



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
March 11, 2025**

MINUTES of the regular Board meeting held March 11, 2025, at South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Hunter, Long and Bivens, as well as Chief VanCamp, Assistant Chief LeMay, and Secretary Stumpf were in attendance. Commissioner Zvirzdys attended remotely. Battalion Chief Clowes also attended. A public member also joined the meeting. The meeting was called to order at 5:30 pm.

Chief's Report: Using a handout, Chief VanCamp presented the February Monthly Report. It was noted that staffing levels were particularly good in February. Questions were asked for clarity.

Incident Readiness and Response Report: Assistant Chief LeMay gave a staffing update that included the status on Goals 1 and 2.

Goal 1 - IR&R Policy Review and Update.

- Committees have been formed and are working on their respective areas of review. We anticipate draft recommendations by April.

Goal #2 - IR&R Staffing Requirements and Implementation Process.

- We are currently recruiting lateral firefighters. Once the recruitment session closes on March 24th, Battalion Chiefs will interview candidates then Chiefs VanCamp and Assistant Chief will make final hiring decisions. We could hire up to six.
- In September we will review the list of entry level fire fighters.
- Questions were asked for clarity.

Both Goals are on track. A brief discussion ensued with questions asked for clarity. Assistant Chief LeMay concluded the staffing report sharing that our staffing levels haven't changed since last month.

Policy 1-03-PO-00-r9 – Using a handout, Chief VanCamp requested approval for Policy 1-03-PO-00 on Procurements, Expenditures and Audit General Guidelines. Commissioner Long moved to approve the policy as presented. Commissioner Hunter seconded the motion. The Board unanimously approved Policy 1-03-PO-00 Procurement, Expenditures and Audit General Guidelines as presented.

Policy 1-22 Information Technology and Media – Using a handout, Chief VanCamp presented the draft Policy 1-22 Information Technology and Media. He shared that this policy had been drafted by our legal counsel and it was recommended to be split into two – IT and Social Media. He requested the Board review it and provide feedback, as he would request approval at the next meeting.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf, presented the minutes of the regular meeting February 11th for approval. Commissioner Hunter moved to approve the minutes as presented, Commissioner Bivens 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 last month's meeting minutes. After extensive review,

Commissioner Bivens moved to approve all warrants as presented. Commissioner Long seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

General Fund (6680)	Warrants 22550-22564	totaling \$20,228.68
	Warrants 22566-22575	totaling \$19,439.25
	Warrants 22576-22585	totaling \$55,059.78
	Warrants 22596-22608	totaling \$16,545.40
Payroll Fund (6680)	Warrants 22586-22595,EFT2-27a-z	totaling \$303,461.01
CR&R Fund (6681)	Warrants 22565, 22609-22611	totaling \$10,598.73

Commissioner's Comments:

- Commissioner Bivens reminded Board members to file their annual public disclosure filing for public officials. A discussion took place regarding required Commissioner training. Secretary Stumpf said she would follow up and let the Board know.
- Chief VanCamp shared the agency would be evaluated by WSRB (Washington Surveying and Rating Bureau) in September.
- Commissioner Kilpatrick asked about the schedule for bids at Station 8-3. He also added comment that the trees on the south side of South Bay Station 8-1 need to be trimmed as the leaves are blocking the solar panels.

Review and Follow Up:

- IT & Media Policy to be review and follow-up next meeting.
- Tree to be trimmed.

Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:00 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was for an employee performance review. The estimated time was 20 minutes. The session concluded at 6:20pm and the regular meeting was reconvened. No action was taken.

Adjourn: The Board announced that the next regular meeting is scheduled for April 8, 2025, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the meeting was adjourned at 6:21 pm.

ATTEST:

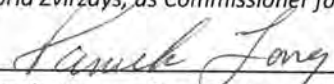


Douglas Kilpatrick, as Chair for TCFPD 8

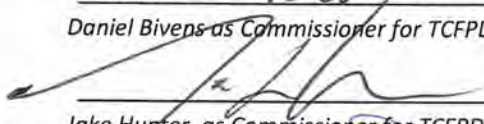


Daniel Bivens as Commissioner for TCFPD 8

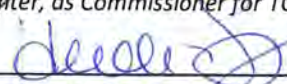
Gloria Zvirzdys, as Commissioner for TCFPD 8



Pamela Long, as Commissioner for TCFPD 8



Jake Hunter, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD