



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
September 11, 2018**

MINUTES of the regular Board meeting held September 11, 2018, at the South Bay Station 8-1. Commissioners Harper, Engle, Gleckler, Berman and Zvirzdys were in attendance. Chief VanCamp was also present. The meeting was called to order at 4:30 pm.

**Executive Session:** At 4:31 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss labor negotiation issues. The estimated time was forty-five minutes. At 5:15 pm the Executive Session concluded and the regular meeting convened. Following the session, Secretary Stumpf, Assistant Chief LeMay, and several members of the Department (including Dane Henze and his family) joined the meeting.

**Promotion Ceremony:** Chief VanCamp congratulated Dane Henze for his successful completion of the *Officer Development Program* and announced that he has been promoted to *lieutenant* and would be officially pinned. Battalion Chief Robinette and Assistant Chief LeMay shared comments about the ODP program. Chief VanCamp presented Lieutenant Henze with a new helmet and then he was pinned. Comments of congratulations were shared. Commissioner Berman expressed his gratitude for his service.

**Chief's Report:** Using a handout, Chief VanCamp presented the August 2018 Monthly Report. Questions were asked about the status of the Training Center Project. Chief VanCamp explained that once the Master Plan Training portion was completed, further progress could be made with the Training Center.

**Master Plan Update:** Secretary Stumpf presented a draft, tri-fold, Levy Lid Lift mailer to be sent to the community. Chief VanCamp suggested the tri-fold be used for informational purposes and that a half-page postcard be mailed to constituents instead. This would be a document with limited, specific highlighted points encouraging readers to visit our web site for more detailed information. A discussion ensued and the Board agreed with his recommendation. Further, input and suggestions were offered. Secretary Stumpf added that she needed new photos for the postcard. Battalion Chiefs Longmore and Robinette offered to help. A possible Open House was also discussed. Following the discussion, the Board was asked to provide Secretary Stumpf with input on the new postcard.

**Policy 3-07 Disciplinary Process:** Using a handout, Chief VanCamp explained that the policy has been edited following Board review and input. He requested approval of the Policy. Commissioner Gleckler moved to approve the policy as presented; Commissioner Zvirzdys seconded the motion. The Board unanimously approved the Policy 3-07 Disciplinary Process. Further, Chief VanCamp presented a handout listing various policies that would require minor updating due to the organization changes within the Department. No action was needed.

**Collective Bargaining Agreement:** Chief VanCamp requested approval of the recent Collective Bargaining Agreement, noting that it hasn't yet been signed by the Union members. Following a brief discussion, Commissioner Gleckler made a motion to approve the CBA as presented, to take effect once it has been signed by the union members. Commissioner Harper seconded the motion. The Board unanimously approved the Collective Bargaining Agreement.

**New Assistant Fire Chief Position:** Chief VanCamp requested approval of the new Assistant Fire Chief Position, including the job description and salary. Further, he added that the paperwork hasn't been signed by the Union

yet and approval is pending. Once the CBA is ratified by both parties, the position will go into effect. Commissioner Gleckler made a motion to approve the Assistant Fire Position as presented to take effect once paperwork has been signed by the union members. Commissioner Harper seconded the motion. The Board unanimously approved the Assistant Chief Position.

**Secretary Report:**

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting August 14 and special meeting September 4 for approval. Commissioner Gleckler 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. Questions regarding some purchases were asked for clarity. As of September 11, 2018, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Zvirzdys 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 16154-16175 & 16189-16199	Totaling \$24,365.9
	Warrants 16176-16188 & 16200-16201	Totaling \$56,885.80
	Warrants 16216-16223	Totaling \$6,474.06
	Warrants 16224-16236	Totaling \$12,102.53
<u>CR&amp;R Fund (6681)</u>	Warrant 16202	Totaling \$525.00
<u>Payroll Fund (6680)</u>	Warrants 16203-16215 & EFT8-27a-q	totaling \$111,480.72
	<i>(Warrants 16158, 16172 &amp; 16173 were voided)</i>	

WFOA Conference Proxy – Secretary Stumpf requested signatures from the Board allowing Commissioners Gleckler and Zvirzdys authorization to vote for those not attending the WFOA conference in October.

**Announcements:**

Secretary Stumpf reminded the Board of an upcoming workshop to be held at Station 8-1 on October 8<sup>th</sup>, beginning at 5:00 pm. Details will be sent soon.

**Commissioner Comments:**

- Commissioner Gleckler commented on a recent Training Facilities Board meeting and possible rate increase; noting that increased rates could impact the cost of the Recruit Academy. A discussion followed.
- Commissioner Engle commented on the status of tablet-use for Board members. He shared that the IT IDMT team is researching options and will have a recommendation soon.

**Action items from the meeting:**

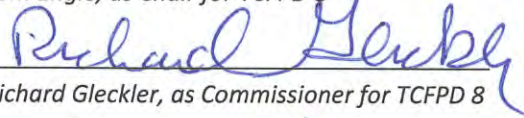
- Secretary Stumpf will prepare a mock-up, draft postcard for Board review. The Board will provide input by the end of the week.
- The CBA and AC Position will be followed-up and finalized.
- Policies will be updated as needed.
- Tablets for Board use will be explored.

**Adjourn:**

The Board announced that next regular meeting is scheduled on October 9, 2018, 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 6:30 pm.

**ATTEST:**

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Tom Engle, as Chair for TCFPD 8

  
Richard Gleckler, as Commissioner for TCFPD 8

  
Michael Berman, as Commissioner for TCFPD 8

  
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Gloria Zvirzdys as Commissioner for TCFPD 8

  
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William Harper, as Commissioner for TCFPD 8

  
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Heidi Stumpf, District Secretary for TCFPD 8