



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
August 10, 2021**

MINUTES of the regular Board meeting held August 10, 2021, as a video-conference call, at the South Bay Station 8-1. Commissioners Zvirzdys, Harper, Kilpatrick, Bivens and Long were in attendance. Chief VanCamp Assistant Chief LeMay, Battalion Chief McBride and Secretary Stumpf also participated. The meeting was called to order at 5:30 pm.

Chief's report: Using a handout, Chief VanCamp reviewed the July 2021 Monthly Report. Questions were asked for clarity. Topics of discussion included:

- Issues with the annex at North Olympia Station 8-3. Commissioner Harper asked for the scope of work and estimated repair costs. BC McBride is working on a summary report to include repairs for electrical and water issues. Coincidentally, the adjoining property is under major construction, which may have contributed to the issues.
- Staffing concerns, including reduced coverage at North Olympia Station 8-3. AC LeMay explained that two career staff are on light duty and can't respond; some members have been on vacation and volunteer have been less available. A recruitment session was missed due to Covid and we changed our recruitment process. Our attrition remains the same, but we only gained two new recruits from the last session. A lengthy discussion ensued. The Board asked for staffing comparisons from other Thurston County Fire Departments.

2022 Budget Schedule: Using a handout, Secretary Stumpf presented and reviewed the proposed budget schedule for 2022. Questions were asked for clarity and she was directed to schedule a special budget meeting for October.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated July 13th for approval. Following a brief discussion, Commissioner Kilpatrick moved to approve the minutes as presented; Commissioner Long 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. Specific questions regarding some purchases were asked for clarity, including credit card details that were a duplicate from last month. As of August 10, 2021, after extensive review and discussion regarding the expenses, Commissioner Bivens moved to approve all warrant as presented. Commissioner Long second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 19405-19418	Totaling \$17,000.55
	Warrants 19428-19434	Totaling \$6,368.95
	Warrants 19435-19449	Totaling \$15,546.36
<u>Payroll Fund (6680)</u>	Warrants 19419-19427 & EFT7-27a-z	Totaling \$193,155.23

Announcements:

- Secretary Stumpf reminded the Board that the WFCA Annual Conference schedule is out and she will register those interested in attending.

Commissioner Comments:

- Commissioner Bivens reminded the Board of the TCFA annual picnic to be held at Lake Lawrence next Tuesday.

Outstanding Action Items:

- 78th Street easement parcel

Action Items:

- A report will be provided to the Board that includes the scope of work and estimated costs for repairs to the Annex at North Olympia Station 8-3.
- Staffing comparisons from other departments to be provided.
- Credit card details to be provided.
- Budget meeting to be scheduled.

Exempt Session: (As per RCW 42.30.140 (OPMA)) At 6:28pm, the regular meeting adjourned to an exempt session. The purpose of the meeting was to discuss labor issues. The estimated time was twenty minutes. The session concluded at 6:48 pm and the regular meeting reconvened. No actions were taken.

Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:48 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss a personnel evaluation. The estimated time was fifteen minutes. At 7:03 pm, the executive session concluded and the regular meeting reconvened. No action was taken.

Adjourn:

The Board announced that next regular meeting is scheduled for September 14, 2021, beginning at 5:30 pm. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 7:05 pm.

ATTEST:

Gloria Zvirzdys, as Chair for TCFPD 8

Daniel Bivens as Commissioner for TCFPD 8

Douglas Kilpatrick, as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Heidi Stumpf, District Secretary for TCFPD