



Gig Harbor Fire & Medic One

RESOLUTION 2026-01
January 13, 2026

A RESOLUTION DETERMINING THAT MAINTENANCE OF A PUBLIC RECORDS INDEX WOULD BE UNDULY BURDENSOME PURSUANT TO RCW 42.56.070(4)

WHEREAS, Gig Harbor Fire & Medic One (“District”) is a local agency subject to the Washington Public Records Act, chapter 42.56 RCW; and

WHEREAS, RCW 42.56.070(4) addresses the circumstances under which a local agency is not required to maintain a public records index when doing so would be unduly burdensome or would interfere with agency operations, provided the agency issues and publishes a formal order specifying the reasons and extent of the burden; and

WHEREAS, the District is a limited-staff emergency services agency whose primary mission is the provision of fire suppression, emergency medical services, and life-safety functions to the community; and

WHEREAS, District staff has completed the Public Records Index Analysis Worksheet attached hereto as Exhibit A documenting the volume of records and staff time that would likely be required to create and maintain a public record index; and

WHEREAS, the District maintains records across numerous operational, administrative, medical, personnel, training, financial, and incident-response systems, many of which contain confidential or exempt information requiring individualized review and redaction prior to disclosure; and

WHEREAS, as documented in Exhibit A, the creation, maintenance, continuous updating, and publication of a comprehensive public records index would require significant and ongoing diversion of staff time, specialized expertise, and administrative resources, and would substantially interfere with the District’s essential emergency response, administrative, and statutory obligations; and

WHEREAS, the District has adopted and published a comprehensive Public Records Procedure that establishes a clear, accessible, and legally compliant process for requesting, reviewing, and disclosing public records in accordance with chapter 42.56 RCW, including timelines, exemptions, redactions, and requester assistance; and

WHEREAS, the District provides public access to records through its designated Public Records Officer and established request process, which serves as a practical and efficient alternative to maintaining a formal public records index; and

WHEREAS, the District does not maintain a public records index for internal operational use beyond routine recordkeeping systems necessary to conduct agency business; and

WHEREAS, the District maintains records within various operational, administrative, and recordkeeping systems necessary to conduct agency business; however, the District does **not** maintain a consolidated public records index as contemplated by RCW 42.56.070(3), either for internal operational use or for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Gig Harbor Fire & Medic One as follows:

1. Determination of Undue Burden

The Board hereby finds and determines that maintaining a public records index as contemplated by RCW 42.56.070(4) would be unduly burdensome and would interfere with District operations due to staffing limitations, resource constraints, and the operational demands associated with providing essential emergency services.

2. Extent of Burden

The Board further finds that the burden would be ongoing and substantial, requiring continuous staff diversion from essential duties to create, update, review, and manage an index encompassing a broad and continually evolving universe of District records, many of which contain confidential information or are exempt from disclosure and require individualized review and redaction.

3. Alternative Access

In lieu of maintaining a public records index, the District shall continue to provide full and prompt access to public records through its adopted Public Records Procedure and designated Public Records Officer, consistent with chapter 42.56 RCW.

4. Indexes Maintained for Agency Use

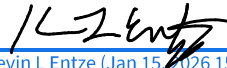
The District does not maintain a public records index for internal agency use; therefore, there are no such indexes to make available for inspection under RCW 42.56.070(4)(b).

5. Publication

This Resolution shall be published and made available to the public in conjunction with the District's Public Records materials and shall remain in effect unless modified or repealed by the Board.

Adopted at a regular meeting of the Board of Fire Commissioners, Pierce County Fire District No. 5, this 13 day of January, 2026, by a majority of the members.

PIERCE COUNTY FIRE DISTRICT NO. 5



[Kevin L. Entze \(Jan 15, 2026 15:48:42 PST\)](#)

Chairman



[Joe Urzina \(Jan 15, 2026 11:47:35 PST\)](#)

Commissioner



Commissioner



[Matthew Fleming \(Jan 16, 2026 09:01:50 PST\)](#)

Commissioner



[Phil Hayden \(Jan 18, 2026 18:12:13 PST\)](#)

Commissioner

Attest:



[Dennis Doan \(Jan 15, 2026 14:04:14 PST\)](#)

District Secretary