



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
February 9, 2021**

MINUTES of the regular Board meeting held February 9, 2021, as a video-conference call, at the South Bay Station 8-1. Commissioners Zvirzdys, Harper, Bivens and Long were in attendance. Chief VanCamp Assistant Chief LeMay, and Secretary Stumpf also participated. Commissioner Kilpatrick was unable to attend. The meeting was called to order at 5:43pm.

Addition to Agenda: Chief VanCamp requested a brief exempt session at the end of the regular meeting in order to update the Board on labor relations issues.

Chief's report: Using handouts, Chief VanCamp reviewed the January 2021 Report. Questions were asked for clarity. Topics of discussion included: Progress on the 2021 Goals & Objectives to be clarified at the February 22nd Board Retreat; delayed responses to be documented by Officers in the future; Assistant Chief LeMay provided an update on the recruit process. He shared that we have five new recruits and two current members – six to attend Fire Academy and one EMT school. Chief VanCamp and Assistant Chief LeMay provided details on the virtual interview process for the new Battalion Chief position. We hired *Public Safety Testing* to perform a non-bias applicant review process. They used a virtual station testing process designed by AC LeMay. They began with seven candidates and interviewed a final three. Our current Lieutenant, Darrel Clowes, was the finalist and was offered the position. He will begin March 1st as our Training Officer.

Station 8-1 Septic Project: Chief VanCamp provided a brief update on the septic project. He and BC McBride met with Steve Hatton to review the bid documents. They will be sent out to potential bidders on February 19th.

Surplus Items: Using handouts, Chief VanCamp explained that our policy is to have a bi-annual inventory review. BC McBride had to create a new inventory process since we didn't have reliable documentation to begin with. He made recommendations to surplus some items which would be sent to the *State Department of Enterprise Services* who would handle the process. Chief VanCamp asked for approval to surplus the recommended items. Questions were asked for clarity. Following a brief discussion, Commissioner Bivens moved to approve the surplus list as provided. Commissioner Long seconded the motion. The motion passed with three votes; Commissioner Harper abstaining.

Process for Performance Evaluations for the Chief & Secretary: Commissioner Harper led a discussion on the performance evaluation process for the Chief and District Secretary. He explained that previously, they were evaluated at their anniversary date, but that the Board agreed to change it to the calendar year. Further, he reinforced that the board agreed in 2019 that the evaluation process should start with an evaluation of overall District results and include a self-evaluation of the Board. He suggested a retreat-style (remote if needed) discussion for the self-evaluation portion. The District's current PDP (Professional Development Plan), including Goals and Objectives will be used for executive staff evaluations.

Board Retreat: Secretary Stumpf reminded the Board that the retreat sessions have been scheduled for February 22nd and March 3rd – both to begin at 9:00 am.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated January 12th for approval. Following a brief discussion, Commissioner Harper moved to approve the minutes as presented; Commissioner Zvirzdys 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. Specific questions regarding some purchases were asked for clarity. As of February 9, 2021, after extensive review and discussion regarding the expenses, Commissioner Bivens moved to approve all warrant as presented. Commissioner Zvirzdys second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 18953-18968	Totaling \$13,054.68
	Warrants 18969-18974	Totaling \$29,315.07
	Warrants 18984-18987	Totaling \$13,322.30
	Warrants 18988-19000	Totaling \$10,404.66
<u>Payroll Fund (6680)</u>	Warrants 18975-18983&EFT1-27a-z	Totaling \$191,004.36
<u>CR&R Fund (6681)</u>	Warrant 19001	Totaling \$165.00

Announcements: Secretary Stumpf shared that the Winter Community Newsletter would be printed and mailed out in the next week. She also reminded the Board of the upcoming Snure Seminars.

Commissioner Comments:

- Commissioner Bivens reminded the Board of the virtual Legislative Day on February 10th.
- Commission Harper added comments that there are some legislative issues that may affect Boards and input may be needed.
- Commissioner Zvirzdys offered condolences to Chief VanCamp on the loss of his Father – Bob VanCamp. Chief VanCamp shared some details of his Father's role as Chief in the Department.
- Commissioner Harper gave kudos to the staff for their work on the Awards Recognition Video.

Outstanding Action Items:

- 78th Street easement parcel
- Updates on TCOMM agreement amendments (re: utilities) to be provided.

Action Items:


- Progress on Station 8-1 septic project to be shared
- Board retreat sessions to follow – preparations to be made

Exempt Session: (As per RCW 42.30.140 (OPMA)) At 6:38 pm, the regular meeting adjourned to an exempt session. The purpose of the meeting was to discuss labor issues. The estimated time was twenty minutes. The session concluded at 6:53 pm. No actions were taken.

Adjourn:

The Board announced that next regular meeting is scheduled on March 9, 2021, beginning at 5:30 pm and will be a remote conference call. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 6:55 pm.

ATTEST:




Gloria Zvirzds, as Chair for TCFPD 8




Douglas Kilpatrick, as Commissioner for TCFPD 8




Pamela Long, as Commissioner for TCFPD 8



Daniel Bivens as Commissioner for TCFPD 8



William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD