



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

10828 Littlerock Rd SW
Olympia WA 98512
360.352.1614



October 13, 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, White, Scott, Reed, Merryman

Chief: N. Drake

Battalion Chief: R. Stone (Zoom)

Captain:

Lieutenants:

Firefighters:

Volunteer: Austin Kautz, Reece Calica

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

Union Representative: A. Trautman

Guests: Linda Shea, Chris Thomas, Jennifer Hovda (zoom)

Additions/Deletions to the Agenda: Commissioner Merryman requested discussion of the Battery Energy Storage System (BESS.)

Public Comments/Presentations: None

Labor Management: A. Trautman reported on quite a busy month and now that fall is arriving, they will continue to be busy. There is one FF/EMT still out on leave and one has returned to full duty. A. Trautman stated he recently spoke with the City of Olympia Maintenance Shop manager and due to the districts' aging fleet, he is recommending to put the proceeds from the sale of Old Hwy 99 property into building a new fleet.

New Business:

1. Expenditure Approval – Discussion took place on the invoice for apparatus A61 (T1-1.) Commissioner Scott moved to approve the total expenditure amount of \$654,066.21. Commissioner White seconded the motion. Roll taken, motion carried 6-0.
2. Meeting Minutes – Commissioner Scott moved to approve the September 08, 2025 meeting minutes. Commissioner Reed seconded the motion. Roll taken, motion carried 6-0.
3. Policy Revision Second Review – Secretary Patraca stated Legal has reviewed all policies and did not have any changes, approval can be made at this time if there are no further changes.
 - 1004 Service Fees: Commissioner Scott moved to approve the 1004 Service Fees Policy. Commissioner Merryman seconded the motion. Roll taken, motion carried 6-0.
 - 1014 Records Management: Commissioner Ricks moved to approve the 1014 Records Management Policy. Commissioner Scott seconded the motion. Roll taken, motion carried 6-0.
 - 1024 Records Retention: Commissioner Merryman moved to approve the 1024 Records Retention Policy. Commissioner White seconded the motion. Roll taken, motion carried 6-0.
4. Chief Contract – Secretary Patraca presented the revised chief contract stating it is a 3-year agreement which includes a new section for tuition reimbursement. Commissioner Scott moved to approve the 3-year Chief Contract. Roll taken, motion carried 6-0.

Unfinished Business (action items):

1. Crown Castle Cash Out – Funds Designation – Commissioner Merryman proposed to accept the cell tower offer with a caveat that within 90 days of sale, BC Stone is to spec out a new apparatus. Further discussion took place on the long process of specking out a new apparatus and where the proceeds would go.
2. Crown Castle Cash Out – Offer – Further discussion on the Crown Castle offer to cash out the lease agreement. The concern is where the proceeds would go and what they would be spent on. Commissioner Ricks made a motion to accept the Crown Castle cash out offer for \$600,000 with the intent the proceeds are to be designated only to the apparatus fund. Commissioner Reed seconded the motion. Roll taken, motion carried 4-2, Commissioner Merryman and Scott were not in favor of the cash out offer.

Unfinished Business (non-action items): None**Communications:**

Budget Workshop – Secretary Patraca requested to plan a budget workshop as the final budget will need to be approved by end of November. A workshop has been scheduled for October 27, 2025 at 5:30 pm at the Littlerock Rd St 1-2.

FEMA Grant – Blue Card – Chief Drake stated the department has been awarded a \$50,000 grant from FEMA for Blue Card training. The grant will cover the instructor's OT costs and allow training to all staff to be blue card certified.

BESS Project – Discussion took place on the Battery Energy Storage System (BESS) that is being requested to be built at 183rd Ave and Sargent Rd property. Chief Drake had previously submitted a letter to the county requesting rejection of the special use permit as there are many concerns with the project. A virtual meeting is planned for October 14, 2025 for the community, Chief Drake plans to attend and continue to voice his concerns and recommend denying the permit.

Department Priority List – Commissioner Ricks requested to have the “wish” list or priority list (as previously seen) which will provide the Board with an idea of what is needed for the district, the cost for those items and to be able to prioritize the needs.

Pre-Fire Plans – Commissioner Scott would like to have a written report on the status of the pre-fire plans at the next meeting.

Station Tours – Commissioner Merryman has requested to have station tours as it has been a few years since the last ones.

Maytown Occupancy Update – Commissioner Merryman inquired if the occupancy permit for the Maytown station has now been signed off. Chief Drake stated it is still with Dept. of Health, Commissioner Merryman requested follow-up be done.

Department Reports:

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

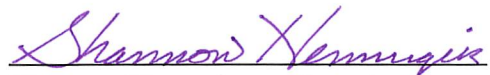
Recruit & Retention Coordinator Update: Refer to printed report.

Commissioner Reports: Commissioner Ricks reported Medic One is continuing to hold free CPR classes to the public however enrollment is down. There will be no Medic One meeting in November. Commissioner Ricks also reported the council has sent their recommendation to the county for the ALS agreement.

Good of the Order: Chief Drake provided an update on the Utility Truck lift gate project. Discussion took place and it has been determined to forgo the purchase of a lift gate and obtain bids for replacement of the truck bed at this time.

Adjournment: The board adjourned the meeting at 1901 hours.

Submitted for Board approval by:


Shannon Hemminger, Secretary

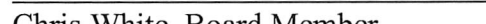

Tom Culleton, Board Member


John Ricks, Board Member


Mike Reed, Board Member


Robert Scott, Board Member


Jeff Merryman, Board Member


Chris White, Board Member