



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
January 10, 2017**

MINUTES of the regular Board meeting held January 10, 2017 at the South Bay Station 8-1. Commissioners Engle, Harper, Small, Gleckler and Berman were in attendance. Chief VanCamp was in attendance and legal counsel Thomas Burke participated by phone. The meeting was called to order at 4:30 pm.

Executive Session: At 4:31 pm the regular meeting adjourned to executive session. The purpose of the meeting was to discuss possible litigation with legal counsel as per RCW 42.30.110. The estimated time was one hour. At 5:30 pm the Executive Session concluded and the regular meeting convened. Following the Executive Session, no actions were taken. At that time, Secretary Stumpf and Assistant Chiefs LeMay, Kessel and McBride joined the meeting. Ryan Pantier from Sunset Air and several public guests and staff were also in attendance.

Energy Program Presentation: Using a handout, Ryan Pantier from Sunset Air provided a presentation on an energy efficiency program for Station 8-3. Earlier, Sunset Air performed a preliminary audit of the station to see if were feasible to explore a solar project in the future. This was done at no cost. They determined that an "investment grade" audit would be needed for the approximate cost of \$4,000. Grant funding through the State may be available. Funding options will be announced in July 2017. The IGA would include assistance from Sunset Air with the Department of Commerce Grant process. A lengthy discussion of questions asked for clarity ensued. Following the discussion, Commissioner Gleckler moved to accept the recommendation to further explore the program by having an investment grade audit. Commissioner Engle seconded the motion. The Board unanimously approved said motion.

Election of Chair: Commissioner Gleckler made a motion to re-elect Milt Harper as Board Chair and Tom Engle as Vice Chair for 2017. Commissioner Small seconded the motion. The Board unanimously approved Milt Harper as Board Chair and Tom Engle as Vice Chair for 2017.

Public Comments: Camille Pederson asked whether the public can look at the warrants being approved for payment at Board meetings. She was told that yes, she could. Secretary Stumpf was directed to include extra copies at the next Board meeting for public viewing.

SBFFA Update: Walker Armstrong gave a brief update on the SBFFA. Nominations were taken for 2017 Board positions. This will be voted on at the next meeting. The group agreed to donate \$500 towards a girls' fire camp called Blaze. The Crab Feed will be held on March 11th. Diana Estrada was coordinator with Matt Hankins, Glenn Gerth and Jonathan Clemens assisting.

Chief's Report:

Chief VanCamp presented the December monthly report noting that new response graphs were added. The Training Center was discussed. It is being used but still needs a new roof and painting. Assistant Chief LeMay commented on new recruits and graduates being processed. Assistant Chief McBride commented that we currently have twenty qualified EMTs and we need eighteen to staff a station. Interim measures to help improve staffing were discussed. They included: multiple shifts, temporary firefighters, and firefighters trained in CPR could assist with compression. Jonathan Clemens and Dave Byers are working with the EMT program, adding additional training to better vet the process. Questions were asked for clarity.

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Response Statistics – Using a handout, Chief VanCamp reviewed response statistics from 2016, noting that most of the calls were near Station 8-1 which also had the shortest response times. Several comments and questions were shared, including what the costs for a temporary firefighter would be. Chief VanCamp replied that the estimate is \$5,700 per month. He added that the data will be reviewed at the staffing workshop.

Policy 2-20 health and Safety Program: Chief VanCamp presented Policy 2-20 for approval, noting that it had been overhauled to meet safety net standards. Following a lengthy discussion, with suggestion made, Commissioner Small moved to accept the policy with the recommended amendments. Commissioner Engle seconded the motion. Commissioner Berman stated that he would like to verify the data and offer further input; therefore the approval was tabled until the next meeting.

Staffing Master Planning:

Chief VanCamp provided an update on the Master Planning Staffing Workshop. Dates will be January 23, 30 and February 13 from 5:30 – 9:00 pm. The first night would review issues and assumptions. The second night would be to vet options. The third night would be used to narrow down and finalize options. A draft of the agenda will follow once he gets Board agreement on the Assumptions and Decision Criteria. Following a brief discussion and questions for clarity, the Board accepted the assumptions and criteria.

Facilities Management:

Water Management - Using a handout, Assistant Chief Kessel requested approval for a quote to manage the District's water system. He explained that he's been performing all of the water tests, but the State Department of Health requires a satellite management agency to perform these duties due to a reclassification of our Stations. The quote was from Clearwater Utility Services and the cost would be \$150 per quarter. Chief VanCamp added comments that the quote had been reviewed and approved by legal counsel. Commissioner Gleckler had concerns with the fee language and requested to table the topic so that he could further review the contract.

Heater Replacement – Using a handout, Assistant Chief Kessel explained while at a service call, Sunset Air discovered two heaters in the bay that needed replacement. Their estimate was for \$11,700 plus tax. He is also getting two more estimates from other vendors. We will need to rent a lift in order to establish the bids. Commissioner Engle commented that providing heat in the bay is an emergency and that we should consider renting temporary heaters. The Board discussed not necessarily taking the lowest bid – but accepting the more appropriate bid, considering quality, timeliness and price. Following the discussion, Commissioner Gleckler moved to authorize Chief VanCamp to accept the most suitable bid for the replacement. Further, approval was given to rent temporary heaters and a lift for the purpose of the bid process. Commissioner Engle seconded the motion. The Board unanimously approved said motion.

Surplus Inventory Report – Using a handout, Assistant Chief Kessel shared and updated surplus list that included previously approved items that have been sent to State Surplus. He requested review and approval of remaining items on the list, noting that they are no longer used. Commissioner Berman suggested having Operations staff review the list to see if any of the items could still be used. Following a brief discussion, the Board agreed to review the list and provide input.

Compensation Adjustments for Executive Staff:

Commissioners Englé and Gleckler (on behalf of the compensation committee), reviewed Executive Staff compensation and recommended a cost of living adjustment of 1.8% effective January 1, 2017. Additionally, the committee recommended incentive pay increases. Following a brief discussion, Commissioner Harper made a motion to approve the recommendation from the compensation committee that included incentive pay and a COLA for non-union, Executive staff. Commissioner Gleckler seconded the motion. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting - Secretary Stumpf presented the meeting minutes from the regular meeting dated December 15 and Special Budget meetings dated December 28 and January 4 for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as submitted; Commissioner Small seconded the motion. The minutes were unanimously approved.

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. Questions regarding some purchases were asked for clarity. As of January 10, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Engle seconded the motion. The Board approved payment of those warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 14043-14051	totaling \$10,267.95
	Warrants 14067-14085	totaling \$36,812.81
<u>Payroll Fund (6680)</u>	Warrants 14042&14052-14066 & EFT12-27a-m	totaling \$95,849.30
	Warrants 14089-14161 & EFT1-6a	totaling \$45,351.11
<u>CR&R (6681)</u>	Warrant 14086	totaling \$3,195.98

Announcements:

Secretary Stumpf reminded the Board of Legislative Day on January 26th and the Annual Recognition Banquet on February 4, 2017.

Commissioner Comments:

- Commissioner Harper reminded the Board That the Boston Harbor Association’s annual meeting will be held on February 9th, beginning at 7 pm and will be held at Station 8-3. He recommended a presence from our Department at the meeting.

Action Items: Chief VanCamp reviewed the action items from the meeting:

- The IGA audit for Station 8-3 will be pursued.
- Copies of warrants and Board materials will be made available for the public.
- Board members will provide feedback to the Chief regarding policy 2-20.
- A Staffing workshop package will be sent to Board members for review.
- The water management contract fees will be clarified.
- Bids for replacement of the heaters in the bay will be sought.
- The Board will review the surplus list and provide input.

Public Comments:

Camille Pederson asked if the Department has considered contracting with Olympia or Lacey for additional staffing coverage. Chief VanCamp replied that yes, we have, but it was not seriously discussed as the cost would be too expensive.

Executive Session: At 8:20 pm the regular meeting adjourned to executive session. The purpose of the meeting is to discuss an employee performance review as per RCW 42.30.110. The estimated time was fifteen minutes. At 8:35 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

Adjourn:

The Board announced that next regular meeting will be held on February 14, 2017, 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 8:36 pm.

ATTEST:



William Harper, as Chair for TCFPD 8



Richard Gleckler, as Commissioner for TCFPD 8



Michael Berman, as Commissioner for TCFPD 8



Richard Small as Commissioner for TCFPD 8

Tom Engle, as Commissioner for TCFPD 8



Heidi Stumpf as District Secretary for TCFPD 8