



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
May 12, 2020**

MINUTES of the regular Board meeting held May 12, 2020, as a video-conference call, at the South Bay Station 8-1. Commissioners Gleckler, Harper, Zvirzdys, Kilpatrick and Long were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf also participated. Member VanKirk and a community member also attended. The meeting was called to order at 5:30 pm.

Chief's report: Chief VanCamp presented the April Monthly Report. He shared updates on the following topics:

- Resident House Progress – Most items have been completed (floor, doors, ceiling, carpentry, etc.) A change order was needed for unforeseen mechanical and architectural repairs including furnace replacement. Costs have also increased as we must pay prevailing wage and the original quote was for residential work. The garage still needs work and the upper deck needs to be replaced. A lengthy discussion ensued on increased costs and keeping the Board informed of changes and whether fixing the garage was urgent.
- Both Stations 8-1 and 8-3 were staffed 100% for the month of April!
- The Mysidewalk software was presented to the Operations group for input. A presentation will be made to the Board in June.
- The replacement engine request for approval has been postponed since data from the manufacturer was not yet available.
- Secretary Stumpf provided a brief overview of the topics discussed and approved at the local Board for Volunteer Firefighters' meeting.
- Labor costs related to Covid-19 were briefly discussed. We are tracking these and will turn them in for reimbursement from Federal Grants later. Questions were asked for clarity.
- Commissioner Harper requested the addition of one-word status updates (*i.e. complete, in-process*) on our Master Plan Goals.

Resolution 2020-03 Designation of Applicant's Agent: Chief VanCamp requested approval for Resolution 2020-03 Designation of Applicant's Agent, explaining that the document is needed to apply for State/FEMA grants to assist with Covid-19 expenses. Following a brief discussion, Commissioner Harper moved to approve the request 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 April 14 for approval. Commissioner Zvirzdys 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 the excessive charges for uniforms.

As of May 12, 2020, after extensive review and discussion regarding the expenses, Commissioner Zvirzdys 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 18232-18261	Totaling \$46,877.58
	Warrants 18276-18290	Totaling \$14,922.65
	Warrants 18291-18312	Totaling \$29,096.31
<u>Payroll Fund (6680)</u>	Warrants 18264-18273 & EFT4-27a-z	Totaling \$168,027.92
<u>CR&R Fund (6681)</u>	Warrants 18230-18231	Totaling \$1,589.15
	Warrant 18275 & 18300	Totaling \$87,333.98
<u>Cap Proj Fund (6685)</u>	Warrants 18260&18263	Totaling \$22,991.58

Facility Usage: Secretary Stumpf shared that she is now in charge of the facility usage program and would like to take advantage of the current closure to modify the program. Recommendations for changes to the program will be brought to the Board for review at the June meeting.

Announcements:

- Chief VanCamp shared that the county anticipates a property tax revenue shortfall to be less than 5% for 2020 and less than 3.5% for 2021-2022. He explained that businesses that rely on state sales tax are more likely to be financially impacted by Covid-19.
- Secretary Stumpf shared that we will likely have our June Board meeting using Zoom due to the Governor’s phased re-opening plan.
- Assistant Chief LeMay shared that the Washington State Review Bureau (WSRB) will be rating the Department at the end of the month. Our last rating was in 2015. He will keep the Board informed as to the progress.

Commissioner Comments:

- Commissioner Harper provided congratulations for 100% staffing at both Stations.
- Commissioner Harper recommends the Board meet in a future workshop setting to discuss finances (possibly moving money across funds; possible levy/bonds, etc.) and different scenarios related to meeting our Goals.

Outstanding Action Items:

- Present benefit report for My Sidewalk software
- 78th Street easement parcel
- New engine up for approval
- Communications plan

Action Items:

- Facility Usage plan to be presented
- Status on Resident house to be presented
- AC LeMay to keep Board updated on WSRB rating process

Adjourn:

The Board announced that next regular meeting is scheduled on June 9, 2020, beginning at 5:30 pm and will be a conference call to 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 6:15 pm.

ATTEST:

Richard Gleckler, as Chair for TCFPD 8

Gloria Zvirzdys 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