



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
September 12, 2023**

MINUTES of the regular Board meeting held September 12, 2023, at the South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Long, Bivens and Harper as well as Assistant Chief LeMay and Secretary Stumpf were in attendance. Chief VanCamp, Commissioner Zvirzdys, and BC McBride participated remotely. A community member and some on-duty crew were also there. The meeting was called to order at 5:30 pm.

Community Outreach Update: Secretary Stumpf provided a brief update on the COT activities. Firefighter Kyle Yenne is an active member of the COT, posting on behalf of Platoon C. Lt. Bonser is managing and scheduling the post plan. We posted seven on-scene posts last month. We are beginning to schedule community risk events with the schools. Questions were asked for clarity.

Facility and Apparatus Update: Battalion Chief McBride provided an update on facilities and apparatus. The septic project at South Bay Station 8-1 should begin in the next couple of weeks. We don't anticipate the need for portable bathrooms. The water treatment updates are in progress, replacing the system last installed in 2010. We will be installing a new communications system through Verizon by the end of the month. Questions were asked for clarity, including whether we are within budget. BC McBride assured the Board that we are. The brush truck we expected to arrive in 2024, may be delivered sooner.

Chief's Report: Using a handout, Chief VanCamp reviewed the August Monthly Report. Assistant Chief LeMay gave a staffing report and shared that we've lost three more volunteers. Currently, we have 26 volunteers, which is four less than our goal. Our next recruitment cycle takes place in October. He explained that the Fire and EMT Academies will be moving to one each per year due to reduced numbers. We recently held a *Firefighter Hiring Process* session.

Chief VanCamp requested Board permission to post "No Unauthorized signs" on areas of District property where political signage has been posted without permission. He recommends implementing these at the first of the year. Commissioner Harper shared his opinion that the signs should only be used on areas where we've had issues. Following a discussion, Commissioner Long moved to approve the request to post the signs in areas of the District where necessary. Commissioner Bivens seconded the motion. The Board unanimously approved said motion.

Master Planning & Draft Annual Business Plan: Using a handout, Chief VanCamp discussed the *2024 Budget Policy Recommendations*, sharing that he hasn't received accurate total assessed valuation figures; however, he did note that the initial figures were lower than expected based on historical trends. He briefed the Board on the goals for 2024 including 1) a continuation of the funding plan for full staffing of two firestations, and a review and updates to the business functions in the District Master Plan.

Chief VanCamp reviewed some of the tentative requests for the Capital Repairs and Replacement Fund for 2024 to include: At South Bay Station 8-1 replacement flooring in the dayroom and sleeping rooms; new cabinetry in the library and updated landscaping. At Johnson Point Station 8-2 replacement flooring in the living area. At North Olympia Station 8-3 improved climate control systems in addition to the already proposed upgrades to the fire protection system. He also noted a recommendation to move the purchase of a replacement aid unit from 2026 to 2025 and add wildfire suppression equipment to 2024. However, all these recommendations could change based on the budget figures. Questions were asked for clarity. These items will be reviewed in detail at the September 19th workshop.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated Augst 8 for approval. Commissioner Long 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. After extensive review, Commissioner Bivens moved to approve all warrants as presented. Commissioner Long seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 21239-21247	totaling \$8,689.39
	Warrants 21248-21254	totaling \$7,903.27
	Warrants 21264-21273	totaling \$9,037.57
	Warrants 21277-21284	totaling \$10,415.50
	Warrants 21286-21292	totaling \$14,170.50
<u>Payroll Fund (6680)</u>	Warrants 21256-21263,21276&EFT8-25a-z	totaling \$259,391.60
<u>CR&R Fund (6681)</u>	Warrant 21255	totaling \$287.67
	Warrants 21274-21275	totaling \$11,513.80
	Warrant 21285	totaling \$7,654.05

Draft Policy 1-08-PO-00 Debt Collection: Using a handout, Secretary Stumpf presented a draft policy on debt collection. She explained that the District seldom bills or receives funds for debt, with the exception being occasional invoicing for reimbursement for grants and reimbursement from the South Bay Firefighters' Association. Recently, she discovered that several invoices billed to the South Bay Firefighters' Association hadn't been paid. Commissioner Harper shared that the policy would be better suited as a Procedure. A brief discussion ensued, and it was generally agreed that the draft could be revised to a brief policy with details in a procedure. Chief VanCamp will make the revisions and the draft will be shared at the next meeting.

Announcements:

- Secretary Stumpf reminded the Board of the upcoming, September 19th workshop.
- She also shared that the Firefighters' Association is hosting the annual picnic on Saturday, September 23rd at the Odd Fellows' park. It will be a barbecue/potluck with games for the whole family.
- Secretary Stumpf shared that our website has been updated by our volunteer Jim Zopolis. She shared what a fantastic job he's done for us with managing the site and keeping it current. The Board agreed and shared words of appreciation.

- She also shared that the personnel evaluation agenda item would be re-scheduled for the next Board meeting due to illness.

Commissioners' Comments:

- Commissioner Kilpatrick congratulated the COT for their great work.

Review and follow-up:

- The draft policy will be revised to include a procedure.

Adjourn: The Board announced that the next regular meeting is scheduled for October 10, 2023, beginning at 5:30 pm and will be held at the North Olympia Station 8-3. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 6:25 pm.

ATTEST:



Douglas Kilpatrick, as Chair for TCFPD 8


Gloria Zvirzdys, 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