



Thurston County Fire Protection District 8 Special Board of Fire Commissioners' Meeting October 17, 2017

MINUTES of the Special meeting held October 17, 2017. Board members present were Commissioners Harper, Engle, Berman, Small and Gleckler. The meeting was called to order at 10:00 am at Station 8-1.

Executive Session: At 10:01 am the regular meeting adjourned to executive session. The purpose of the session was to hold an employee performance review as per RCW 42.30.140(4). The estimated time was two hours. At 11:55 pm the Board announced that the meeting would be extended thirty minutes. At 12:30 pm, the Executive Session concluded and the regular meeting convened. No actions were taken.

At 12:31 the regular meeting recessed for lunch. At 1:05 pm the regular meeting reconvened. At that time, Chef VanCamp, Secretary Stumpf, Assistant Chiefs McBride and LeMay joined the meeting. A community member was also in attendance.

2018 Budget Review: Using a handout, Chief VanCamp reviewed the proposed 2018 expenditure general fund budget. He reminded the Board that the suggestions were based on the previously approved "2018 Budget Recommendations" document. Further, he noted that the Reserve, CR&R and Capital Projects funds would remain the same until a detailed review had been performed, which would likely be in 2018.

Each line item was briefly reviewed with some areas being discussed at length. Highlights of the review included:

- **Labor** – The largest increase and change from last year is for labor costs. This is based on a suggested 4% cola for all positions (career and volunteer) and staffing costs for new firefighter positions (yet to be hired). A recommendation was made to transfer the current clerical assistants from the personnel service into regular, paid positions; however, there is a transfer fee that may be required. Secretary Stumpf is researching the options.
- **IT** – An increase in IT services is suggested based on the desire to install more automated facility options (such as programmable thermostats); a monthly back-up service for our servers and other technical expenses to be paid from that account such as hiring a volunteer to help with data entry with inventory.
- **Recruitment/testing-** Assistant Chief McBride explained that a request to increase the budget to cover hiring of career staff should be for 2018 only. He will explore actual costs.
- **Training** – A recommendation to add "tuition reimbursement" as a volunteer incentive was discussed. This was a program that was previously used. The Training Center was discussed.
- **Facilities & Equipment** – Discussed the 2017 increased costs due to having de-centralized the responsibilities and efforts of improvement. The IDMT committee is meeting regularly to make recommendations moving forward. Using a handout, Chief VanCamp briefed the Board on projects, programs and issues related to F & E. Energy usage was discussed. Bids for better service rates are being explored. Landscaping, janitorial and linen services are being scrutinized. PPE lifecycle is coming to an end and will need to be replaced. A recommendation to make a one-time replacement purchase from the CR&R budget was made. Any new bunker gear will be managed with extensive documentation of actual use in order to extend its usability. Questions were asked for clarity and a discussion ensued.
- **CR&R** – For the purpose of budgeting, Chief VanCamp recommends transferring the pre-allocated amount from the General Fund into the CR&R for 2018 even though the entire document will be evaluated and revised.

- Reserve Fund – Chief VanCamp suggested not adding to the current reserve fund for 2018, noting that even though we do have not quite a six-month amount and we’ve not had to draw from that fund since 2004, he feels the balance is sufficient. Commissioner Gleckler expressed his opinion that we should increase the reserve balance to contain a six-month reserve balance.
- Revenues – We anticipate our tax revenues to be at \$1.34 per thousand for 2018.

Closing Comments:

- Commissioner Harper shared that he would like to see multiple Board meetings scheduled on the same date in order to save on reimbursement expenses for Board stipends.
- Secretary Stumpf commented that the annual Budget meeting would be held at the November 14th Board meeting in order to approve resolutions for Levy Certifications and Property Tax increases. The revised expense budget will also be briefly reviewed. The request to approve the 2018 expense budget will be made at the December 12th regular Board meeting.

Adjourn:

The Board announced that next regular meeting will be held on Tuesday, November 14, 2017, beginning at 5:30 pm and will be held at 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 3:10 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