



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

10828 Littlerock Rd SW  
Olympia WA 98512  
360.352.1614



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April 14, 2025 – Governing Board Business Meeting at 10828 Littlerock Rd SW, Olympia St. 1-2

**Call to Order/Attendance:** Commissioner Culleton called the meeting to order at 17:30.

**Commissioners:** Ricks, Merryman, Reed, White, Scott (Zoom).

**Chief:** N. Drake

**Battalion Chief:**

**Captain:** M. Morales

**Lieutenants:**

**Firefighters:** M. Bennett, D. Davis

**Volunteer:**

**Admin:** Admin Svcs Director/Secretary S. Hemminger, Admin Asst. L. Patraca, Recruit & Retention Coord. A. Reynoldson,

**Union Representative:** A. Trautman

**Guests:** Emily Morales

**Additions/Deletions to the Agenda:** None

**Public Comments/Presentations:** None

**Labor Management:** A. Trautman reported two FF/EMT's are still out with Part-Time Temp FF/EMT's filing in, and contract negotiations will begin in the next couple of months. Trautman advised the Union body has reviewed the policies submitted on March 10, 2025, Commissioner Meeting, and they have no requested changes.

**New Business:**

1. Expenditure Approval – Commissioner Ricks moved to approve the total expenditure amount of \$590,498.19. Commissioner Merryman seconded the motion. Motion carried 6-0.
2. Meeting Minutes – Commissioner Ricks moved to approve the February 10, 2025; meeting minutes as originally recorded. Commissioner Reed seconded the motion. Motion carried 6-0. Commissioner Merryman moved to approve the March 10, 2025, meeting minutes. Commissioner Ricks seconded the motion. Motion carried 6-0.
3. Board Vice Chair Nomination – Upon the direction of the Authorities Legal Counsel, the Board Chair is to nominate a Vice Chair. Commissioner Culleton, current Board Chair, nominated Commissioner Scott as the Vice Chair. Commissioner Merryman moved to approve Commissioner Scott for the Vice Chair nomination. Commissioner Reed seconded the motion. Motion carried 6-0.
4. WTRFA Plan Amendment 1 – Commissioner Ricks moved to approve the amendment to the WTRFA Plan stipulating tie votes will be broken by the Board Chair, or the Vice Chair if the Board Chair is conflicted. Commissioner Scott seconded the motion. Motion carried 5-0. Commissioner Merryman abstained.

Board Secretary Hemminger – Do to the recent consternation as to the appointment of Commissioner Chris White to the Board of Fire District 1. In the interest of resolving that issue, the Governance Board should consider breaking a previous tie in votes cast on the appointment, implementing the policy approved at this

meeting, which amends the WTRFA Plan to include the Governance Board in the breaking of tie votes on the district 1 and 11 Boards and permits the Governance Board Chair to break tie votes on the Governance Board.

Commissioner Culleton, Board Chair, called for a motion for the Governance Board to break the tie in votes cast on the appointment of Commissioner Chris White to the Board of Fire District 1, with Commissioners Chris White and Mike Reed abstaining from the vote, and ratifying the appointment of Commissioner Chris White to the Board of District 1, with the appointment to be effective February 10, 2025. Commissioner Merryman asked if this matter could be tabled until the next meeting, Board Chair declined. Commissioner Merryman asked if he could change his original vote from Cathy Hangartner to Ben Elkins, Ben Elkins withdrew his application prior to the original vote at the February 10, 2025, board meeting, Board Chair declined.

Commissioner Scott made the motion for the Governance Board to break the tie in votes cast on the appointment of Commissioner Chris White to the Board of Fire District 1, with Commissioners Chris White and Mike Reed abstaining from the vote, and ratifying the appointment of Commissioner Chris White to the Board of District 1. Commissioner Ricks seconded the motion. Roll Call: Commissioner Culleton, yes, Commissioner Scott, yes, Commissioner Ricks, yes, Commissioner Merryman, abstained, Commissioner Reed, abstained conflict of interest, Commissioner White, abstained conflict of interest. An abstained vote equates to a no vote; therefore, the board is at a tie vote. As per the amended WTRFA Plan, the Board Chair is the tie breaker. Commissioner Board Chair Culleton voted yes, to break the tie.

5. Resolution 2025-001 Surplus Radios & Pagers. Commissioner Merryman moved to approve the surplus of radios and pagers. Commissioner White seconded the motion. Motion carried 6-0.

**Unfinished Business (action items):**

1. Policy Update – 2<sup>nd</sup> & Final review

1003 Credit Card Authorizations – Commissioner White moved to approve Policy 1003 Credit Card Authorizations. Commissioner Scott seconded the motion. Motion carried 6-0

1003-101 Credit Card Use – Commissioner White moved to approve Policy 1003-101 Credit Card Use. Commissioner Ricks seconded the motion. Motion carried 6-0.

1012 Volunteer Reimbursement – Commissioner Merryman requested that Section 2.8 have, “and benefits” added to, “20% of the total compensation and benefits that the department would pay to a full-time firefighter for performing comparable services”.

1026 Fire Commissioner & Fire Chief Relations (new) – Commissioner Merryman moved to approve Policy 1026 Fire Commissioner & Fire Chief Relations. Commissioner White seconded the motion. Motion carried 6-0.

2003 Volunteer Membership – Commissioner White moved to approve Policy 2003 Volunteer Membership. Commissioner Reed seconded the motion. Motion carried 6-0.

**Unfinished Business (non-action items):** Chief Drake spoke to the revived Resident Volunteer program and how staffing St. 1-4 Scott Lake will maintain the RFA’s WSRB ratings which positively affects the residents in our response areas.

**Communications:** Chief Drake presented his annual report, refer to printed handouts.



Chief Drake provided an update on the installation of the base station radios; Day Wireless performed an inspection of each station's antenna to base radio coaxes for compatibility with the new base stations. All but one station coaxes are usable for the new radios. Chief Drake has requested an updated installation bid from Day Wireless.

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

**Recruit & Retention Coordinator Update:** Refer to printed report.

**Commissioner Reports:** Commissioner Ricks reported on the EMS Council and the ALS contract is in process with uniformity for all city agencies. Commissioner Culleton reported on the TC Fire Commissioner meetings, and they are now going to be held in person. Commissioner Merryman announced the TC Elected Officials will be holding a meet and greet on April 30, 2025.

**EXECUTIVE SESSION. THE PURPOSE OF THIS EXECUTIVE SESSION IS PURSUANT TO RCW 42.30.110 (C) TO CONSIDER THE MINIMUM PRICE AT WHICH REAL ESTATE WILL BE OFFERED FOR SALE OR LEASE WHEN PUBLIC KNOWLEDGE REGARDING SUCH CONSIDERATION WOULD CAUSE A LKELIHOOD OF DECREASED PRICE. HOWEVER, FINAL ACTION SELLING OR LEASING PUBLIC PROPERTY SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC. THE DURATION OF THE EXECUTIVE SESSION IS SET AT 20 MINUTES BUT THIS MAY BE EXTENDED BY THE PRESIDING OFFICER. ACTION MAY OR MAY NOT BE TAKEN AFTER THE BOARD RECONVENES INTO REGULAR SESSION, AND NO ACTION SHALL BE TAKEN IN THE EXECUTIVE SESSION.**

**Executive Session Began: 1950**


**Executive Session Ended: 2010**

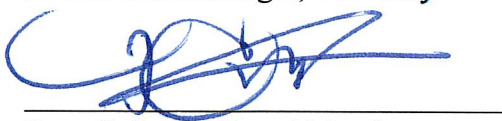
**No actions taken.**

**Good of the Order:** N/A

**Adjournment:** The board adjourned the meeting at 2011 hours.

Submitted for Board approval by:


  
Shannon Hemminger, Secretary


  
Tom Culleton, Board Member

  
Robert Scott, Board Member

  
John Ricks, Board Member

  
Jeff Merryman, Board Member

  
Mike Reed, Board Member

  
Chris White, Board Member