



**Thurston County Fire Protection District 8**  
**Board of Fire Commissioners' Meeting**  
**January 14, 2025**

MINUTES of the regular Board meeting held January 14, 2025, at the South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Long, Hunter, Zvirzdys and Bivens, as well as Chief VanCamp, Assistant Chief LeMay, and Secretary Stumpf were in attendance. Retired Commissioner Milt Harper attended remotely. Members of Platoon B and Steve Hatton were also in attendance. The meeting was called to order at 5:30 pm.

**Public Comments:** Retired Commissioner Milt Harper shared of the passing of Shirley Root who was long-time resident of the Gull Harbor area of North Olympia and the first female EMT in Thurston County. She was a Volunteer with the North Olympia Fire District and lived next to the North Olympia Station 8-3. In addition to responding to emergencies, she was active in planning and cooking for the many social events held at the fire station.

**Update on North Olympia Station 8-3 Water Protection Project** – Chief VanCamp introduced Steve Hatton, from Hatton-Godat-Pantier, and explained that he was there to brief the Board on the status of the North Olympia Station 8-3 Project. Further, he explained that the project has already been budgeted for in the Capital Repairs and Replacement Fund. Using color-coded handouts, Mr. Hatton reviewed the history of the Station that led to the need for updating the water supply. Due to the challenges of finding one contractor to perform all the necessary repairs, he recommends a three-phase approach. This would meet current codes and would serve the Station for the next 30+ years, replacing old, failing infrastructure and adjacent elements. The 3-phase approach includes:

- Phase 1 - Mechanical and electrical improvements (replacing fire pump and adding backup power for pump and adds sprinklers to missing portions for the station.)
- Phase 2 - Site Underground – replacing old pipe that feeds into existing reservoirs, removed trees and paves over the area, preparing for a new concrete reservoir and demolish the existing one once the new tank is operational.
- Phase 3 - New Concrete Reservoir – Using a sole-source vendor, the most cost-effective small water reservoir is “Baker Silo.” They would do the underground piping, permit process, tank, site prep and electrical.

Mr. Hatton went on to clarify that phases 2 and 3 would be coordinated together, with some work overlapping. Phase 1 would require a qualified mechanical/electrical contractor only. The entire project is estimated to cost \$800K. A lengthy question and answer discussion ensued. Chief VanCamp asked the Board for approval to begin drafting and issuing a request for proposals for the budgeted first phase of the project. The Board agreed to his request.

**2025 Board Establishment:** Commissioner Kilpatrick requested nominations for the Board Chair, Vice Chair and Labor representative for 2025. Following a brief discussion, Commissioner Zvirzdys nominated Commissioner Kilpatrick to remain as the Board Chair. Commissioner Long seconded the motion. The Board unanimously approved said motion. Commissioner Kilpatrick moved to nominate Commissioner Long to remain as Vice Chair. Commissioner Hunter seconded the motion. The Board unanimously approved said motion. Commissioner Zvirzdys then nominated Commissioner Hunter to be the Labor Representative. Commissioner Long seconded the motion. The Board unanimously approved said motion.

**Chief's Report:** Using a handout, Chief VanCamp presented the December Monthly Report. He explained that he had not received the December financials from the county, so they were not included in the report; however, he did finally receive them to finalize budget figures. Questions were asked for clarity.

Using a handout, Assistant Chief LeMay gave a staffing update, explaining the new Platoon Chart and answering questions. Further he reminded the Board of Goal # 2 The District will review and update its IR&R staffing requirements and implementation process and its *District IR&R Master Plan* to address the (a) recruitment, (b) selection, (c) on-boarding, (d) initial training and (e) deployment of both volunteer and career responders into the District IR&R force. Questions were asked for clarity. The Board made recommendations for minor revisions to the chart.

**5-year Plan/2025 Expense Budget Recommendations:** Using several handouts, Chief VanCamp reviewed the five-year staffing plan; a historical worksheet that included staffing data from 2010 – present; and incident response sheet and proposed expense budgets for all funds for 2025. A lengthy discussion followed that included: Anticipated increases in expenses; training objectives; staffing expense summary; a review of the Capital Repairs and Replacement fund – including apparatus; and recommendations to close fund 6685 in 2026.

Following the presentation and discussion, Chief VanCamp requested approval of the 2025 Expense Budgets for all funds. Commissioner Long moved to approve the budgets as presented; Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

**Resolution 25-01 Surplus** – Using a handout, Chief VanCamp requested approval to surplus several old base and portable radios many of which were previously used on vehicles and are no longer compatible, as well as one vehicle, a 2009 Chevy Tahoe. Lieutenant DeGagne already has found a market to sell these items once surplussed. Following a brief discussion, Commissioner Zvirzdys moved to approve the request as presented; Commissioner Long seconded the motion. The Board approved the surplus request as presented.

**Resolution 25-02 Transfer of Funds** – Secretary Stumpf shared that the previous transfers of funds (approved at the December 10<sup>th</sup> meeting,) included Resolution 24-07 Transfer of Funds from the Capital Station Projects Fund (6685) into the General Fund (6680) in the amount of \$500,000; however, this transfer had already been made in March 2024 with Resolution 24-02. For that reason, the money has been moved twice and needs to be corrected by transferring \$500K from the General Fund (6680) back into the Capital Stations Project Fund (6685). Following the request, Commissioner Zvirzdys moved to approve the transfer Resolution as presented. Commissioner Long seconded the motion. The Board unanimously approved Resolutions 25-02 as presented.

**Secretary Report:**

**Minutes of Previous Meeting** – Secretary Stumpf presented the minutes of the regular meeting December 10 for approval. Commissioner Zvirzdys moved to approve the minutes as presented, Commissioner Long 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 Zvirzdys 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:

<b>General Fund (6680)</b>	Warrants 22388-22401	totaling \$17,177.06
	Warrants 22402-22421	totaling \$59,679.76

	Warrants 22431-22441	totaling \$14,845.99
	Warrants 22442-22477	totaling \$68,330.91
<b>Payroll Fund (6680)</b>	Warrants 22422-22430,eft12-27a-z	totaling \$266,028.18

**2025 November Meeting Date:** Secretary Stumpf shared that the previously approved meeting date of November 11<sup>th</sup> is a holiday and will need to be re-scheduled. She will send a recommendation to the Board following the meeting.

**Audit Exit Meeting:** Secretary Stumpf shared that the audit for 2021-2023 is concluding and the Exit Conference date is Tuesday, January 28<sup>th</sup> at 12:30 pm. It will be held remotely using Teams. The Board will be invited to attend.

**Announcements:**

- Secretary Stumpf shared that annual Legislative Day was taking place on January 23rd, and to let her know if you want to be registered.
- Secretary Stumpf reminded the Board of the February 1<sup>st</sup> Recognition and Awards Banquet being held at the River’s Edge in Tumwater.

**Commissioners’ Comments:**

- Assistant Chief LeMay shared that he and Chief VanCamp sent out a link to an informational video they recorded to update the membership on the status of the Department.
- Commissioner Bivens shared that Medic One is changing their bi-laws and is looking for feedback. Also, the Thurston County Fire Chiefs will be meeting at the South Bay Station 8-1 on April 15<sup>th</sup>.
- Commissioner Kilpatrick commented on Chief Steve Brooks’ retirement party.

**Review and Follow Up:**

- Budget to be processed, including transfer of funds.
- The Station 8-3 project will begin, and updates will be provided to the Board.
- The November meeting date will be revised.

**Executive Session:** (As per RCW 42.30.110 (OPMA)) At 6:45 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was for an employee performance review. The estimated time was 20 minutes. The session concluded at 7:05pm and the regular meeting reconvened. No action was taken.

**Adjourn:** The Board announced that the next regular meeting is scheduled for February 11, 2025, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the meeting was adjourned at 7:06 pm.

**ATTEST:**

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Douglas Kilpatrick, as Chair for TCFPD 8

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Daniel Bivens as Commissioner for TCFPD 8

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Gloria Zvirzdys, as Commissioner for TCFPD 8

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Jake Hunter, as Commissioner for TCFPD 8

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Pamela Long, as Commissioner for TCFPD 8

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Heidi Stumpf, District Secretary for TCFPD 8