



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
October 9, 2018**

MINUTES of the regular Board meeting held October 9, 2018, at the South Bay Station 8-1. Commissioners Harper, Gleckler, Berman and Zvirzdys were in attendance. Commissioner Engle participated by phone. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. Several members and one community member were also in attendance. The meeting was called to order at 5:30 pm.

**Welcome New Career Staff:** Chief VanCamp introduced and welcomed our two new career firefighters – Ricki Creger-Zier and Kyle Chiatovich. Each of them briefly spoke about themselves. Welcome comments were shared. Commissioner Berman expressed his gratitude for their service. Chief VanCamp also shared that Assistant Chief LeMay's position was removed from the bargaining unit and he is now an exempt executive employee who will fill in for the Chief when he is gone.

**Chief's Report:** Using a handout, Chief VanCamp presented the September 2018 Monthly Report. Questions were asked for clarity that included staffing at the North Olympia Station; the Marine Response group; new recruits and the hydrant system in Boston Harbor.

**Master Plan Update:** Chief VanCamp shared that he and realtor Terry Toth met with two parties (the Boston Harbor PUD and neighbors) who had interest in the District's Zangle Road property. The re-sale value of the property will be estimated prior to further meetings with them in hopes of a proposal to follow.

Integrated Decision Making Team (IDMT) meetings have been taking place. Chief VanCamp has provided instructions to each team and they are working on reports to be presented to the Board before the end of the year.

The Levy Restoration Proposition 1 information postcard will be mailed to continents October 15<sup>th</sup>. An Open House will be held at the South Bay Station on Sunday, October 21<sup>st</sup> from 10 am – 1 pm.

**Housekeeping Policy Updates:** Using handouts, Chief VanCamp explained that several policies required minor updating due to the organization changes within the Department. All changes had been sent to the Board earlier with edits. Commissioner Gleckler further clarified suggestions he had offered that were implemented. Minor edits were made to the following policies:

- **Pol 1-25** "Inventory of Assets"
- **Pol 1-32** "Community Use of District Facilities"
- **Pol 2-30** "Operations Support Program"
- **Pol 2-40** "Training Frequency, Standards & Documentation"
- **Pol 3-01** "Appointment of Volunteer Emergency Responders"
- **Pol 3-03** "Drill, Shift and Response Attendance"
- **Pol 3-11** "Personnel Review Boards"

Following a brief discussion, Commissioner Harper moved to approve the changes as presented; Commissioner Berman seconded the motion. The Board unanimously approved said policy changes.

**District Volunteer Resident Responder Program, draft Policy 3-50:** Using a handout, Chief VanCamp briefly reviewed a draft Policy 3-50 that addressed a possible resident responder program. He explained the process would entail that the Board adopt the policy, then we would ensure that we had an adequate number of qualified members to participate, and we'd need an adequate location/facility to house residents, then adequate coverage would be scheduled. He recommends five to six participants in order to respond from our

Johnson Point Station 8-2. A lengthy discussion ensued that included several questions and comments some of which included:

- Using current fire stations (such as the North Olympia Station) as housing
- Commissioner Zvirzdys is not in support of a resident program without several interested members and would rather see money spent on hiring additional staff
- Supervision concerns
- Opening response opportunities to other Departments
- WSRB ratings could be at risk if service isn't improved in the Johnson Point area
- The intended purpose of a resident program as proposed would be to improve consistency of service on Johnson Pt. on an interim basis until the two-station vision is implemented. Even if a resident program is not fully staffed, some is better than none.

Following the discussion, Chief VanCamp was directed to prepare a draft of estimated costs for the program and to send an inquiry survey to the membership to identify interest. It was agreed that the Board needed to meet to discuss the program further. Secretary Stumpf was directed to schedule a workshop.

**WSRB:** Chief VanCamp shared that changes are being made to the Washington Survey Ratings Bureau (WSRB) that are unclear. This topic may be discussed at the next Washington Fire Commissioners' Association meeting.

**Draft 2019 Budget Recommendations:** Using a handout, Chief VanCamp briefly reviewed his budget recommendations and budget for 2019, noting that there were minimal changes and expenses were increased by 5% overall. The Capital Repairs and Replacement fund will be updated by 2020 following completion of the Strategic Plan Phase III. Questions were asked for clarity. A budget workshop will be scheduled. Commissioner Harper made a motion to approve the budget policy as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said policy.

**Salary Adjustment:** Commissioner Gleckler shared that Chief VanCamp's performance evaluation was complete and he recommends moving his salary from step 4 to step 5. A discussion followed where Commissioner Berman expressed his disagreement with the change. Following the discussion, Commissioner Zvirzdys made a motion to move Chief VanCamp's salary step from 4 to 5 and to provide a salary adjustment from his anniversary date in July 2018. Commissioner Harper seconded the motion. The Board approved the motion four to one, with Commissioner Berman voting no.

**Secretary Report:**

**Minutes of Previous Meeting** – Secretary Stumpf presented the minutes of the regular meeting dated September 11 and special meetings dated September 11, 17, 19 and 21 for approval. Commissioner Harper moved to approve the minutes as presented; Commissioner Engle 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 October 9, 2018, after extensive review and discussion regarding the expenses, Commissioner Engle moved to approve the warrants as submitted; Commissioner Zvirzdys seconded the motion. The Board approved payment of those warrants included in that list and further described as follows:

**General Fund (6680)**    Warrants 16236-16393 & EFT 927a-n & EFT105a    Totaling \$227,083.05

**Announcements:**

- Secretary Stumpf provided an update on the recent State accountability audit and shared that as soon as an exit interview has been scheduled, she will notify the Board.
- Secretary Stumpf reminded the Board of the WFA conference in Yakima the end of October.

**Commissioner Comments:**

- Commissioner Engle thanked Commissioner Gleckler for being the Vice Chair of the meeting. He also congratulated the newest dayshift firefighters.
- Commissioner Berman commented that he'd like to see a decision made quickly on whether or not we will have a Resident Program.

**Action items from the meeting:**


- A survey will be given to members regarding interest in a resident program, followed by a workshop
- Estimated costs for a resident program will be explored
- We will hold an Open House on October 21<sup>st</sup> to inform the public of the levy restoration proposal
- A copy of the current CR&R schedule will be sent to the Board
- Questions regarding mowing and crewsense charges will be answered

**Adjourn:**

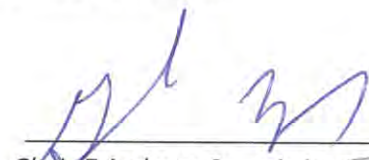
The Board announced that next regular meeting is scheduled on November 13, 2018, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 7:15 pm.

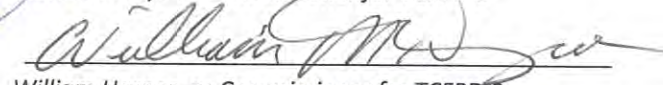
**ATTEST:**


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Tom Engle, as Chair for TCFPD 8

  
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Richard Gleckler, as Commissioner for TCFPD 8

  
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Michael Berman, as Commissioner for TCFPD 8

  
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Gloria Zvirzdys 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 8