



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
June 14, 2022**

MINUTES of the regular Board meeting held June 14, 2022, at the South Bay Station 8-1. Commissioners Zvirzdys, Kilpatrick, Harper, Bivens and Long as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. BC Clowes and Lt. DeGagne were also present. The meeting was called to order at 5:30 pm.

Staffing Update Report – Using handouts, AC Lemay and BC Clowes provided an update on the status of staffing with questions were asked for clarity. The following was discussed:

- Chief Lemay provided details on the current promotional process to promote a firefighter to a lieutenant position. A promotional register has been established. Five applicants were processed through and the top three will be interviewed by the Chiefs. A firefighter position registry is also being established with volunteers encouraged to apply.
- We have three volunteers who will graduate academy on June 20th. We have one new FF/EMT lateral member and four new recruits in process.
- BC Clowes shared the benefits of using a platoon schedule (vs. a shift schedule). Optimal number of members on a platoon were discussed.
- Office Development Program – Using a handout, Battalion Chief Clowes provided an update on the current Officer Development Program (ODP). He explained the process, training, certifications needed and goals for the program.

Chief's Report: Using a handout, Chief VanCamp presented the May 2022 Monthly Report. The following were discussed, with questions asked for clarity:

- TCERN Radio program – we will receive new equipment and a generator for Station 8-2. Training to be included.
- AC LeMay gave a brief update on the Chiefs' conference he attended.
- AC LeMay gave an update on the resident program. We hope to launch the program in August. He shared that updates to the house are being made. There are three volunteers who've expressed some interest in the program. Chris LaDue has agreed to be the lead resident.
- Policy 3-30-PO-00 Member Performance Evaluations – A draft document was sent to the Board with a request for input. This will be reviewed at the next Board meeting.

Peer Support Program: Using handouts, Chief VanCamp briefly reviewed program. We have two members being trained.

District Strategic Communications Plan: Secretary Stumpf reminded the board that the Executive staff will be making edits to the draft document. She encouraged the Board to provide input if they haven't done so already.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated May 10 and Special Meeting dated May 17 for approval. Following a brief discussion, Commissioner

Harper moved to approve the minutes as presented; Commissioner Bivens 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. As of June 14, 2022, after extensive review and discussion regarding the expenses, including concerns expressed for the high cost of landscaping, Commissioner Long moved to approve all warrant as presented. Commissioner Bivens second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

General Fund (6680)	Warrants 20091-20105	totaling \$29,623.22
	Warrants 20106-20113	totaling \$4,897.60
	Warrants 20122-20134	totaling \$18,058.13
	Warrants 20159-20173	totaling \$4,650.29
	Warrants 20175-20187	totaling \$16,009.51
Payroll Fund (6680)	Warrants 20114-20158 & EFT5-27a-z	totaling \$207,071.16
CR&R Fund (6681)	Warrant 20174	totaling \$9,683.31

Cyber Security – Using a handout, Secretary Stumpf provided a review on our current cyber security in place. She explained that we are researching additional security measures and are planning to provide training to members on cyber security awareness. Questions were asked for clarity.

Announcements:

Secretary Stumpf reminded the Board of an upcoming Special Exempt Board meeting to be held on June 28th and of the Graduation on June 20th.

Commissioner Comments:

Commissioner Zvirzdys complimented AC LeMay and BC Clowes on the leadership program and presentation.

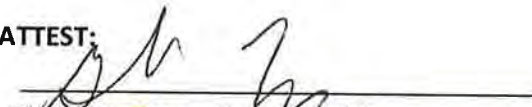
Review and follow-up:


- The draft Communications Plan will be updated
- The Board will provide input on draft Policy 3-30-PO-00
- Landscape costs will be evaluated, and a report will be presented at the next meeting
- Cyber security measures to be followed-up

Executive Session: (As per RCW 42.30.110 (OPMA)) At 7:05 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was to review the performance of public employees. The estimated time was fifteen minutes. The session concluded at 7:20 pm and the regular meeting reconvened. No actions were taken.

Adjourn: The Board announced that the next regular meeting is scheduled for July 12, 2022, beginning at 5:30 pm. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 7:21 pm.

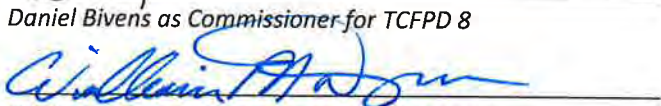
ATTEST:

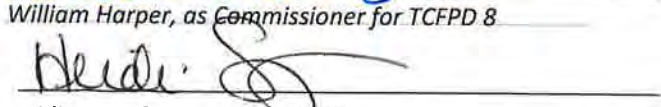

Gloria Zvirzdys, as Chair for TCFPD 8


Douglas Kilpatrick, as Commissioner for TCFPD 8


Pamela Long, as Commissioner for TCFPD 8


Daniel Bivens as Commissioner for TCFPD 8


William Harper, as Commissioner for TCFPD 8


Heidi Stumpf, District Secretary for TCFPD