



BOARD OF FIRE COMMISSIONERS

Regular Meeting Agenda

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=gH8cSzKVraaNnGxlEWcUzU0wUbXbBg.1>

Meeting ID: 845 3887 5783

Passcode: 517902

MEETING CALL TO ORDER

FLAG SALUTE

ROLL CALL

OTHERS PRESENT

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

AGENDA ADDITIONS OR DELETIONS

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from April 16th, 2026

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

04/01/2026 To: 04/30/2026

Time: 14:14:35 Date: 05/15/2026
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

2. Voucher Approvals

- Request approval to pay the following vouchers:

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
<p>Misc:</p> <ul style="list-style-type: none"> • 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
<p>Apparatus:</p> <ul style="list-style-type: none"> • 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
<p>Facilities: Station 13-1:</p>

- 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

COMMISSIONERS/SECRETARY REPORT

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

OLD BUSINESS

None

NEW BUSINESS

- Resolution 26-003 Authorizing Thurston County Treasurer to Transfer Funds from Apparatus Fund to General Fund

COMMENTS FOR THE GOOD OF THE ORDER

MEETING ADJOURNED