



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Special Workshop
March 18, 2019**

MINUTES of the SPECIAL Board workshop held March 18, 2019, at 205 Cleveland Ave SE, Tumwater. Commissioners Harper, Gleckler, Engle, Berman and Zvirzdys were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. The meeting was called to order at 11:00 am

Fire Chief PDP Goals:

Using a handout, Chief VanCamp reviewed the status of his PDP Goals and Objectives.

- Servant Attitude – All members have taken on the Servant Attitude which appears to have improved relationships. Supervisors are in their first cycle of evaluations as explained by Assistant Chief LeMay. Questions were asked for clarity. Exit surveys were discussed. Target levels of service and retention were discussed. The JTAC (a state apprenticeship program) was also mentioned. Chief VanCamp is looking into this.
- Relationship with the Board – One on one meetings have helped better prepare the Board for meetings and the Chief is more aware of Board interests. Board members are involved on various IDMT groups. Chief VanCamp is being more proactive with sharing status reports with the Board as events occur. Maintenance issues were briefly discussed.
- Implementation of Strategic Plan - Implementing the approved District Strategic Staffing Plan is resulting in improved service at Station 8-3; a three-year follow-up survey is planned; the PDP process is improving communication. Volunteer leaders were discussed.
- Facilities & Deployment – Staffing needs to be stabilized before we can begin working toward a new east-side firestation and major capital upgrades on Station 8-3.
- Using a handout, Chief VanCamp shared a draft Master Plan Phase III Incident Readiness & Response Team Goals & Objectives document, explaining that these are linked with the District Goals & Objectives. *He requested input from the Board.*
- The IT IDMT was briefly discussed. Chief VanCamp said we probably won't do a formal Master Plan Phase III report for this topic. In the future, he sees two main planning groups – an "Operations Team" consisting of chief officers covering incident readiness & response and training & education, and, a "Support Team" consisting of administrative folks for facilities, apparatus, equipment, information technology and community relations (including community risk reduction) topics.
- VanCamp explained some potential future changes to the EMS system in Thurston County as being identified by the EMS Councils comprehensive planning group.
- Following the discussion, Chief VanCamp was told his evaluation would take place in June.

Board Governance Best Practices:

Using a handout, Commissioner Harper presented Board Governance Practices. He noted that since the merger four years ago, the District has had one Chief; three Board Chairs; and seven Commissioners. He led a discussion on the following:

- **What has worked well?** Processing issues and decision making; more disciplined and focused; Board meeting preparations; action items/summaries; diversity of opinions; general consensus; following a plan; having good policies; good fiscal practices; and working towards a consistent performance assessment.

- **Things that could be improved?** Problem solving can take too much time; the perception of the Board by members may be skewed due to limited interaction; Sometimes specific questions are asked in a meeting that can't be answered immediately; consistency in performance assessment; keeping policies up to date; and delegation.
- **Performance Evaluations** – Commissioner Harper shared comments on effective performance evaluations. They include: District Goals; Board Governance; Chief's performance; documented policy and processes; succession plan and development of executives' talent. He recommends a review and update of current policies and also to create a new Executive Performance Assessment Policy to be integrated with the PDP. Further, he suggests this be done by a committee. Following the discussion, it was determined that the committee members will be Commissioners Harper, Zvirzdys and Chief VanCamp.


Other Topics Discussed:

- **CBA Strategies:** Chief VanCamp recommends tabling this topic for next Monday when we will hold a CBA workshop. He is collecting comparable data and a draft agenda will follow.
- **Succession Planning:** Chief VanCamp provided a handout of Policy 2-01-PR-02 *District Response Plan*. A lengthy discussion ensued on: Crisis Management, Disaster Recovery and Business Continuity.
- **Capital Projects:** Commissioner Engle shared his opinion that all decisions related to repairs and expansion of Station 8-3 should be with a 25-year life span in mind. Commissioner Harper added that decisions should be made in the context of both Stations 8-3 and 8-1 and the proposed new firestation. The Station 8-3 fire protection water system repairs still need to be approved by the Board. Regarding Capital Projects for a new station, public participation and notification needs to be addressed prior to building a new fire station in order to assure understanding and support, public participation and involvement needs to be addressed before we embark on major capital projects for station upgrades and a new station.
- **Staffing Level Goals:** Chief VanCamp talked about minimal IR&R staffing levels.
- **Cell Tower Proposal** – The Board discussed the In-Site proposal to the District on a permanent easement (replacing annual rental payments). VanCamp is working on further analysis of the offer.
- **Phase II** -Commissioner Harper noted that the first 4 objectives of the facilities and deployment plan have been completed as scheduled or are underway. The next objective calls for developing more detailed plans for implementation of the two-station-with-standby model. The plan calls for an active community dialogue before actual investment begins.

Adjourn:

The Board announced that next regular meeting is scheduled on April 9, 2019, beginning at 5:30 pm and will be held at the South Bay Station 8-1. The next Board workshop will be held on March 25th beginning at 11:00 am and will be held at 205 Cleveland Ave SE, Tumwater. There being no further business, the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 3:00 pm.

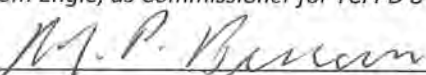
ATTEST:



Richard Gleckler, as Chair for TCFPD 8


Gloria Zvirzdys as Commissioner for TCFPD 8

Tom Engle, as Commissioner for TCFPD 8


William Harper, as Commissioner for TCFPD 8


Michael Berman, as Commissioner for TCFPD 8


Heidi Stumpf, District Secretary for TCFPD 8