



BOARD OF FIRE COMMISSIONERS

Regular Meeting Minutes

**May 21st, 2026
12:15 p.m.**

Topic: May - BOFC Regular Meeting | Griffin Fire Department's Zoom Meeting

Time: May 21, 2026 12:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84538875783?pwd=gH8cSzKVraaNnGxIEWcUzU0wUbXbBg.1>

Meeting ID: 845 3887 5783

Passcode: 517902

MEETING CALL TO ORDER 12:14 p.m.

FLAG SALUTE Commissioner Pearsall lead the flag salute

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

OTHERS PRESENT On duty crew and family members. Chief Rux joined the Zoom call from the trail and gave a trail report.

RECOGNITIONS: Swearing in new Volunteers, Completion of Probation for Josh Sanchez.

Chief Smith swore in Brayden O'Conner and recognized Firefighter Sanchez for successful completion of his Probation Year.

Recessed at 12:20 p.m. for celebratory refreshments

Reconvinced at 12:40 p.m.

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

- Approve minutes from April 16th, 2026 Commissioner Dalessandro made a motion to approve the meeting minutes.
- 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:

1. Revenue and Fund Balances

TREASURER'S REPORT								
Fund Totals								
Thurston County Fire Protection District 13					Time: 14:14:35		Date: 05/15/2026	
04/01/2026 To: 04/30/2026							Page: 1	
Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	265,667.43	1,071,307.46	326,733.82	1,010,241.07	0.00	37,961.35	0.00	1,048,202.42
002 Reserve Fund	528,677.38	1,021.90		529,699.28	0.00	0.00	0.00	529,699.28
003 Apparatus Fund	195,889.47	378.65		196,268.12	0.00	0.00	0.00	196,268.12
004 Transporting Fund	26,948.09	8,828.56	12.66	35,763.99	0.00	0.00	0.00	35,763.99
301 Capital Projects Fund	92,104.14	226.11		92,330.25	0.00	0.00	0.00	92,330.25
302 Loan Fund	-35,564.91	0.00		-35,564.91	35,564.91	0.00	0.00	0.00
	1,073,721.60	1,081,762.68	326,746.48	1,828,737.80	35,564.91	37,961.35	0.00	1,902,264.06

Director Ridings summarized the fund balances. Commissioner Hutchins inquired about voided warrant process which Director Ridings detailed.

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
2026.04.03	Transaction #s 379-381	\$4,440.24	EFT	Payroll Expenditures QTRs / Legal Shield
2026.04.04	Transaction #s 382-404	\$31,435.61	Warrants	General Expenditures
2026.04.05	Transaction #s 444-445	\$37,961.35	EFT	Payroll Expenditures, EFTPS / DRS
2026.05.01	Transaction #s 446-454	\$35,512.89	Warrants	General & Payroll Expenditures
2026.05.02	Transaction #s 460-466	\$78,536.12	Warrants	General Expenditures / Brush Unit Build Out items
NA	Transaction #s -405-443	\$94,255.93	EFT	Payroll – Career, Admin, Volunteer & Commissioner Stipends
TOTAL		\$282,142.14		

ADMINISTRATIVE REPORT

Month(s): April 2026

Incident Statistics		
Total Incidents: 44	EMS: 28	Fire: 16
Aid Given: *No data	Aid Received: *	Overlapping: *%

Year to Date (through 4/30/26)

Total Incidents: 207 (207 PYTD)	EMS: 137	Fire: 70
Aid Given: *	Aid Received: *	Overlapping: *%

Transport Statistics

Total Patient Contacts: 29	Non-Transport: 15	BLS Transportable Pts: 13 (not ALS)
GFD Transports:11	Transport by another agency: 3*	Capture Rate: 84%
YTD Transports Billed:	Resident: -	Non-Resident: -
*Data collected in report cleaned for errors– of 2 BLS Transports by Private Amb, 1 ALS transport by OFD		

Monthly Training Activity

Training Hours: 227 agency Personnel Hours for April	
Saturday Training Series: 4/4 Hose Ops; 4/11 Hand tools/saws; 4/18 Ropes/knots/ventilation; 4/25 Auto extrication and forcible entry	
4/16 OTEP @1830	
4/20 – Countywide HIRL Drill (High Incident Response Load) – multiple fire departments	
4/30 OTEP @1300	4/23 Thursday Night Drill @1800 – SCBA Emergencies
4/29 – Wildland Annual Refresher Training	
EMT Academy– 5 of 7 students attending (2 withdrawals) – Grad 6/15 @Oly HS 6:00pm	
Volunteer Fire Academy – 4 students attending (Family Day 6/7 2:00pm-4:00pm – Grad 8/15)	
UPCOMING SCHEDULED TRAINING: May and beyond	
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	
OTEP 5/14 @1300; 5/21 @1830 (subj to reschedule)	
Challenge Applications Leadership Training 4/16, 4/23 and 4/30 (5/7 final class)	
5/14 – Thursday Night Training – Incident Command Training @1800	
5/21– Wildland Type 2 Field Day @1700 at Station 13-2	

Fire Chiefs Report

Misc:

- First Due update – Go Live was April 1st (Reporting and Scheduling Module Only)
- McLane Fire Banquet Coverage 4/24 (FF's Means, Sanchez and Moffett)
- Personnel move for shift balancing during LOA of two employees.
- Firefighter/EMT Testing completed – list established.
- LT Testing Process completed – list established.

- Assisted with Lacey Fire Promotional testing 3/12; Tumwater Fire Promotional testing

Apparatus:

- New Brush 13-1 – picked up **4/17** from Mallory Fire after Skid and cabinets install. 1 remaining items; Light package install estimate – pending; 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
- E13-3 – will be listed on Gov.Deals- pending.
- T13-2 –Picked up by EGHFR 4/27 – bill of sale secured/title transfer

Facilities:

Station 13-1:

- USDD Alert System Installation – First Due actively working with TCOMM on network access for tunneling.
- Reader Board Update
- Tree line removed back parking lot Station 13-1
- New Lawn Mower for station 2 – in progress

Community Outreach & Communications:

Website Report:

Since last Commissioners' meeting

- 376 site session
- Clicks to contact- 9
- Visitors 312 (87% new, 13% returning)

Form Submissions: Since the newsletter was sent out

- Vial of Life - 5
- Address Signs - 4

Facebook Report

Views

- This month so far 5,887
- Since last commissioner meeting: up 74%

Followers

- 1/12/26 1,842
- 4/17/26- 1,871
- 5/13/26- 1,881 (up 10 from last month)

Upcoming Events and Awareness:

- Battery Recycling Event on 5/28
- Griffin School BBQ on 6/5
- STAC Harvest Market on 6/13
- Social Media Awareness for Mental Health Awareness Month and EMS Week!

Misc. & Kudos

- Newsletter was sent out, great response from community regarding our free services
- Thank you to FF Sanchez + crew for installing new reader board cover

Other Notes:

- Chief Smith noted that due to the change of the reporting system there were some gaps in mutual aid reporting.
- Brief discussion regarding mower plan for stations. Looking into the options of push mower and riding mowers and coverages for the further out stations.
- Inquire on the annual Medic One recognition for EMT week – had not been out to visit at the time of the meeting.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins provided an update regarding the County not planning to sell the TCOMM Building – as of this time they are still not putting it for sale. Will continue to update as she has information.

OLD BUSINESS

None

NEW BUSINESS

- Resolution 26-003 Authorizing Thurston County Treasurer to Transfer Funds from Apparatus Fund to General Fund
 - Commissioner Hutchins made a motion to approve the resolution.
 - Commissioner Dalessandro seconded the motion and passed by unanimous vote.

COMMENTS FOR THE GOOD OF THE ORDER**Chief's Report**

- Jim Hutchins delivered a brand-new Keurig coffee machine to Station 2 for resident firefighter use. The residents expressed their appreciation for the generous donation and the addition to the station.
- Lauren G. made a monetary donation in appreciation of the excellent service provided by the District. At the donor's request, the contribution was designated for the Griffin Firefighter Association coffee fund. Lauren was invited to join the crew for coffee, and staff reported an enjoyable conversation. He was welcomed to return and visit the station anytime.
- Chief Smith recognized the crew for their exceptional response to an April 1 emergency call. Capital Medical Center administration commended the crew for their handling of a critical cardiac event. Through early recognition of the patient's condition and effective communication with responding paramedics, the team completed the incident in 89 minutes, surpassing the national benchmark of 90 minutes. Chief Smith congratulated the crew on their outstanding performance and professionalism.

- Chief Smith informed the Board that the County has revised its approach to communicating upcoming election cost changes. Rather than meeting individually with each fire district, the County will present the information during an upcoming County Commissioner meeting. Chief Smith plans to attend and will provide an update to the Board at the next Commissioner meeting.

MEETING ADJOURNED 1:14 p.m.