



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
February 11, 2020**

MINUTES of the regular Board meeting held February 11, 2020, at the South Bay Station 8-1. Commissioners Gleckler, Harper, Kilpatrick and Long were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. Commissioner Zvirzdys participated by phone. Steve Hatton from Hatton, Godatt Pantier was also in attendance. The meeting was called to order at 5:30 pm.

Architectural and Engineering Services: Chief VanCamp introduced Steve Hatton, to provide a brief review of the proposed septic evaluation project – which would include a review of all District owned septic systems. Mr. Hatton explained that the current mound system at Station 8-1 is over 25 years old and wasn't intended for the current level of building use. The tank is too small, the pump is running too often, setting off the alarm and exceeding the mound capacity. The estimated cost to repair/replace the system would be upwards of \$50,000. The septic system at Station 8-3 appears to be large enough, and the septic system at Station 8-2 is simpler. Both are worth evaluating. The estimated cost to evaluate the systems totaled approximately \$6000. Possible options were discussed and questions were asked for clarity. Following the discussion, Commissioner Harper moved to approve the request for septic evaluations at Stations 8-1, 8-2 and 8-3 as presented and not to exceed \$6000. Commissioner Kilpatrick seconded the motion. The Board unanimously approved the motion.

Chief's report: Chief VanCamp explained that the Monthly Report would be delayed until later in the week. Questions were asked for clarity. The Freedom Foundation injunction was briefly discussed. The status of the resident home was discussed. It is currently being cleaned out and we are seeking a contractor to make minor repairs. Most of the repair work is cosmetic. It may need a new furnace and some appliances. For the resident program, the Chief would like six responders; however, he estimates that only three will come from our membership. We will probably have to retain the other three from outside our membership. Commissioner Gleckler expressed concern that the public hasn't been adequately notified. Commissioner Harper explained that the District Communication plan should address the concern. Using a handout, Assistant Chief LeMay reviewed the latest recruit academy status, explaining that we have ten members attending Fire Academy and nine scheduled to attend EMT academy. Concerns and issues with EMT academy were discussed.

District Goals 2019-2020: Chief VanCamp reviewed the District Goals 2019-2020

- Goal #1 – IR&R Staffing – Once the CBA is finalized, changes to operations can be made. The Operations Team is driving the program. We are using Target Solutions to help with training.
- Goal #2 – Type I Engine Replacement – A committee has been established to provide input and recommendations. The Chief isn't satisfied with the process and asked them to re-address some of his concerns. Commissioner Kilpatrick expressed his concern for the delay and encouraged a timely process to meet the deadline associated with the Goal.
- Goal #3 – Training & Education Master Plan – Using a handout, Chief VanCamp requested approval for the T&E Master Plan document, explaining that previous edits have been implemented. Commissioner Harper shared concerns that the objectives are not currently measurable and recommends that include SMART objectives. Following the comments, Commissioner Kilpatrick moved to approve the document as presented, with the agreement that SMART objectives would be used. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.
- Goal #4 – Community Risk Reduction Master Plan – Using a handout, Chief VanCamp requested approval of the CR&R Master Plan document. Commissioner Harper moved to approve the document as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

Policy Governance Workshop Follow-Up: Using a handout, Commissioner Harper led a discussion on next steps. He recommends hiring Dave Coleman again to assist the Board with policy governance using workshops. Mr. Coleman would facilitate creating a new framework for Board policy and management procedure based on policy governance principles. Details of the plan were discussed at length and questions were asked for clarity. Concern was expressed for the cost. It was suggested that the scope of the project be reduced in order to reduce costs. Following the discussion, the Board agreed to the recommendation.

Collective Bargaining Agreement: Using a handout, Chief VanCamp requested Board approval for the CBA Agreement, noting that the Union has voted to adopt it. Following a brief discussion, Commissioner Harper moved to approve the agreement as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved the Collective Bargaining Agreement. Chief VanCamp will send signed copies to each Board member.

2020 Expense Budget: Using handouts, Chief VanCamp requested approval for the 2020 Expense Budgets for the general fund (6680) and capital repairs and replacement fund (6681). Following a brief discussion, Commissioner Kilpatrick moved to approve the general fund budget as presented. Commissioner Long seconded the motion. The Board unanimously approved said motion. Commissioner Kilpatrick then made a motion to approve the CR&R budget as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf, presented the minutes of the regular meeting dated January 14th and Special Meeting dated January 27th for approval. Commissioner Harper moved to approve the minutes as presented; Commissioner Kilpatrick 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.

As of February 11, 2020, after extensive review and discussion regarding the expenses, Commissioner Gleckler 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 17928-17944	Totaling \$13,960.28
	Warrants 17959-17969	Totaling \$39,061.41
	Warrants 17978-18003	Totaling \$28,479.17
<u>Payroll Fund (6680)</u>	Warrants 17946-17956, 17979-17982, 1-27a-x	Totaling \$171,032.73
<u>CR&R Fund (6681)</u>	Warrants 17945	Totaling \$5,126.47
	Warrants 17957-17958	Totaling \$472.19
	Warrants 17973-17977	Totaling \$27,008.40

Announcements: Secretary Stumpf announced that she signed up the Board to attend an MRSC webinar on February 25th, called Building a Foundation for Fiscal Oversight.

Commissioner Comments:

- Commissioner Gleckler requested a salary committee to review the salaries for the Executive staff, as per policy 3-04. Commissioners Zvirzdys and Long agreed to be on the committee.

- Chief VanCamp requested a Board representative to be on the Labor Management Committee. Commissioner Kilpatrick agreed to be on the committee.
- Commissioner Harper thanked Assistant Chief LeMay and the team for their work on the recent Recognition Banquet.

Outstanding Action Items:

- Present benefit report for My Sidewalk software – Chief VanCamp provided a brief update on the status of the software.

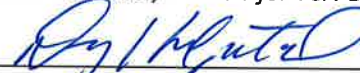
Executive session: At 6:55 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss review a personnel evaluation. The estimated time was twenty minutes. At 7:15 pm, the executive session concluded and the regular meeting reconvened. No action was taken.

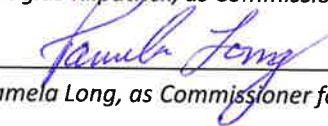
Adjourn:

The Board announced that next regular meeting is scheduled on March 10, 2020, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 7:20 pm.


ATTEST:



Richard Gleckler, as Chair for TCFPD 8


Douglas Kilpatrick, as Commissioner for TCFPD 8


Pamela Long, as Commissioner for TCFPD 8


Gloria Zvirzdys as Commissioner for TCFPD 8


William Harper, as Commissioner for TCFPD 8


Heidi Stumpf, District Secretary for TCFPD