



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 10, 2024**

MINUTES of the regular Board meeting held December 10, 2024, at the South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Hunter, Zvirzdys and Bivens, as well as Chief VanCamp, Assistant Chief LeMay, and Secretary Stumpf were in attendance. Commissioner Long participated remotely. Battalion Chief Hall was also in attendance. The meeting was called to order at 5:30 pm.

Chief's Report: Using a handout, Chief VanCamp presented the November Monthly Report.

- Questions were asked for clarity, including topics on overtime, the process for hiring new staff, communication with the public and Commission Hunter noted an error with the volunteer list.
- The Chief mentioned that the BLS contract with Medic One is up for renewal. It will reimburse MSO at an increased rate. No action is needed.
- He also shared an update that an EMS comprehensive plan is being revised in the county to improve EMS services. Chief VanCamp is on the committee. He's reviewed and supports the plan. Documents have been sent to the Board for their input. He asks for comments before January 17th.
- The chief shared details of a motor vehicle accident that occurred recently while the District was doing the "Santa Run" community event. The new Brush truck side swiped with another vehicle while in the parade. The incident is being investigated. No claim has been filed yet. The damage appears to be limited to the side mirrors.
- Battalion Chief McBride has provided the Chief with an asset inventory list and is working on creating a surplus list that will include radios and one vehicle. Once the list has been drafted, it will be shared with the Board for approval. He believes there is a good market to sell the items.
- The Chief shared comments on the State Chiefs' input to the legislature. Topics included limiting programs in the future due to budget cuts. He briefly discussed presumptive insurance coverage for firefighters, and wildland issues. Questions were asked for clarity.
- Assistant Chief LeMay gave a staffing update, sharing that one volunteer has resigned, we took on seven new recruits in October that will be attending EMT Academy in the spring. We hired Zack Grimaldo as a career firefighter, who starts in February and will be attending the Firefighter academy. He reminded the Board that our five-year plan's goal is for 25 volunteers.

2025 Budget Policy Recommendations: Using a handout, Chief VanCamp reviewed the Goals and Objectives for 2025.

- Goal# 1 The District will conduct a review and update of its Incident Readiness & Response (IR&R) policies, procedures and operational guidelines to conform with its *District IR&R Master Plan* (adopted 8 October 2024).
- Goal# 2 The District will review and update its IR&R staffing requirements and implementation process as outlined in its *District Five-Year Master Plan* (to be re-adopted by the Board for 2025) and its *District IR&R Master Plan* (adopted 8 October 2024-- sections "Coordination & Support" and "Staffing") to address the (a) recruitment, (b) selection, (c) on-boarding, (d) initial training and (e) deployment of both volunteer and career responders into the District IR&R force.
- Commissioner Zvirzdys asked about the timeline for hiring new responders. She expressed her opinion

that hiring should be done in less than one year. A lengthy discussion ensued that included the importance of a strategic process that vetted members to best qualify for the positions. A public communication strategy will be included. Commissioners Hunter and Kilpatrick shared comments in support of the process, adding that retention is important.

- Following the discussion, the Chief requested approval of the plan. Commissioner Kilpatrick asked the Chief to review the entire document for the purpose of the public recording prior to approval.
- Topics discussed in detail included: a community risk plan being done by Thurston County that will benefit the District; a Fire Protection Project within the County; and the Radio project at Johnson Point Station 8-2.

After a lengthy review of the document, Commissioner Hunter moved to approve the 2025 Budget Policy Recommendations as presented; Commissioner Zvirzdys seconded the motion. The Board unanimously approved the said motion. The Chief added that a draft expense budget will be sent out for Board review. Once reviewed, it can be approved at a future Board meeting.

End of Year Transfer of Funds – Secretary Stumpf presented the following fund transfers as previously approved in the 2024 budget:

- Resolution 24-07 Transfer of Funds from the Capital Station Projects Fund (6685) into the General Fund (6680) in the amount of \$500,000
- Resolution 24-08 Transfer of Funds from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681) in the amount of \$366,800.00
- Resolution 24-09 Transfer of Funds from the General Fund (6680) into the Reserve Fund (6683) in the amount of \$104,061.

Following the request, Commissioner Zvirzdys moved to approve all transfer Resolutions as presented. Commissioner Bivens seconded the motion. The Board unanimously approved Resolutions 24-07, 24-08 and 24-09 as presented.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting November 12 and Special meeting dated November 19 for approval. Commissioner Long moved to approve the minutes as presented; Commissioner Zvirzdys 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 Hunter seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 22336-22345	totaling \$11,672.70
	Warrants 22346-22356	totaling \$16,142.48
	Warrants 22367-22386	totaling \$20,059.66
<u>CR&R Fund (6681)</u>	Warrant 22357	totaling \$149.42
	Warrant 22387	totaling \$6,432.15
<u>Payroll Fund (6680)</u>	Warrants 22358-22366, EFT11-27a-z	totaling \$270,440.83
	Warrants EFT 11-29a-t	totaling \$206,938.15

2025 Meeting Dates: Using a handout, Secretary Stumpf requested approval of the proposed meeting dates for 2025, stating that they are the same as the current schedule – the second Tuesday of the month. The Board approved the dates.

2025 WFC Health Care Renewal: Secretary Stumpf shared the annual healthcare insurance was up for renewal and would need to be signed by the Board Chair.

Announcements:

- Secretary Stumpf shared that annual Legislative Day was taking place on January 23th, although details were still forthcoming.
- She also reminded the Board that Board positions for Board Chair and Vice Chair will need to be established at the first meeting in January. Also discussed the need for a Board representative as well as a Volunteer member to participate on the local Board for Volunteer Firefighters’ Board that meets occasionally to approve BVFF documents. Questions were asked for clarity.
- Secretary Stumpf gave an update on the status of the three-year Audit of the District’s finances and Financial Report. She shared that it was almost complete and there didn’t seem to be any significant issues. The Board will be invited to the exit meeting once scheduled.

Review and Follow Up:

- Budget transfer Resolutions to be sent to the county.
- A detailed draft expense budget will be sent to the Board for their review. Approval to be requested at a future meeting.
- The Board will be notified of the status of the Audit.

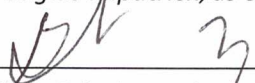
Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:50 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was for an employee performance review. The estimated time was 20 minutes. The session concluded at 7:10 pm and the regular meeting reconvened. No action was taken.

Adjourn: The Board announced that the next regular meeting is scheduled for January 14, 2025, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the meeting was adjourned at 7:11 pm.

ATTEST:




Douglas Kilpatrick, as Chair for TCFPD 8



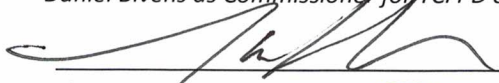
Gloria Zvirzdys, as Commissioner for TCFPD 8



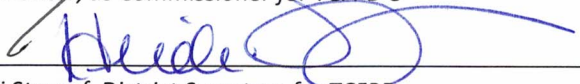
Pamela Long, as Commissioner for TCFPD 8



Daniel Bivens as Commissioner for TCFPD 8



Jake Hunter, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD 8