



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
May 14, 2019**

MINUTES of the regular Board meeting held May 14, 2019, at the South Bay Station 8-1. Commissioners Harper, Berman, Engle and Zvirzdys were in attendance. Assistant Chief LeMay and Secretary Stumpf were also present. Chief VanCamp and Commissioner Gleckler were unable to attend. Several members of the Department and other guests were also in attendance. The meeting was called to order at 5:30 pm.

Public Comments: Commissioner Zvirzdys introduced guests Doug Kilpatrick and Pam Long who have both submitted filing paperwork to fill Commissioner positions that will be open at the end of 2019.

Promotional Recognition and Pinning Ceremony: Assistant Chief LeMay introduced newest career firefighter employees Allie Choate and Evan Parnell, commenting that Allie joins us from Olympic Ambulance and Evan has been a volunteer in our Department for the past ten years. Badges were presented. Allie was pinned by her son Max and Evan was pinned by his fiancé Kaylee. Chief LeMay went on to recognize and congratulate Christopher Pawlowski who was promoted from career firefighter to career Lieutenant. His badge was pinned by his wife Debbie. Comments of congratulations were shared and cake was enjoyed by all. During the celebration, Chief LeMay shared a brief video on the fire academy.

Chief's Report: Using a handout, Assistant Chief LeMay presented the April 2019 Monthly Report. Questions were asked for clarity. A recruitment report was also reviewed. Assistant Chief LeMay shared that we have twenty new applicants that will be processed for membership the beginning of June. Questions were asked about retention. He shared that our retention rate is at 50%. A discussion ensued on staffing and retention. Commissioner Zvirzdys commented that she has concerns using volunteers in officer positions and she'd like to see us promote and use our career staff to meet our staffing needs. Further, she recommends we seek a different process to hire lieutenant candidates. Commissioner Harper commented that our staffing levels have improved. The drivers' training program was discussed. All surplus properties have been sold and sales are complete.

Policy 3-09 Leave of Absence: Using a handout, Assistant Chief LeMay asked the Board to provide input on the draft policy, noting that it will be up for Board approval at the next meeting.

Master Plan Phase III: Using handouts, Assistant Chief LeMay shared that draft reports for Facilities and Equipment and Incident Readiness & Response were sent to the Board earlier for review. He asked the Board to provide input on the drafts, noting that they will be up for Board approval at the next meeting. Commissioner Harper commented that he would like to see Board members involved in Medic One's governance as their decisions affect our Department. A brief discussion followed.

Capital Repair & Replacement Draft Budget: Using a handout, Assistant Chief LeMay shared a draft budget for the CR&R fund. He asked for Board input as this will be up for approval at a future meeting. Commissioner Harper expressed concern that there were no estimates for large purchases for this year.

Executive Performance Assessment: Using a handout, Commissioner Harper explained that the Executive Performance Committee (*made up of Chief VanCamp and Commissioners Harper and Zvirzdys*) have met several times to develop a process to evaluate the Chief that is integrated into our Master Plan, utilizes the current PDP process, includes a succession plan, uses SMART goals and objectives and is easy to use. He added that they intend to keep it simple and to standardize the performance process for the future. He recommends they get through a cycle before setting anything into policy. He also added a suggestion that the Fire Chief, Assistant Fire Chief and District Secretary be reviewed at the same time of the year. Questions were asked for clarity

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated April 9 and special workshop dated April 29 for approval. Commissioner Engle moved to approve the minutes as presented; Commissioner Harper 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. Specific questions regarding some purchases were asked for clarity. Commissioner Harper commented that he still has concerns with the purchase of My sidewalk software and would like to see a report clarifying the purpose of the software and savings (if any) and benefit to the District.

As of May 14, 2019, after extensive review and discussion regarding the expenses, Commissioner Harper moved to approve the warrants as submitted; Commissioner Engle 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 16923-16932	Totaling \$7,118.44
	Warrants 16933-16959	Totaling \$41,709.71
	Warrants 17049-17063	Totaling \$14,271.51
	Warrants 17064-17077	Totaling \$14,872.67
	Warrants 17078-17102	Totaling \$21,137.47
<u>Payroll Fund (6680)</u>	Warrants 16963-17034 & EFT4-12a	Totaling \$63,842.88
	Warrants 17035-17048 & EFT4-24a-r	Totaling \$126,870.54
<u>CR&R Fund (6681)</u>	Warrants 16960-16961	Totaling \$9,139.97
<u>Capital Projects (6685)</u>	Warrants 16962 & 17103	Totaling \$5,527.47

Announcements: Secretary Stumpf shared the fire and EMS graduation ceremony will take place on June 12th and will take place at the South Puget Sound Community College located on Mottman Road.

Commissioner Comments:

- Commissioner Zvirzdys reiterated her earlier comments and concern to fill Lieutenant positions as soon as possible by promoting career staff.

Action items from the meeting:

- Options to speed-up the lieutenant hiring process will be explored.
- Involvement with Medic One will be explored.
- Board members will provide feedback on draft policies and Master plan Phase III documents.
- Chief VanCamp will provide a report clarifying the purpose of the My sidewalk software and savings (if any) and benefit to the District.

Executive Session: At 7:00 pm, the regular meeting adjourned to executive session. The purpose of the meeting is to hold an employee performance evaluation. The estimated time was twenty minutes. At 7:20 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 is scheduled on June 11, 2019, 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 7:25 pm.

ATTEST:

Richard Gleckler, as Chair for TCFPD 8



Tom Engle, as Commissioner for TCFPD 8

Michael Berman, as Commissioner for TCFPD 8



Gloria Zvirzdys as Commissioner for TCFPD 8



William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD