



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
July 11, 2017**

MINUTES of the regular Board meeting held July 11, 2017 at the South Bay Station 8-1. Commissioners Harper, Small, Gleckler, Engle and Berman were in attendance. Chief VanCamp, Secretary Stumpf, Assistant Chiefs LeMay, McBride and Kilpatrick were also in attendance as well as several public guests. The meeting was called to order at 5:30 pm.

District Training Center Tour Recap : Assistant Chief McBride provided a brief review of what happens behind the scene of an emergency call. Questions were asked for clarity and comments were shared.

SBFFA Update: Association President Diana Estrada shared that the Association didn't have a meeting in July, but held a celebration to recognize recently graduated recruits. They are hosting the annual picnic on August 12th and will be hosting a birthday party next weekend.

Chief's Report: Chief VanCamp presented the June Monthly report. He noted that an *Information Technology* (IT) component has been added to the report. Data was provided by Ategan. Questions were asked for clarity regarding issues with Engine 8-1 and the decontamination sink replacement.

Member staffing and training - Using a handout, Chief LeMay shared information on our newest recruits (seventeen brand new and three from the previous cycle). Following a successful orientation, recruits were assigned mentors and registered for various academies.

Staffing Planning- Using handouts, Chief Van Camp reviewed the staffing proposal process clarifying the issues to be addressed, Target Levels of Service, etc. with the ultimate goal to staff two stations 24/7 using both volunteers and career staff. He reviewed the two proposals that resulted from the staffing workshops, then noted that neither proposal met all of the criteria, so he "reverse engineered" the process to create a hybrid proposal that did meet all criteria. He elaborated on the proposal that included a performance development process to hold all members accountable; a unified culture of volunteer and career staff; improved communication; leadership; improved retention and a focus on training. He recommends hiring a non-uniformed position to help manage member needs and recruitment. He also noted that it will take some time to see results. Questions were asked for clarity and a lengthy discussion ensued. A timeline and budget were requested by Board members. Commissioner Engle recommended we hire two new fire fighters immediately to help with daytime coverage. General comments included a desire to hire from within. Following the discussion, Commissioner Harper made a motion to support the Chief's proposal with the following caveats:

- Involve stakeholders to establish team-oriented solutions to their concerns
- Recognize that changes to career staff will involve the union and will require Board approval
- Acknowledge that details of the proposal will change
- Before a permanent implementation, a sustainable leadership program will be in place and a workable, on-going funding plan will be defined
- Proceed immediately with starting the hiring process for two new firefighters
- Present the projected timeline and budget
- Updates will be provided to the Board in the Chief's Monthly Report

Commissioner Gleckler seconded the motion. The motion passed with three votes; Commissioner Small voting no and Commissioner Berman abstaining. Further questions and comments were shared.

Mission, Vision & Values and 2017-18 Goals:

Using a handout, Chief VanCamp asked for approval for the draft Mission, Vision & Values and 2017-18 Goals documents that were created in February 2016. Following some brief comments, Commissioner Gleckler moved to accept the documents as presented; Commissioner Engle seconded the motion. The Board unanimously approved the Mission, Vision & Values and 2017-18 Goals.

DNR Inter-governmental Agreement:

Using a handout, Chief VanCamp explained that historically, the District has entered into intergovernmental agreements (IGA) with the Washington State Department of Natural Resources (DNR) for mutual protection of forest lands in the District. He asked for approval for an IGA with DNR in order to provide resources for the District’s wildland firefighting capabilities as a result of critical changes in the identified risk in the greater Thurston County community for wildland-urban fire. He added that legal counsel has reviewed the document and incorporated a few minor changes. Commissioner Gleckler expressed some concern with elements of the contract. Following a brief discussion, Commissioner Small moved to approve the IGA as submitted. Commissioner Harper seconded the motion. It passed with four yes votes and Commissioner Gleckler abstaining.

Policy 3-30 “Member Performance Evaluations”:

Using a handout, Chief VanCamp provided information on a draft member evaluation explaining that it is for information only and asked that Board members provide input to him with any questions or changes. This will be up for Board approval at a later date.

Policy 1-22 “Information Technology & Media”:

Using a handout, Chief VanCamp provided information on a draft revised policy explaining that it is for information only and asked that Board members provide input to him with any questions or changes. This will be up for Board approval at a later date.

Appendix A – pay rate change:

Using a handout, Chief VanCamp explained that although the Board already approved a change to the volunteer stipend schedule (Appendix A) at the last Board meeting, an error was made on the document and the intent was to offer an incentive “longevity premium” to members in their first years of service. The revised document included nominal changes to the longevity premium for years two through four. Commissioner Small moved to approve the revised document Appendix A as presented. Commissioner Gleckler seconded the motion. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the June 13th meeting for approval. Following a brief discussion, Commissioner Small moved to approve the minutes as submitted; Commissioner Gleckler seconded the motion. The minutes were unanimously approved.

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. Questions regarding some purchases were asked for clarity. As of July 11, 2017, after extensive review and discussion regarding the expenses, Commissioner Small moved to approve the warrants as submitted; Commissioner Harper 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 14696-14707	totaling \$7,773.02
	Warrants 14725-14731	totaling \$26,742.94

	Warrants 14732-14738	totaling \$3,419.97
	Warrants 14739-14748	totaling \$6,646.15
Payroll Fund (6680)	Warrants 14709-14724 & EFT6-27a-m	totaling \$96,498.98
Capital Projects (6685)	Warrant 14708	totaling \$26,742.94

Commissioner Comments:

- Commissioner Berman commented on possible concerns with the solar panels on Station 8-1 due to the manufacturer being out of business. Assistant Chief Kilpatrick responded that we do not have the “problem panels” installed here and that if invertors become an issue in the future, there are many other manufactures that make replacements. Chief VanCamp added comments that a representative from Sunset Air will attend our next Board meeting to discuss the solar savings and address questions and concerns.
- Commissioner Berman shared comments from a community member on the use of biochar. He feels this is a good community education topic.
- Commissioner Small shared that the Thurston County Fire Commissioners Association will host an Airlift NW demonstration on August 15th in the the small park in the Hollywood Development. Community members are invited to attend a medevac demonstration by Airlift Northwest in the Hollywood area on August 15th. The public are invited to observe.

Follow-up Items: Chief VanCamp reviewed the action items from the meeting:

- The Association will host their annual barbecue on August 12th at Burfoot Park.
- The newly adopted Staffing Plan will begin implementation with caveats and will include hiring two daytime firefighters.
- The Mission, Vision, Values and Goals will be shared.
- The Board will provide input to the Chief on policies 3-30 and 1-22.

Executive Session: At 8:10 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 thirty minutes. At 8:40 pm the Board announced that the meeting would be extended an additional thirty minutes. At 9:10 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 August 8, 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 9:11 pm.

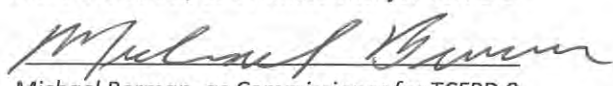
ATTEST:



William Harper, as Chair for TCFPD 8



Richard Gleckler, as Commissioner for TCFPD 8



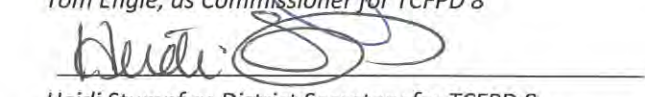
Michael Berman, as Commissioner for TCFPD 8



Richard Small as Commissioner for TCFPD 8



Tom Engle, as Commissioner for TCFPD 8



Heidi Stumpf as District Secretary for TCFPD 8