



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 10, 2019**

MINUTES of the regular Board meeting held December 10, 2019, at the South Bay Station 8-1. Commissioners Gleckler, Harper and Engle were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. Commissioner Zvirzdys participated by phone. Several other members were in attendance as well as Doug Kilpatrick and Pam Long. Later in the meeting, retired Commissioner Parsons joined the meeting. The meeting was called to order at 5:30 pm.

Board Vacancy: As discussed at the last Board meeting, the Board agreed to vote Pam Long into office at the next regular Board meeting in order to be an early replacement for Commissioner Berman's Board position. Commissioner Gleckler asked the Board to make a formal motion. Following the comments, Commissioner Harper moved to appoint Pam Long as the replacement Board member for Commissioner Berman. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

Oath of Office: Secretary Stumpf introduced the newest members to the Board, Pamela Long and Douglas Kilpatrick and asked them each to take the oath of office for their positions. Pam will be a Board member for December and Doug in January, once Commissioner Engle has completed his term.

Chief's report: Chief VanCamp presented the November monthly report. Questions were asked for clarity including target levels of service. Assistant Chief LeMay briefly reviewed the status of our volunteers and gave a reminder of the upcoming graduation ceremony.

Resolution 19-05 Surplus Items: Using a handout, Chief VanCamp requested approval of Resolution 19-05 to surplus several items that included one surplus aid unit. He explained that all of the surplussed items would be sent to the Department of Enterprise Services, a state agency that would take care of all of the items for us and that in return, we would receive a nominal reimbursement. He also explained that most of the items' value are de minimis and that some items may be used at the new residency, and would be removed from the surplus list. A lengthy discussion ensued. Commissioner Harper noted that the surplus list didn't include values for any items. Further, he suggested we update our policy to provide clarity with the process. Commissioner Gleckler commented on previous sales of surplus and asked how the system worked and how much we've received in the past. Following the discussion, the topic was tabled for our next meeting. Chief VanCamp will update the surplus list and include values.

Station 8-3 Safety Concerns: Chief VanCamp provided an update on the status of the safety concerns at Station 8-3 that included outdoor lighting. He explained that we've hired a contractor to install adequate lighting for all of our buildings; however the fixtures are on order and should be installed by the end of next week. Commissioner Harper suggested we occasionally hold our monthly Board meetings at Station 8-3 in order to be more aware of its condition.

Technology Update and Request for Approval- Secretary Stumpf introduced guests from our Technology Management Company, Pacific Office Automation – Michael Cully, Stephen Michael and Shelby Washington who were there to review the recent workstation replacement request. Using handouts, the gentlemen explained two optional recommendations to update and replace Department computers. They explained that Microsoft will no longer service Windows 7 after the end of the year. Questions were asked for clarity that included smaller, more efficient laptops for the vehicles (Surface Go) and a one-month wait on Dell computer products. It was agreed that the Chief, staff and Commissioner Engle would review the recommended items and revise them. Following the

discussion, Commissioner Engle made a motion to approve up to \$16,000 (plus tax) to purchase new computers for the District. These would be paid from the CR&R budget. Commissioner Harper seconded the motion. The Board unanimously approved said motion.

Master Plan Phase III: Chief VanCamp provided an update on the master planning process. He shared that he, Commissioner Harper, Assistant Chief LeMay and Secretary Stumpf met and are working on draft documents for Community Risk Reduction document and Training and Education. There should be no need for a Board workshop on these topics.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf, presented the minutes of the regular meeting dated November 12 and special meeting dated November 20th. 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. Commissioner Harper asked about the status report on the “My Sidewalk” software. Chief VanCamp shared that EMSO Jonathan Clemens is adding medical data into the software. He hopes to have the presentation at the next Board meeting.

As of December 10, 2019, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve all warrant as presented. Commissioner Engle 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 17706,17708-17710,17712-17725	Totaling \$25,582.98
	Warrants 17735-17745	Totaling \$6,269.00
<u>Payroll Fund (6680)</u>	Warrants 17726-17734,17746-17748,EFT11-27a-t	Totaling \$157,142.01
<u>CR&R Fund (6681)</u>	Warrants 17707 & 17711	Totaling \$6,946.45

Meeting Dates for 2020: Using a handout, Secretary Stumpf presented proposed dates for Board meeting in 2020, noting that the schedule is the same as the last few years, the 2nd Tuesday of each month at 5:30 pm. The Board approved the proposed Board meeting dates for 2020.

Conference/Travel: Using a handout, Secretary Stumpf presented proposed 2020 conference dates for staff. The Board asked questions for clarity and a discussion ensued. Commissioner Harper suggested we wait until the expense budget has been drafted and approved before all travel be approved. Further, he would like feedback from attendees when returning from conferences in order to share educational value with the Board. The topic was tabled until another meeting.

Capital Repairs and Replacement Request: Chief VanCamp added a last minute request for approval for repairs to the roof at Station 8-1. He explained that during a recent cleaning of the roof it was discovered that 23 boots were damaged and would need to be replaced. He requested approval of approximately \$7500 to the replace the boots, which would be done in a change order with Able Construction and paid for from the CR&R fund. Commissioner Zvirzdys made a motion to approve the request to replace 23 boots; Commissioner Engle seconded the motion. The Board unanimously approved said motion.

Announcements:

- Secretary Stumpf announced a reminder of recruit graduation at the South Puget Sound Community College Lacey campus on Wednesday, December 18th at 6:00 pm.
- She also announced the Board workshop on January 27th. Commissioners expressed concern for the high cost of having attorneys at the event, when one of the attorneys will be at the WFCA Saturday Series. Chief VanCamp explained that the discussion at the workshop will be customized for our Department. Commissioner Harper recommended Chair Gleckler assist the Chief in drafting the agenda for the workshop.
- Secretary Stumpf recognized and thanked Commissioner Tom Engle for his dedication to the District and Board over the last six years, noting that tonight was his last meeting.

Commissioner Comments:

- Retired Commissioner Ken Parsons commented that he's very pleased with the direction that the district is taking. He also thanked Commissioner Engle for his service and welcomed the two new Commissioners.
- Chief VanCamp commented that TCCOM will be replacing radios using a 30 million dollar contract with Motorola.
- Assistant Chief LeMay shared that the Association received a check for \$500 from the Washington Business Association at a recent Christmas Tree lighting ceremony.
- Commissioner Harper provided a reminder of the WFCA training opportunities a training in February in Spokane, April in Suquamish, and in June, in Chelan.
- Commissioner Gleckler recognized and thanked Tom Engle for his service. Tom Engle then commented on his experience with the Department over the last six years.

Outstanding Action Items:

- Present benefit report for My Sidewalk software

Action Items:

- Revenue from sale of past surplus will be shared
- Surplus list to be revised and include estimated values
- Surplus policy to be updated
- Future Board meetings to be held at Station 8-3
- Agenda for the Board workshop to be drafted by Chief and Chair
- Board to be registered for future training sessions

Adjourn:

The Board announced that next regular meeting is scheduled on January 14, 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 8:01 pm.


ATTEST:

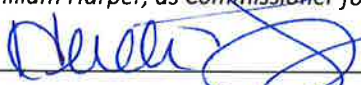

Richard Gleckler, as Chair for TCFPD 8

Tom Engle, 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 8