



BOARD OF FIRE COMMISSIONERS

Regular Meeting Minutes

April 16th, 2026
12:15 p.m.

Topic: | Griffin Fire Department Regular BOFC Meeting - April

Time: Apr 16, 2026 12:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83994367107?pwd=KLzvMlAdDoO0FgUg8TSfQnANxHVUau.1>

Meeting ID: 839 9436 7107

Passcode: 642442

MEETING CALL TO ORDER 12:15 p.m.

FLAG SALUTE Commissioner Pearsall led the group in the Flag Salute

ROLL CALL

Commissioners Pearsall, Hutchins, Dalessandro, Chief Smith, Beka Rudolph, Elcista Ridings

OTHERS PRESENT

On Duty Crew

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from March 19th, 2026
 - Commissioner Hutchins made a motion to approve the meeting minutes.
 - Commissioner Dalessandro seconded the motion; the motion passed by unanimous vote.

PUBLIC COMMENTS

The Fire Commissioners recognize the value of public comments on fire department issues and the importance of involving members of the public in its meeting, and so, we provide this opportunity. The statements or presentation may relate to any aspect of the fire department except those matters pertaining to any specific member which will not be allowed during public meetings. The Fire Commissioners would appreciate your comments being limited to approximately three (3) minutes.

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

TREASURER'S REPORT								
Fund Totals								
Thurston County Fire Protection District 13					Time: 10:49:53		Date: 04/09/2026	
03/01/2026 To: 03/31/2026							Page: 1	
Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	377,000.71	140,275.80	251,609.08	265,667.43	0.00	0.00	0.00	265,667.43
002 Reserve Fund	526,926.47	1,750.91		528,677.38	0.00	0.00	0.00	528,677.38
003 Apparatus Fund	195,240.69	648.78		195,889.47	0.00	0.00	0.00	195,889.47
004 Transporting Fund	24,763.03	2,199.04	13.98	26,948.09	0.00	0.00	0.00	26,948.09
301 Capital Projects Fund	91,668.70	435.44		92,104.14	0.00	0.00	0.00	92,104.14
302 Loan Fund	-35,564.91	0.00		-35,564.91	35,564.91	0.00	0.00	0.00
	1,180,034.69	145,309.97	251,623.06	1,073,721.60	35,564.91	0.00	0.00	1,109,286.51

2. Voucher Approvals

- Request approval to pay the following vouchers:
- Commissioner Hutchins made a motion to approve the payments as stated.
- Commissioner Dalessandro seconded the motion and passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2026.03.03	Transaction #s 281-297	\$24,724.32	Warrants	General Expenditures
2026.04.01	Transaction #s 341-343	\$41,277.67	EFT	Payroll Expenditures EFTPS, ERS
2026.04.02	Transaction #s 344-362	\$61,190.49	Warrants	General Expenditures, Payroll Expenditures
NA	Transaction #s 298-340	\$100,062.04	EFT	Payroll – Career, Admin, Volunteer & Commissioner Stipends
TOTAL		\$277,254.52		

ADMINISTRATIVE REPORT

Month(s): **Month(s):** March 2026

Incident Statistics		
Total Incidents: 60	EMS: 44	Fire: 16
Aid Given: 6	Aid Received: 2	Overlapping: 23.33%
Year to Date (through 3/31/26)		
Total Incidents: 163 (150 PYTD)	EMS: 109	Fire: 54
Aid Given: 16	Aid Received: 5	Overlapping: 14.72%

Transport Statistics		
Total Patient Contacts: 41	Non-Transport: 19	BLS Transportable Pts: 14 (not ALS)
GFD Transports: 14	Transport by another agency: 7*	Capture Rate: 100%
YTD Transports Billed:	Resident: -	Non-Resident: -
*Data collected in report cleaned for errors– of 2 BLS Transports by Other Agencies, 2 were by an agency unit (A13-2); 5 ALS transport	**No outside agencies (private or other FD) provided/nor	

	requested for BLS transports in March.	
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Monthly Training Activity	
Training Hours: 236 agency Personnel Hours for March	
Saturday Training Series: 3/7 – Engine Co Ops; 3/21 Ladder Ops; 3/28 EVIP Classroom	
3/18 OTEP @1300	
3/19 OTEP @1300	Thursday Night Drill @1800 – Water Forward Training
3/25 – Wildland Annual Refresher Training	
EMT Academy– 6 students attending	
Volunteer Fire Academy – 4 students attending	
UPCOMING SCHEDULED TRAINING: APRIL and beyond	
Saturday Training Series 4/4- Hoseline Ops; 4/11 – Utilities, power tools; 4/18 – Ropes; 4/25 – Hydraulic Tools and Forcible Entry	
OTEP 4/16 @1830; 4/30 @1300	
4/20 – Countywide HIRL Drill (High Incident Response Load) – multiple fire departments	
4/23 – Thursday Night Training – SCBA Emergencies @1800	
4/29 – Wildland Refresher Classroom @1300	
5/20 – Wildland Type 2 Field Day @1700 at Station 13-2	

Fire Chiefs Report
Misc: • First Due update – Go Live April 1st (Reporting and Scheduling Module Only) • South Mason Fire Banquet Coverage 3/28 (FF's Tuck, Means, Black, Bell, Demich and Hodge) • PTB rollout • Firefighter/EMT Testing Process • LT Testing Process • Assisted with Riverside Fire Promotional testing 3/12; Yelm Fire on 3/17 and 3/18
Apparatus: • New Brush 13-1 – Pick-up scheduled for 4/14 or thereabouts from Mallory Fire for Skid and cabinets install. Slight delay due to change order. • B13-1 remaining items: Tire/wheel estimate – pending; Light package install estimate – pending; Bumper/winch estimate – pending. • AWARDED: \$5,000 50/50 matching Phase 3 DNR grant for front bumper remote nozzle system • E13-3 – will be listed on Gov.Deals- pending • T13-2 – Purchased Approved by EGHFR
Facilities: Station 13-1: • USDD Alert System Installation – New Firewall configuration to work with TCOMM

- Well head replacement
- Reader Board Update
- Facility Paint and Signage

Station13-2

- New Lawn Mower for station 2

Community Outreach & Communications:

Website Report:

Since last Commissioners' meeting

- 410 site session- (up 4% from last meeting)
- Clicks to contact- 8 (up 33%)
- Visitors 320 (86% new, 14% returning)
- Most clicks- top 3:
- Homepage - 253
- About Us - 87 (Up 28%)
- Team Page - 112

Facebook Report

Views

- This month so far 967
- Since last commissioner meeting: up 142.3%
- 1/12/26 1,842
- 2/18/26- 1,857
- 3/17/26- 1,871 (up 14 from last month)

Top 3 Posts

- Pancake Feed – 4,244
- Pancake Feed- Thank you post – 544
- Kinder Kick off for Griffin School - 356

Recap

- SICP Field Trip- big thank you to Carda, Sanchez, Maynard and Marshall.
- GNA Appreciation BBQ
- STAC Harvest Market

Additional Notes:

- Several large payments will be coming up including loan payment, final Styker payment.
- March represented 100% BLS capture rate for the first time and the department is incredibly proud of this accomplishment and the crews that made it happen.
- Commissioner Hutchins expressed interest in the HIRL drill which will be 4/20 9-11am and those interested were welcome to come observe.
- Chief Rux shared art that was donated by the Griffin Neighborhood Association from the Squaxin Island Tribe for display at the Station.
- The Griffin Fire Department newsletter will be completed and mailed in the next couple weeks.
- The Admin team, (Chief Rux, AC Smith, Director Ridings, and Coordinator Rudolph) met for dinner and to discuss details and plans for department business and continuity while Chief Rux is on his extended leave. Chief Rux firmly believes everything will run smoothly and

potential gaps have been prepared for and he's very grateful for the support of the Board, crew, and admin team.

COMMISSIONERS/SECRETARY REPORT

This time is set aside for commissioners to report on meetings and conferences they attend, etc.

OLD BUSINESS

None

NEW BUSINESS

- Sale of 1999 International Pumper
 - An offer for Tender 13-2 in the amount of \$15,000 has been made and Chief Rux would like to ask that the Board consider and accept this offer.
 - Commissioner Dalessandro made a motion to accept the offer as stated by Chief Rux
 - Commissioner Hutchins seconded the motion and passed by unanimous vote
 - Commissioner Hutchins recommended the money be deposited into the Apparatus Fund directly rather than the General Fund as originally discussed.
- Executive Session: The Board will convene in executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. No action will be taken in executive session.
 - Session began: 1:00 p.m.
 - Reconvened at 1:07 p.m.
 - No decisions were made during this session.

COMMENTS FOR THE GOOD OF THE ORDER

MEETING ADJOURNED 1:11 p.m.