



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
September 12, 2017**

MINUTES of the regular Board meeting held September 12, 2017 at the South Bay Station 8-1. Commissioners Harper, Gleckler, Engle and Berman were in attendance. Assistant Chiefs LeMay and McBride and Secretary Stumpf were also in attendance as well as several public guests. Chief VanCamp, participated by telephone. Commissioner Small was unable to attend. The meeting was called to order at 5:30 pm.

Public Comments: Peter Witt asked questions related to a fire that occurred on May 25, 2017. Chief VanCamp responded that aside from the reserve engine being used at the fire not having the specific coupling devices needed (a problem since corrected), that the hydrant system worked just fine and the fire suppression operations by District personnel was appropriate considering the conditions they faced. Mr. Witt commented that in 2008 North Olympia Fire District 7 tested fire hydrants in his neighborhood, however, former Fire District 7 Board members responded that Fire District 7 hadn't done that after 2008. Chief VanCamp commented that he had not been aware of that 1994 hydrant testing agreement between Fire District 7 and Thurston County Public Works (who manages & operates the Boston Harbor system) until just recently. Public Works has approached him about performing testing on the hydrants, and he has asked for information from them including an updated draft agreement, technical requirements for testing and general information regarding the amount of time required to perform these duties. At the time of the meeting he had not yet received some of this information.

Henry Horiger asked questions and shared concerns regarding the toxicity of fireworks smoke and chemicals in fire retardants dropped from planes. Chief VanCamp responded that the County Chiefs' are working with the County Fire Marshal and ORCAA, (Olympic Region Clean Air Agency), to monitor air quality as well as open burning issues and issue county-wide burn bans as necessary. He also explained that the flame retardant product dropped from planes is mildly corrosive, but is biodegradable and generally not considered toxic.

SBFFA Update: Walker Armstrong shared that the annual Holiday Bazaar will be held on November 4th. He also discussed two scholarship funds – one in memory of Greg Thompson and the other in memory of Rod Hetland. Commissioner Gleckler added comments that the Hetland scholarship began with North Olympia and is being managed by the Community Foundation of South Puget Sound. It is no longer tied to the Fire District. With no additional funding having been received within the past 10 years, it is anticipated that the balance of the fund will be exhausted during the 2018 round of awards.

Chief's Report: Chief VanCamp reviewed the August Monthly Report. He has been scrutinizing member numbers using the Emergency Reporting and Crew Sense reports and discovered some inaccuracies due to inconsistent tracking methods. Once clarified, a new tracking system will be used to confirm accurate results.

Member staffing and training – Using a handout, Assistant Chief Lemay shared updates on staffing, explaining issues related to Medic One's availability for EMT students. He shared that one recruit is attending Pierce Community College for EMT training, at the District's expense. Questions were asked for clarity. Chief VanCamp added comments that he and Chief Lemay met with Medic One to share their concerns and are currently working with the new Medic One Director Kurt Hardin and his staff to find

solutions to help increase class capacity. Chief VanCamp is optimistic that the issue will be resolved in the near future.

Staffing Planning- Chief VanCamp shared that training for the *PDP-Expectations* program has begun. The first phase has been rolled out and includes training of supervisors, management of documentation and incorporation of the *Servant Attitude (behavior expectation)*. He will be meeting with the volunteer members of the Strategic Staffing Plan Workshop group on October 3rd and with career staff on a date to be coordinated with IAFF Local 2903 President Ross in the near future. At those meetings, Chief VanCamp will be presenting the *Servant Attitude* message, explaining the approved strategic staffing plan in detail, discuss implementation and answering any questions. This will be followed by shift meetings with Chief Kilpatrick where the same agenda will be followed. Funding is currently being evaluated. Questions were asked for clarity.

Commissioner Berman expressed his concern that Station 8-3 isn't being manned on a regular basis. He asked how a decision was made as to when it was manned and if the Chief could research why/how the decision was made. Chief VanCamp replied that he already does query the crew when both stations aren't manned and there were sufficient numbers to do so. Usually there is a good reason why the on-duty officer makes the decision. It is often based on the members' expertise, qualifications, certifications and experience.

Questions were asked and a discussion followed on members' participation in wildland firefighting. Our members are primarily trained in structural fires; however, our career staff and a few volunteers have their "red card" (certification for wildland fire operations). Although the Chief VanCamp plans to build competencies for all members, "red card" qualifications are not necessarily the focus for the District rather than meeting local community risk and providing for responder safety in a wildland event.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf presented the minutes of the August 8, 11 and 31st meetings for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as submitted; Commissioner Engle 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 September 12, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Engle 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 14909-14935	totaling \$17,045.09
	Warrants 14937-14951	totaling \$7,523.03
	Warrants 14968-14978	totaling \$38,203.59
	Warrants 14979-14996	totaling \$50,272.68
	Warrants 14997-15012	totaling \$10,542.61
<u>Payroll Fund (6680)</u>	Warrants 14952-14967 & EFT8-25a-m	totaling \$97,551.67
<u>CR&R Fund (6681)</u>	Warrant 14936	totaling \$194.24

Budget Update – Using a handout, Secretary Stumpf shared that due to the pending *Strategic Staffing Plan*, and its impact on the budget, the 2018 draft budget process has been delayed. She reviewed a revised budget schedule and explained that a policy recommendation and preliminary draft expense budget would be sent to Board members prior to the next regular Board meeting for review, and a Special Board meeting would be scheduled in October to review the proposed budget in detail. She also suggested that Board members meet with her individually to have any specific budget-related concerns addressed. Chief VanCamp added comments that he is not prepared to make recommendations on the *Capital Repairs & Replacement* budget at this time as it will be revamped based on the strategic direction that the District takes. Questions were asked for clarity.

Commissioner Comments:

- Commissioner Gleckler shared that he will be out of town and unavailable from September 28-October 14.

Follow-up Items: Secretary Stumpf reviewed the action items from the meeting:

- The Chief will report on the district’s contract with the county’s public utilities and concerns related to local fire hydrants.
- Chair Harper will follow-up on questions related to the fireworks and county.
- Staffing number will be revised in the Chief’s report
- Questions regarding specific warrants will be followed up.
- Scholarship issues will be clarified.
- Budget planning meeting to be scheduled.

Executive Session: At 6:55 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 7:25 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 October 10, 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 7:26 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