



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
November 14, 2023**

MINUTES of the regular Board meeting held November 14, 2023, at the South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Long, Bivens and Zvirzdys as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. Commissioner Harper participated remotely. Lieutenant Bonser and Firefighter Van Kirk also attended. The meeting was called to order at 5:30 pm.

Community Outreach Update: Lieutenant Bonser provided a brief update on the COT activities. He and the Executive Team met with the Principals from both elementary schools in our area. We will use their school newsletters to communicate with parents. Grade-appropriate risk reduction curriculum is being designed for classroom visits. A *Santa Run* and *Visit with Santa* events have been scheduled and are being advertised using social media. We are participating in various school events. Questions were asked for clarity.

Chief's Report: Using a handout, Chief VanCamp reviewed the October Monthly Report. He and Commissioners Bivens and Zvirzdys shared highlights from the recent WFCFA Conference they attended. Using a handout, Assistant Chief LeMay gave a staffing report and shared that we have 11 new volunteer recruits that are enrolled in EMT Academy and are due to graduate in June. He answered questions about the Fire Academy. We will host a workshop for senior volunteer members to determine the value of our Volunteer Program by doing a SWOT analysis.

Draft 2024 Expense Budget: Using a handout, Chief VanCamp briefly reviewed a high-level draft expense budget for 2024. He will send a line-item version to be reviewed at our next meeting.

Budget Hearing – (*Approval of budget documents on revenue sources for the district's following year's budget As per RCW84.55.120*). Using handouts, Secretary Stumpf presented Resolutions 23-06 Property Tax Levy Ordinance and Resolution 23-07 Levy Certification for approval, explaining that these documents are required by the County for the District to collect revenues based on the assessed valuation within our taxing area. Further, that estimates are used based on figures provided by the Thurston County Assessor. Commissioner Zvirzdys moved to accept Resolutions 23-06 and 23-07 as presented; Commissioner Bivens seconded the motion. The Board unanimously approved said Resolutions for 2024.

End of Year Transfer of Funds – Secretary Stumpf presented the following fund transfers as previously approved in the 2023 budget:

- Resolution 22-08 Transfer of Funds from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681) in the amount of \$350,000
- Resolution 22-09 Transfer of Funds from the General Fund (6680) into the Reserve Fund (6683) in the amount of \$320,000
- Resolution 22-10 Transfer of Funds from the Capital Station Projects Fund (6685) into the Capital Repairs and Replacement Fund (6681) in the amount of \$345,500.

Following a brief discussion with questions asked for clarity, Commissioner Zvirzdys moved to approve the Resolutions as presented; Commissioner Bivens seconded the motion. The Board unanimously approved the motion for said transfers.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated October 10 for approval. Commissioner Zvirzdys moved to approve the minutes as presented; Commissioner Bivens 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. After extensive review, Commissioner Long moved to approve all warrants as presented. Commissioner Bivens seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 21392-21409	totaling \$28,430.38
	Warrants 21419-21426 & 21428	totaling \$4,528.63
	Warrants 21429-21444	totaling \$29,530.04
	Warrants 21445-21459	totaling \$25,116.62
<u>Payroll Fund (6680)</u>	Warrants 21411-21418, EFT10-27a-z	totaling \$270,343.02
<u>CR&R Fund (6681)</u>	Warrant 21410	totaling \$579.22
	Warrant 21427	totaling \$69,075.90
	Warrants 21460-21461	totaling \$20,299.89

Announcements:

- Secretary Stumpf shared that the renewal for health Care was due and the Chair needed to sign it on behalf of the Board.
- She also shared the proposed dates for the 2024 Board meetings. They are the same as the current schedule with meetings on the 2nd Tuesday of each month.
- Secretary Stumpf reminded the Board of the Christmas dinner on December 4th.
- She also reminded the Board that we will need to elect (or re-elect) the Chair and co-chair for 2024 at our next meeting as well as approve Board membership in organizations and attendance to events.

Commissioner Comments:

- Commissioner Kilpatrick thanked the Board for their updates on the WFCFA Conference.
- Commissioner Harper gave a brief update on the status of the Olympia School District’s consideration to close the Boston Harbor Elementary.

Review and Follow-Up: The line-item draft expense budget for 2024 will be sent to the Board for review prior to the December meeting.

Adjourn: The Board announced that the next regular meeting is scheduled for December 12, 2023, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 6:12 pm.

ATTEST:

Douglas Kilpatrick, as Chair for TCFPD 8

Daniel Bivens as Commissioner for TCFPD 8

Gloria Zvirzdys, as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Heidi Stumpf, District Secretary for TCFPD