



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
April 11, 2023**

MINUTES of the regular Board meeting held April 11, 2023, at the North Olympia Station 8-3 and remotely using Zoom. Commissioners Kilpatrick, Long, Harper, Bivens and Zvirzdys as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. Battalion Chief McBride, Lieutenants Zvirzdys and Parnell, and Steve Hatton were also in attendance. The meeting was called to order at 5:30 pm.

**Capital Project Update:** Battalion Chief McBride and engineer Steve Hatton, from Hatton, Godadt, Pantier, provided a briefing on the capital projects for South Bay Station 81 (septic) and North Olympia Station 83 (fire protection system). They explained that the intent was to request bids for both locations as one combined project, but due to several issues (including permitting, public works restraints, qualifications and availability), they've decided it would be best to split-up the projects. After a detailed explanation of the issues related to the fire protection system, Mr. Hatton recommended postponing the project until 2024. The septic permit expires this year, and the recommendation is to move forward with the project. He is working with BC McBride to prepare the bid package and expects to have it completed soon. Following a discussion with questions asked for clarity, Commissioner Harper moved to approve the request to move forward and put out a bid for the septic project for the South Bay Station 8-1. Commissioner Zvirzdys seconded the motion. The Board unanimously approved the motion.

**Chief's Report:** Using a handout, Chief VanCamp presented the March 2023 Monthly Report. Questions were asked about Goal #3, updates to position descriptions and requirements. Assistant Chief LeMay explained the issues and answered questions.

**Strategic Plan Review:** Using a handout that contained Master Plan documents, Chief VanCamp gave a review of the Strategic Planning process work that the District has accomplished since the beginning of the merger in 2014, explaining the history of how we've arrived where we are today. A brief discussion followed.

**Public Meeting Review:** Chair Kilpatrick commented on the terrific job that Chief VanCamp did presenting the material for the March 30<sup>th</sup> public meeting. Questions were asked for clarity.

**Resolutions 23-04 Primary Ballot Measure and 23-05 General Ballot Measure:** Using handouts, Chief VanCamp requested approval of Resolutions 23-04 Primary Ballot Measure and 23-05 General Ballot Measure. He explained that if the primary measure didn't pass, then the issue would be put on the general ballot. Following a brief discussion, with comments and suggestions for communication with the public, Commissioner Harper moved to approve the resolutions as presented. Commissioner Bivens seconded the motion. The Board unanimously approved Resolutions 23-04 and 23-05.

**Secretary Report:**

**Minutes of Previous Meeting** – Secretary Stumpf presented the minutes of the regular meeting dated March 14, 2023 for approval. Following a brief discussion, Commissioner Zvirzdys moved to approve the minutes as presented; Commissioner Harper seconded the motion. The Board unanimously approved the minutes as presented.

Approval of Warrants - Warrants as audited and certified by the auditing officer, as required by RCW 45.24.080 and those expenses reimbursement claims certified as required by RCW 425.24.090, have been recorded on a listing which has been made available to the Board with the last month's meeting minutes. After extensive review, Commissioner Zvirzdys moved to approve all warrants as presented. Commissioner Bivens second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<b><u>General Fund (6680)</u></b>	Warrants 20855-20865, 20867	totaling \$43,147.02
	Warrants 20868-20883	totaling \$13,705.68
	Warrants 20891-20900	totaling \$7,838.56
	Warrants 20901-20909	totaling \$21,779.26
<b><u>Payroll Fund (6680)</u></b>	Warrants 20884-20890, eft3-27a-z	totaling \$270,297.28
	Warrants 20911-20950, eft4-6a	totaling \$37,020.73
<b><u>CR&amp;R Fund (6681)</u></b>	Warrants 20866 and 20910	totaling \$73,916.14

**Announcements:** Secretary Stumpf shared that she's working on the State Financial Report and will send it out to the Board once completed.

**Commissioners' Comments:**

- Commissioner Kilpatrick shared further words of kudos to Chief VanCamp for the excellent job he did with the public meeting presentation.

**Review and follow-up:**

- BC McBride will complete the bid package and send it out.
- Approved Resolutions will be delivered to the County Auditor.

**Executive Session:** (As per RCW 42.30.110 (OPMA)) At 6:34 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was to review an employee performance review. The estimated time was thirty minutes. The session concluded at 7:00 pm and the regular meeting reconvened. No action was taken.


**Adjourn:** The Board announced that the next regular meeting is scheduled for May 9, 2023, beginning at 5:30 pm and held at the North Olympia Station 8-3. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 7:01 pm.


ATTEST:

  
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Douglas Kilpatrick, as Chair for TCFPD 8

  
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Gloria Zvirzdys, as Commissioner for TCFPD 8

  
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Pamela Long, as Commissioner for TCFPD 8

  
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Daniel Bivens as Commissioner for TCFPD 8

  
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William Harper, as Commissioner for TCFPD 8

  
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Heidi Stumpf, District Secretary for TCFPD