



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

MINUTES of the regular Board meeting held August 8, 2017 at the South Bay Station 8-1. Commissioners Harper, Small, Gleckler, Engle and Berman were in attendance. Chief VanCamp, Assistant Chiefs LeMay, McBride and Kilpatrick were also in attendance as well as several public guests. The meeting was called to order at 5:30 pm.

Public Comments: Camille Pedersen questioned the servant leadership element of the hybrid staffing plan. She expressed her view that customer service to the public is quite good and was concerned that this part of the program could hurt morale. She also asked if there was a more defined timeline for implementation. The Chief responded that the servant leadership concept is more focused on improving internal service from management/supervision towards each other and department members. He also indicated that many factors are being worked on that impact the implementation of the plan and a specific timeline has not been set at this point.

SBFFA Update: Association President Diana Estrada shared that the association picnic was Saturday, August 12 and all other business was going smoothly.

Solar Panel Update: Sunset Air representative Ryan Pantier provided a status report on the solar panels, clarifying that the manufacturer for the 96 panels has gone out of business and there is no warranty to honor if any panels fail. He explained two available options if panels were to fail: 1) Itek Solar is a company authorized to replace solar panels. We could purchase the panels at a discounted rate but there would still be labor costs involved in removing the Silicon Energy panels and installing the panels. We could also acquire another used Silicon Energy panel that would be compatible with your system to replace a failed panel. 2) If we cannot find replacement panels, we could simply remove that panel and bypass it in the array. This would reduce the overall size of the PV system, but it does work as long as only a couple of panels are being bypassed. Mr. Pantier noted that he doesn't expect to see any failures on this system based on the date of manufacturing of the panels, but would definitely recommend annual inspections to ensure that everything is still functioning properly. Questions were asked for clarity and a discussion ensued. Sunset Air is currently drafting a maintenance agreement for review by the Board.

Using a handout, Mr. Pantier reviewed a measurement and verification report that addressed energy savings. In summary, the project had a very successful second year. The guaranteed energy savings were 4,625 kWh, 19,260 kWh solar PV production, and 4,202 gal propane. The total recorded savings based on comparison between the utility bills was 28,994 kWh and 5,332 gal propane. Total solar PV production was 23,900 kWh. At the base utility rates this amounts to an additional \$2,067.90. This extra savings goes directly back to the Department to help their bottom line. Questions were asked for clarity and a discussion ensued that included solar market, incentives, kilowatt hour usage, average temperatures, historical data, summary of results and general comments. Further discussion will take place when the maintenance agreement is ready for review.

Chief's Report: Due to the Chief having been on vacation, the July Monthly Report was not yet complete.
Member staffing and training - Assistant Chief Lemay said there are 11 applicants applying for EMT class and 11 more in the Fire Academy. The Board asked related questions and told him to keep up the good work.

Staffing Planning- Chief VanCamp explained the components of the staffing plan will be discussed in depth soon. Details such as the hiring of staff, associated timelines, PDP process, etc. will all be presented in the fall.

Broken Pipe: Chief VanCamp shared information on a broken water supply pipe line behind the North Olympia station. He further recommended accepting a bid from Craig's Asphalt for resealing and striping at North Olympia and South Bay stations. Patching of the hole behind could be added to this project. Following a brief discussion, Commissioner Gleckler moved to authorize staff to proceed with the seal/stripe project and hole repair in an amount not to exceed \$15,000. The Chief also indicated a more thorough review of the water system was needed and he would like to engage Howard Godat & Associates for engineering work on the system to develop a plan. The board members expressed general support for the Chief to move forward with this effort.

Master Plan Overview: Chief VanCamp reviewed the intent of the master plan concept document he had previously distributed. This document can be used as a starting point to identify the key issues and options that will need to be considered. Commissioners expressed a desire to identify additional alternatives, evaluate them based on realistic criteria, and involve the public in the process. The Chief will be proposing the process to develop the master plan at an upcoming meeting.

Facilities Condition Assessment: Chief VanCamp stated the Department needs a qualified firm to perform a comprehensive assessment of the stations/properties owned. This assessment would include evaluating the condition of all facilities, obtaining updated appraisals on all buildings/land, and identifying issues that could impact future use or marketability of the properties. This would be used to support informed decision making on the master plan and as a basis for a more realistic update of the District's CR&R budget. Staff does not have the expertise to perform these assessment duties. He expects the cost for this assessment to be approximately \$30,000 to \$40,000. Questions and concerns were raised by Commissioners and public attendees regarding the necessity and value of such a study.

Policy 3-30 "Member Performance Evaluations":

Using a handout, Chief VanCamp reviewed a revised draft policy for member evaluations. Board members provided input that the Chief needs to sign off on each staff performance evaluation via his own signature block. This will acknowledge to staff members receiving the evaluation and the Board that the Chief has reviewed them. Following the discussion, Commissioner Small moved to approve Policy 3-30 as presented. Commissioner Gleckler seconded the motion. The Board unanimously approved Policy 3-30.

Policy 1-22 "Information Technology & Media":

Using a handout, Chief VanCamp provided information on a draft revised policy adding that legal counsel has reviewed and approved the policy. A general discussion ensued about monitoring Internet usage, balancing the needs of members while managing District liability. Following the discussion, Commissioner Small moved to approve Policy 1-22 as presented; Commissioner Engle seconded the motion. The Board unanimously approved Policy 1-22.

Secretary Report:

Minutes of Previous Meeting – Chief VanCamp, for Secretary Stumpf presented the minutes of the July 11th and August 2nd meetings 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 August 8, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Small 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 14826-14856	totaling \$26,200.35
	Warrants 14873-14893	totaling \$16,571.11
	Warrants 14894-14908	totaling \$21,692.60
<u>Payroll Fund (6680)</u>	Warrants 14749-14825 EFT7-14a	totaling \$53,691.26
	Warrants 14857-14872 & EFT7-27a-m	totaling \$97,610.57

Commissioner Comments:

- Commissioner Small shared that Airlift NW is performing a mock rescue helicopter exercise in Hollywood's Public Park on Tuesday, August 15 at 7:30 pm. Bring your own chair to watch.
- Chief VanCamp commented that the City of Lacey is annexing 330 acres for a City park near Marvin Road. There will be no fiscal impact to our district.
- Commissioner Gleckler will check with Secretary Stumpf on a small gift basket for a raffle, as requested by Steve Slater. He is hopeful the basket will include public education materials promoting our fire district.
- Commissioner Small requested a status update on concerns that had been raised regarding lighting in the living quarters of the South Bay station.

Follow-up Items: Chief VanCamp reviewed the action items from the meeting:

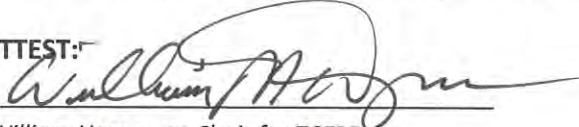
- Sunset Air proposed maintenance agreement
- Regular reporting of energy use
- Policies 30-3 and 1-22 approved
- Chief to follow-up on specific questions regarding warrants
- Proceed with sealing, striping, and patching project
- Contact engineering firm for the water system behind the North Olympia station project
- Schedule and budget for staffing plan
- Lights in the South Bay Station

Executive Session: At 7:30 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 thirty minutes. At 8:30 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 September 12, 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 8:31 pm.

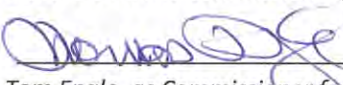
ATTEST:



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