BOARD OF FIRE COMMISSIONERS
Regular Meeting Minutes

June 25th, 2026
12:15 p.m.

MEETING CALL TO ORDER 12:15 p.m.

FLAG SALUTE Commissioner Pearsall lead the flag salute

ROLL CALL Commissioners Pearsall, Hutchins, Dalessandro, Chief Smith, Elcista Ridings

OTHERS PRESENT On duty crew and family members.

RECOGNITIONS: Swearing in new Volunteer, Completion of Probation for Sean Larson

Chief Smith swore in Willow Brown and recognized Firefighter Larson for successful completion of his Probation Year.

Recessed at 12:19 p.m. for celebratory refreshments

Reconvinced at 12:37 p.m.

AGENDA ADDITIONS OR DELETIONS
None

APPROVAL/CORRECTION OF MINUTES

- Approve minutes from May 21th, 2026
- Director Ridings noted a correction needed on the document to correct Agenda to Minutes on the submitted minutes for May 21st 2026.
- Commissioner Dalessandro made a motion to approve the meeting minutes with the noted corrections.
- Commissioner Hutchins 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:

TREASURER'S REPORT
Fund Totals

Thurston County Fire Protection District 13 — Time: 19:49:17 Date: 06/18/2026
05/01/2026 To: 05/31/2026 — Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,010,241.07	214,383.57	271,709.77	952,914.87	-5,190.61	0.00	0.00	947,724.26*
002 Reserve Fund	529,699.28	1,502.19		531,201.47	0.00	0.00	0.00	531,201.47
003 Apparatus Fund	196,268.12	556.61		196,824.73	0.00	0.00	0.00	196,824.73
004 Transporting Fund	35,763.99	5,390.77	12.30	41,142.46	0.00	0.00	0.00	41,142.46
301 Capital Projects Fund	92,330.25	309.25		92,639.50	0.00	0.00	0.00	92,639.50
302 Loan Fund	-35,564.91	0.00		-35,564.91	35,564.91	0.00	0.00	0.00
	1,828,737.80	**222,142.39**	**271,722.07**	**1,779,158.12**	**30,374.30**	**0.00**	**0.00**	**1,809,532.42**

1. Revenue and Fund Balances

Director Ridings summarized the fund balances.

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
2026.05.03	Transaction #s 495-516	**$69,442.39**	Warrants	General Expenditures / Final Styker Payment
2026.05.04	Transaction # 517	**$150.65**	EFT	Payroll – Legal Shield
2026.06.01	Transaction #s 518-525	**$18,040.75**	Warrants	General Expenditures
2026.06.02	Transaction #s 567-568	**$39,125.72**	EFT	Payroll Expenditures / EFTPS, DRS
2026.06.03	Transaction #s 569-573	**$31,121.22**	Warrants	Payroll Expenditures
2026.06.04	Transaction #s 574-585	**$20,792.11**	Warrants	General Expenditures
NA	Transaction #s 526-566	**$97,522.16**	EFT	Payroll – Career, Admin, Volunteer & Commissioner Stipends
	TOTAL	**$276,195.00**		

ADMINISTRATIVE REPORT
Month(s): May 2026

Incident Statistics		
Total Incidents: 47	EMS: 30	Fire: 17
Aid Given: 3	Aid Received: 1	Overlapping: *% (NERIS transition pending)
Year to Date (through 5/31/26)		
Total Incidents: 248 (257 PYTD)	EMS: 161	Fire: 87
Aid Given: *	Aid Received: *	Overlapping: *%

Transport Statistics		
Total Patient Contacts: 30	Non-Transport: 12	BLS Transportable Pts: 15 (not ALS)
GFD Transports:10	Transport by another agency: 8*	Capture Rate: 67%

YTD Transports Billed:	Resident: -	Non-Resident: -
*Data collected in report cleaned for errors– 5 BLS Transports by Private Amb, 3 ALS transport by OFD		

Monthly Training Activity	
Training Hours: 249 agency Personnel Hours for May	
Saturday Training Series 5/2 Ladders & Extinguishers; 5/9 Vehicle & Dumpster Fires; 5/16 Water Supply; 5/23 Radio Communications & Accountability; 5/30 All things SCBA	
5/14 OTEP @1300	
5/21 – OTEP @1830 (rescheduled due to conflict)	
5/21 – Wildland Type 2 Field Day @13-2 – 8 students participated	*6 New RED Card issued personnel ** 9 Renewals (15 total RED Carded personnel)
EMT Academy– 5 Students– Grad 6/15 @Oly HS 6:00pm	
Volunteer Fire Academy – 4 students attending (Family Day 6/7 2:00pm-4:00pm – Grad 8/15)	
PTB – primary completions June 30, 2026 – finals pending	
UPCOMING SCHEDULED TRAINING: June and beyond	
Advanced Pump Operations Training – September 8-11 (pending instructor confirmation)	
OTEP 6/11 @1830; 6/18 @1830; 6/25 @1830	
Thursday Night Training topics - pending	

Fire Chiefs Report

Misc:

- First Due update – Response/Scheduling/Incident Doc – complete; Pre-Planning, Training, Events/Activities, Assets, Reports modules - still in progress
- New Market Panelist participation on 5/15
- TC Water Rescue Policy Subcommittee Mtg 5/27
- TC Fire Chiefs 5/27– met with Mary Hall, County Auditor on election cost allocation billing model changes for 2026
- Battery Project Event 5/28
- Assisting with Southeast Thurston Regional Fire Promotional testing 6/17

Apparatus:

- New Brush 13-1 – picked up **4/17** from Mallory Fire after Skid and cabinets install. 1 remaining item; Light package install date– pending (late June); Later: Tire/wheel estimate – pending; Bumper/winch estimate – pending. Anticipate in service approx. 7/1/26.
- AWARDED: $5,000 50/50 matching Phase 3 DNR grant for front bumper remote nozzle system (Later)
- E13-3 – will be listed on Gov.Deals- pending.

Facilities:

Stations:

- USDD Alert System Installation – Station 1 complete; Ready to move off Active911
- Station 2 – Operational Cert Updated 6/15 – inspection and pump completed
- Station 3 – Operational Cert Updated 5/20/26 – septic pump completed 6/15 (partial flood); roof & gutter cleaning scheduled 6/23
- Station 4 – Roof & gutter cleaning scheduled 6/24

Community Outreach & Communications:

Website Report:

Since last Commissioners' meeting

- 370 site session
- Clicks to contact- 13 up 225%
- Visitors 282 (87% new, 13% returning)

Facebook Report

Views

- This month so far 15,421 up 74% from last commissioner meeting

Followers

- 1/12/26 1,842
- 5/13/26- 1,881
- 6/16/26- 1,902(up 21 from last month)
- **Events Review:**
- Battery Recycling Event on 5/28 *We will soon be a host for battery safe battery drop off
- Griffin School BBQ on 6/5
- STAC Harvest Market on 6/13

Upcoming Events and Awareness:

- 6/27 – GNA Annual BBQ- Engine, Ambulance and crew will be in attendance and we will also be helping break down and clean up
- Starting 7/1 we will be partners with Lions Club and Griffin School in distributing lunches to families in need in the community during summer break. (Pick up location)
- 7/4 CB Parade and BBQ- We will be cooking and serving to their members

Misc. & Kudos

- Special thank you to Johann Villavicencio for attending the Griffin school BBQ to serve the kids while we were out on a community structure fire.

- Chief Smith provided additional information regarding the department's ambulance transport capture rate, noting it has decreased due to volunteer vacations and leaves of absence. The volunteers who typically staff the second aid unit have had limited availability.
- Chief Smith also noted that apparatus have been rotating through scheduled maintenance, resulting in temporary reductions in available resources.
- Chief Smith recognized Ronan Reichert for graduating at the top of his recent EMT class.

- Chief Smith shared information received from Mary Hall regarding anticipated election cost increases. Current estimates indicate approximately a 60% increase in costs to fire districts associated with ballot measures and elections.
- Commissioner Hutchins asked whether the increased costs were in addition to the District's audit fees.

    - Chief Smith clarified that the increase is specific to election and ballot measure costs and does not affect audit fees.

- Commissioner Dalessandro inquired about the District's process for selecting vendors, specifically referencing the contractor hired to clean the roofs at the fire stations.

    - Chief Smith explained that the contractor had previously performed work for the another district and had already undergone a vetting process regarding safety protocols and work practices and was hired on trust of that process.
    - He added that the District will continue to ensure vendors receive appropriate review and vetting for future projects.
    - Commissioner Dalessandro commented that the vendor did an excellent job completing the roof cleaning.

- Commissioner Dalessandro asked whether summer months typically experience higher transport volumes and if scheduled apparatus maintenance should be adjusted to avoid peak demand periods.

    - Chief Smith responded that transport utilization is monitored for seasonal and monthly trends but, to date, no significant seasonal pattern has been identified.
    - He noted that if future utilization trends warrant it, the department would evaluate adjustments to the planned maintenance schedule.

- Commissioner Hutchins asked whether both aid units were fully equipped and capable of providing ambulance transport.

    - Chief Smith confirmed that both aid units are fully equipped and transport capable. However, due to staffing limitations, the department is typically only able to staff one transport unit at a time.

COMMISSIONERS/SECRETARY REPORT

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

OLD BUSINESS

None

NEW BUSINESS

- **Incident Response Communication Discussion**
- Chief Smith discussed the need to establish a formal process for handling property damage claims resulting from fire department responses.
- Historically, minor damages incurred during emergency responses have been handled informally on a case-by-case basis. In some instances, department members have personally

provided items such as tarps or lumber to assist property owners. These were personal contributions and not expenditures of public or department funds.

- A recent incident involving a custom door with significantly higher replacement costs prompted the department to evaluate its current practices and consider improvements to both operational and administrative procedures.
- After researching practices used by neighboring fire departments, Chief Smith identified applicable RCW guidance encouraging or requiring agencies to provide claim forms and instructions for individuals wishing to file a claim.
- Chief Smith recommended developing a formal property damage claims process, including information and claim forms available on the department's website, and requested the Board's support to continue developing the process.
- Commissioners Hutchins, Dalessandro, and Pearsall asked several questions regarding:
    - The department's current policy and whether it is sufficiently specific.
    - Whether claim payments would require a budgeted funding source.
    - The department's potential liability for damages occurring during emergency responses.
    - Whether changes to response practices, such as responses to alarm calls, should be considered to reduce liability exposure.
- Commissioner Pearsall expressed concern regarding the distinction between providing public funds and the department's legal liability for damages.
- Chief Smith clarified that:
    - Previous assistance to property owners came from personal funds contributed by department members, not public funds.
    - The intent of the proposed process is not for the department to determine liability, but to provide a formal avenue for submitting claims.
    - Liability determinations would be made through the appropriate insurance and legal claims process rather than by the department.
- Commissioner Hutchins recommended clearly defining the department's objectives before engaging legal counsel in order to minimize attorney time and associated costs.
- Commissioner Hutchins suggested obtaining the sample policy previously drafted by the District's legal counsel for another fire district and adapting it for Griffin Fire.
- Chief Smith agreed to update the sample policy he had obtained using Griffin Fire's information and present a draft to the Board at the July meeting. Following Board review, the Board can determine whether additional legal review is necessary.
- Commissioners Hutchins and Pearsall questioned whether, if the template had already been prepared by the District's legal counsel for another agency, it could simply be adopted with minimal legal expense.
- **Board Direction:** Chief Smith will adapt the existing sample policy with Griffin Fire-specific language and present the draft to the Board of Fire Commissioners at the July meeting for review and consideration.

- **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.**

  Executive Session: The Board convened in executive session at 1:26 p.m. pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session was

originally scheduled to conclude at 1:50 p.m. and was extended an additional five (5) minutes. The Board reconvened into open session at 1:55 p.m. No action was taken during executive session.

COMMENTS FOR THE GOOD OF THE ORDER

MEETING ADJOURNED 1:55 p.m.