



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 13, 2022**

MINUTES of the regular Board meeting held December 13, 2022, at the South Bay Station 8-1 and remotely using 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 4:30 pm.

Exempt Session: (As per RCW 42.30.140 (OPMA)) At 4:31 pm, the regular meeting began an exempt session. The purpose of the meeting was to discuss labor negotiation issues concerning the 2022-2023 collective bargaining process. The estimated time was one hour. The session concluded at 5:28 pm and no actions were taken. At 5:30 pm the regular meeting reconvened. At that time, several members joined the meeting.

Introduction of New Career Members: Assistant Chief LeMay introduced our newest career firefighters – Christian Valdez and Kyle Yenne. Each of the new firefighters then shared a few comments about themselves with the Board and were then welcomed to the department.

Chief's Report: Using a handout, Chief VanCamp presented the November 2022 Monthly Report. He answered questions for clarity, regarding mobile equipment, water issues at the North Olympia station and the South Bay Firefighters' Association fundraiser concerns. Assistant Chief LeMay provided an update on staffing and recruitment. He shared that our ten new volunteers have been assigned to platoons. Questions were asked for clarity.

Review processes in Policies 0-02 & 1-60: Using a handout, Chief VanCamp clarified the annual assessment process, reminding the Board that the previously adopted 2023 Business Plan includes goals and objectives, an annual budget and a reference to the PDP process, including Chief VanCamp's annual PDP. Once the Strategic Staffing Plan has been approved by the Board, the Communication Plan will be updated to include a calendar with specific dates tied to our goals and objectives.

Strategic Staffing Plan: Using a handout, Chief VanCamp presented a staffing plan summary for 2023-2028 with four options (Plans A-D) that identify staffing numbers, anticipated revenues and ballot measures needed to increase revenues. He reminded the Board that these options have previously been discussed and reviewed at length – with Plan A being the optimal option, and Plan B being our current situation. Following a lengthy discussion, Chief VanCamp requested the Board adopt one of the plans, and further, he recommended Plan A. Commissioner Kilpatrick moved to approve the recommendation to adopt Plan A. Commissioner Bivens seconded the motion. Commissioner Harper expressed concern that hiring of additional staff (as noted in Plan A) should only happen once ballot measures have been successful - ensuring adequate revenue to support additional expenses. The motion was revised to include that Plan A be adopted and hiring additional staff to be contingent upon passing a ballot measure to ensure adequate funding. The Board unanimously passed said motion to adopt Staffing Plan A.

Request for New Hires – Chief VanCamp proposed promoting a current Firefighter to a Lieutenant position, which would create an opening for a firefighter position. He explained that we have recently established a Firefighter register with the three top candidates from the recent interview process. The hiring of one firefighter position has been previously approved by the Board. He requested hiring a second firefighter in

addition to the one already approved and provided details and a timeline. Following a discussion with questions asked for clarity, Commissioner Bivens moved to approve the request as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion to hire two firefighters.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated November 8 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. After extensive review and discussion regarding the expenses, Commissioner Bivens moved to approve all warrants 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 20544-20555	totaling \$15,095.18
	Warrants 20557-20564	totaling \$21,686.23
	Warrants 20575-20583	totaling \$15,247.62
	Warrants 20584-20594	totaling \$11,645.62
	Warrants 20595-20619	totaling \$35,177.11
<u>Payroll Fund (6680)</u>	Warrants 20567-20574&EFT11-25a-z	totaling \$227,722.56
	Warrants EFT11-28a-p	totaling \$129,418.16
<u>CR&R Fund (6681)</u>	Warrant 20556	totaling \$926,864.44
	Warrants 20565-20566	totaling \$2,736.30
	Warrant 20620	totaling \$1084.41

2023 Meeting Dates:

Using a handout, Secretary Stumpf requested approval of the proposed Board meeting dates for 2023, explaining that they are scheduled for the 2nd Tuesday of each month. Further, she would schedule meetings to be held at the North Olympia Station 8-3 on a quarterly basis. The Board approved the dates as presented.

Announcements:

- Secretary Stumpf announced that the Fire Recruit graduation would be held on Monday, December 19th at 6 pm at the South Puget Sound Community College.
- She also reminded the Board of the Saturday, February 4th Awards Recognition Banquet that will be held at Hotel RL.

Commissioners' Comments:

- Chief VanCamp commented on the recent community event, Santa Run, that was led by Lieutenant Osborne. Firefighter Drew Bonser provided further details on the event and the on-going “popsicle pop-up” community events.
- Secretary Stumpf thanked Commissioner Zvirzdys for her generous donations of gifts and assistance with the recent Holiday Dinner.


Review and follow-up:

- Plan A adopted – to be put in place.
- Final expense budget for 2023 to be shared at the December 23rd meeting.
- Two firefighter positions to be filled.
- Communication Plan with calendar to be shared.


Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:08 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was to review an employee performance review. The estimated time was thirty minutes. The session concluded at 6:40 pm and the regular meeting reconvened. No actions were taken.

Adjourn: The Board announced that the next special meeting is scheduled for December 23, 2022, beginning at 9:00 am. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 6:41 pm.


ATTEST:



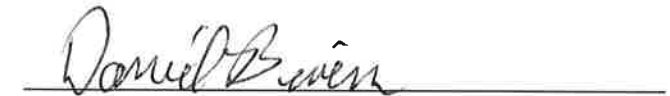
Gloria Zvirzdys, as Chair for TCFPD 8



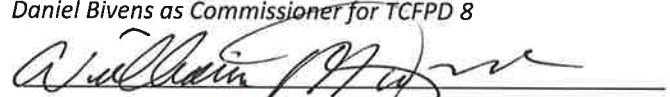
Douglas Kilpatrick, as Commissioner for TCFPD 8




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