



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
May 10, 2022**

MINUTES of the regular Board meeting held May 10, 2022, as a hybrid meeting both at the South Bay Station 8-1 and on Zoom. Commissioners Zvirzdys, Kilpatrick, Harper, Bivens and Long as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. The meeting was called to order at 5:30 pm.

**Chief's Report:** Using a handout, Chief VanCamp presented the April 2022 Monthly Report. Questions were asked for clarity, including questions from the March monthly report. The following topics were discussed:

- The County Natural Hazards Mitigation Plan
- Facilities and equipment updates:
  - We will sell our surplus tender 81 to Fire District 9 for \$125K.
  - Volunteer Chris LaDue has agreed to be the residence supervisor.
  - We are in the process of requesting a new bid for having the deck removed at the resident house.
  - We will be renewing our contract with Steve Hatton to deal with the septic upgrades at Station 8-1 and the fire protection improvements at Station 8-3.

Assistant Chief LeMay presented an update on staffing. Using a handout, he explained the three-platoon model we are currently using. He shared that we have four members who will be graduating from Fire Academy in June. We have four new recruits but are uncertain as to which academy they will be attending. The promotional process was explained. Questions were asked for clarity.

**Planning, Budget & Performance Assessment:** Using handouts, Chief VanCamp reviewed the following documents as they pertain to Performance Assessment: Policy 0-02; Procedure 0-021-1; Procedure 1-60-1; Policy 3-30 and Procedure 3-30-3. Commissioner Harper reviewed the proposed procedures in greater detail, stating that they were consistent with the ideas discussed at the previous workshop. Following a brief discussion with questions, Commissioner Kilpatrick moved to approved Policy 0-02 with some minor revisions. Commissioner Long seconded the motion. The Board unanimously approved said motion. Commissioner Zvirzdys added comments about the performance process for the Chief's evaluation. The Board was reminded that procedures are not approved by the Board.

**District Strategic Communications Plan:** Using a handout, Secretary Stumpf explained the strategic plan that was provided to us by Liz Loomis. She clarified that this will be a working document that we plan to use primarily for community outreach – and not specifically to pass a ballot measure (as it may imply). However, when the time comes to pass a ballot measure, it will be a useful tool. Further, she provided details of the "Community Outreach" committee that will work to share key messages with the public using social media. Questions were asked for clarity.

**Secretary Report:**

**Minutes of Previous Meeting** – Secretary Stumpf presented the minutes of the regular meeting dated April 12 for approval. Following a brief discussion, Commissioner Long 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. As of May 10, 2022, after extensive review and discussion regarding the expenses, Commissioner Long moved to approve all warrant as presented. Commissioner Kilpatrick second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<b><u>General Fund (6680)</u></b>	Warrants 20042-20052	totaling \$20,651.18
	Warrants 20053-20063	totaling \$15,465.41
	Warrants 20072-20089 & EFT5-5a	totaling \$30,139.92
<b><u>Payroll Fund (6680)</u></b>	Warrants 20038-20041	totaling \$21,849.01
	Warrants 20064-20071 & EFT4-27a-z	totaling \$231,245.65
<b><u>CR&amp;R Fund (6681)</u></b>	Warrant 20090	totaling \$2113.38

**Employee Salary Increase:** Commissioner Zvirzdys led a brief discussion on providing a 2% salary increase to Chief VanCamp. It was clarified that the 2% would be based on his 2021 salary and retroactive to January 1, 2022. Following the discussion, Commissioner Kilpatrick moved to approve a 2% salary increase for Chief VanCamp that would be retroactive to January 1, 2022. Commissioner Bivens seconded the motion. The Board unanimously approved said motion.

**Announcements:**

- Secretary Stumpf reminded the Board of an upcoming Special Exempt Board meeting to be held on May 17<sup>th</sup>.
- Secretary Stumpf asked the Board about attendance at the WFCM Conference in Spokane in October.

**Commissioner Comments:**

- Commissioner Zvirzdys complimented Chief VanCamp for his great work on the Performance Assessment documents. She also thanked Secretary Stumpf for her work on the Communication Plan. Further, she thanked Assistant Chief LeMay for the positive progress he's made with the recruitment program.
- Commissioner Long thanked the Chief for the color-coding on the Monthly Report.
- Commissioner Kilpatrick complimented Assistant Chief LeMay for the design and implementation of the three platoons.
- Commissioner Kilpatrick shared that he will be taking the vintage, 1953 engine to the 4<sup>th</sup> of July parade in Tumwater.

**Review and follow-up:**

The approved Policy 0-02 will be updated and finalized.

**Executive Session:** (As per RCW 42.30.110 (OPMA)) At 6:50 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was to review the performance of public employees. The estimated time was thirty minutes. The session concluded at 7:20 pm and the regular meeting reconvened. No actions were taken

**Adjourn:**


The Board announced that the next regular meeting is scheduled for June 14, 2022, beginning at 5:30 pm. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 7:25 pm.

**ATTEST:**

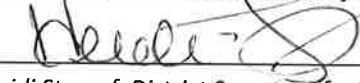
  
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Gloria Zvirzdys, as Chair for TCFPD 8

  
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Douglas Kilpatrick, as Commissioner for TCFPD 8

  
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Pamela Long, as Commissioner for TCFPD 8

  
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Daniel Bivens 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