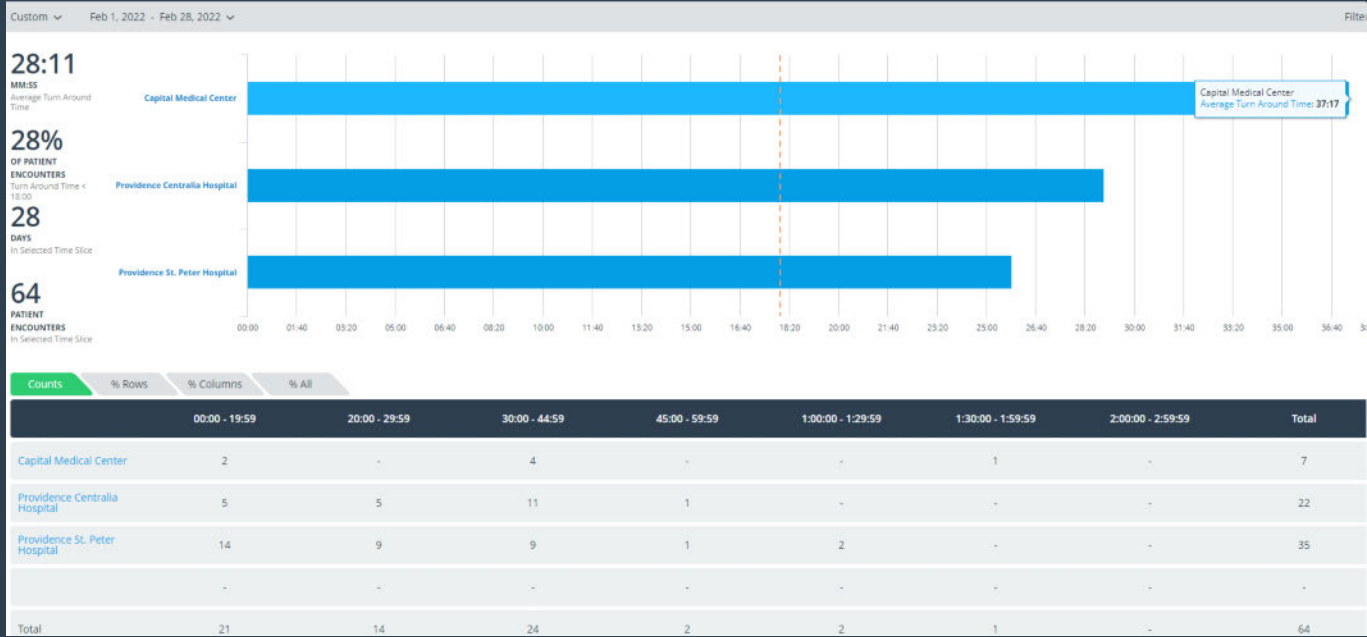
EMT Class 2022-1

Name	Department Affiliation	Test 1	Test 1	Test 2	Test 2	Test 3	Test 3	Test 4	Test 4	Need	Test 5	Test 5	Test 6	Test 6	Test 7	Test 7 Score %
Cookston, Jonathon W	FD 1	19	95.00 %	30	100.00 %	28	100.00 %	23	88.46 %	96.15 %	24	85.71 %	26	89.66 %	33	94.29 %

82



LOCAL HOSPITAL TURN-A-ROUND FEB, MARCH & APRIL 2022



Feb

March

April



Events

Easter Dash April 16th
Beacon Of Hope April 16th



Social Media



West Thurston Fire
Published by Lanette Dyer • April 13 at 4:33 PM · 🌐

Call or come by and get your very own Defensible Space checklist! Pssst! And guess what? We still make house calls! We can come out and help you with your Defensible Space Plan!

#westthurstonfire
#ItIsDefensibleItIsDefendable
#WestThurstonCare
#YourSafetyIsOurConcern... See more

WILDLAND SEASON IS ALMOST HERE. THINK... DEFENSIBLE SPACE.

IG: @thurston_fire_pio
FB: @wtrfa

West Thurston Fire
Published by Lanette Dyer • April 29 at 5:04 PM · 🌐

People come in and out of your life, and if your lucky you learn something. This is Cory. We learn every time we get to spend time with Cory that love, compassion and unwavering sense of humor is the way you get through this crazy world and that is just scratching his surface. Through Cory's eyes we see a reflection of ourselves, as he sees us. That reflection drives us to be better friends, better humans, better neighbors. Cory uses an adult Tricycle to get from school, his... See more

West Thurston Fire is at Thurston County 911
Published by Lanette Dyer • April 15 at 8:33 PM · 🌐 Olympia · 🌐

911 dispatchers are the heart of emergency response. They are the hope at the end of that phone call that is made in fear. These men and women can give light in the darkest hour. Their voices calm and steady in a wake of chaos. They are also Emergency responders tether to safety. They are the hero's that no one sees.

Your constant alert and vigilance in hearing our emergencies and sending help is not forgotten. Thank you for all you do.

#nationaldispatchersweek ... See more

Upcoming Events:
Scott Lake Fishing Derby May 21st
Volunteer Open House May 24th
Looking for Volunteers