



**Thurston County Fire Protection District 8
SPECIAL Board of Fire Commissioners' Meeting
March 15, 2022**

MINUTES of the SPECIAL Board meeting held March 15, 2022, as a hybrid meeting with some participation in a video-conference call and others in person at Station 8-1. Commissioners Zvirzdys, Kilpatrick, Harper, Bivens and Long were in attendance. Chiefs VanCamp and LeMay and Secretary Stumpf were also in attendance. The meeting was called to order at 9:00 am.

The purpose of the meeting is to discuss and reach a general Board agreement on Performance Assessment (PA).

Performance Assessment Initial Discussion: Commissioner Harper asked each member how they felt about performance assessment. Input and comments included:

- The process takes a great deal of work.
- It's important to clarify room for growth and share positive feedback with the employee
- Using the current PDP (Performance Development Program), expectations are set then progress is reviewed and measured.
- For the PA for the Fire Chief, it's challenging to compile five Board members' input into a cohesive document.
- They feel judgmental and stressful.
- Members should be allowed to provide their own input.
- Monthly or quarterly progress should be reviewed and communicated throughout the year – and not just at the end of the year.
- The expectations and timing should align with our District's Goals and Objectives.

Performance Assessment Presentation: Using a Power Point presentation, Commissioner Harper, gave a brief background on how performance assessment has worked in the past, committee proposals that were made in 2019, proposed policy, and alternative courses of action. He explained the basic principles, including:

- the cyclical process of plan, execute, assess
- integrating performance assessment with long-term planning
- the value of assessing District, Board, and Executive performance concurrently
- separation of policy from procedure

Current PDP Process: Chief VanCamp would like Performance Assessments to follow with PDP process. Using a handout, Assistant Chief LeMay reviewed the district's PDP process.

Policy Goals: Policy goals were discussed, including the need for procedures and specific dates to be set. A lengthy discussion ensued. Comments and recommendations included: quarterly reviews for the Chief following a Board meeting and for Board members to meet one-on-one with the Chief on a regular basis. Following the discussion, Commissioner Harper recommended that Board's process should include meeting to develop consensus on performance while also providing opportunities for Commissioners to record individual comments.

Next Steps: The Board generally agreed with Commissioner Harper's recommendation. The next steps are to consider adoption of the proposed policy at the next regular meeting and to develop procedures that include a schedule that lines up with the district's annual calendar for developing budget goals. Chief VanCamp will work with Commissioner Harper on this.

Announcements and Comments:

- Chief VanCamp shared that based on the changes in mask mandates, he plans to open our facilities to the public on April 1st.
- Commissioner Harper requested that we rotate our in-person meetings at both the South Bay Station 8-1 and Boston Harbor Station 8-3.


Adjourn:

The Board announced that next regular meeting is scheduled for April 12, 2022, beginning at 5:30 pm. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 10:40 am.

ATTEST:



Gloria Zvirzdys, as Chair for TCFPD 8



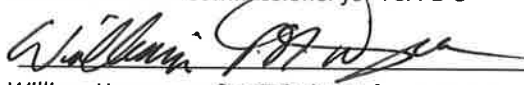
Douglas Kilpatrick, as Commissioner for TCFPD 8



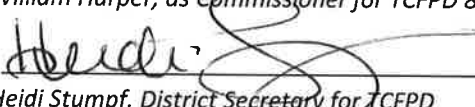
Pamela Long, as Commissioner for TCFPD 8



Daniel Bivens as Commissioner for TCFPD 8



William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD