



**Thurston County Fire Protection District 8
Special Board of Fire Commissioners' Meeting
Annual Retreat - February 28, 2017**

MINUTES of the SPECIAL Board retreat held February 28, 2017 at the Comfort Inn Lacey. Commissioners Harper, Small, Gleckler, Engle and Berman were in attendance. Chief VanCamp and Secretary Stumpf were also in attendance. The meeting was called to order at 9:00 am.

Policy 3-30-PO-00:

Chief VanCamp presented draft policy 3-30-PO-00 for member performance evaluations. He explained the history and development of the form, sharing that member expectations were developed in 2017. He further explained the chain of command for who would be responsible for executing the evaluations. Questions were asked for clarity and suggestions were offered. He requested that Board members email him input and feedback.

Staffing Planning Workshop Review: Chief VanCamp led a discussion on recent staffing planning workshops. The Board provided feedback to improve productivity. Board members shared their perception of members concerns. They included:

- Firefighters are reticent to be at Station 8-3 by themselves without leadership. They don't have enough live-fire experience.
- They expressed a desire to integrate career (days) and volunteer (nights/weekends) responders.

A discussion ensued that included the following comments:

- We have to accept the legal restrictions imposed by the State and County.
- We have to change what we've done in the past...mind-set and money.
- We would like to become a *Training-Focused Organization*. Career staff to support responders through quality training.
- Training is the key to keeping long-standing leaders.

What does the Board need to get through the planning process?:

Board members shared their opinion of what was needed to make a final decision on the staffing plan. They included:

- Short & long-term funding impacts
- Short & long-term scenarios/alternatives/options with time estimates
- Training suggestions to be vetted out
- Leadership development suggestions (ODP program requires more management time than current staff can meet)
- The goal is to staff two stations 24/7 with 3 staff for fire and 2 for EMS – What are the specific reasons we can't meet this goal?
- How can we meet a long-term goal to offer service district wide (including Johnson Point)?
- Discussed an "ideal plan" that would include two ideally located stations with adequate staffing
- Two options that include a "tipping point"
- Determine why our volunteers are leaving the Department and put into practice processes, events, and activities that will make them want to stay longer than 2 to 3 years

Following the discussion, Chief VanCamp commented that he would meet with facilitator Steven Byers to discuss the Board concerns.

Facilities Management issues:

Surplus –Chief VanCamp shared that one of the Expeditions will be kept and updated. The four inch hose will be sold to another Fire Department since we can't use it. The remaining items will either be sold through the State Surplus program for a profit, or sold in a similar manner. Commissioner Berman expressed his dissatisfaction for several items on the list that he feels we could still use. A question was asked as to whether items could be sold to members. Chief VanCamp explained that we will notify members via the website of the items and how they can purchase them (through the State Surplus Program). He does not want to show favoritism by selling them directly to members.

Training Center Project – Concerned comments were shared on sheets of plywood mentioned in the bid contract for the roof repair.

Policy 3-04, Salaries & Benefits & Policy 3-12 Annual & Sick Leave:

Using a handout, Chief VanCamp presented a draft of revised policies. The Board requested that the policies be further summarized with redundant verbiage removed. The Chief will send the revised drafts to the Board for further input.

Meeting Productivity:

The Board discussed ways to improve meeting productivity. Suggestions included:

- Coming to meetings prepared (pre-reading documents)
- Provide feedback in a timely manner prior to meetings
- Hold agenda planning sessions (Chair, Chief & Secretary) in order to have efficient agendas
- Staff to be better prepared when making presentations
- Staffing numbers, with clear data to be provided at every meeting

Executive Session: At 1:45 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 two and one half hours. At 3:55 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

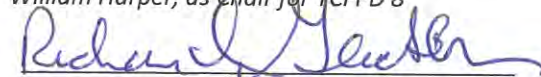
Adjourn:

The Board announced that next regular meeting will be held on March 14, 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 4:00 pm.

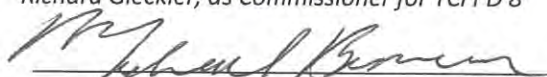
ATTEST:



William Harper, as Chair for TCFPD 8

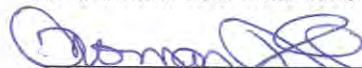


Richard Gleckler, as Commissioner for TCFPD 8



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