



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
April 14, 2020**

MINUTES of the regular Board meeting held April 14, 2020, as a video-conference call, at the South Bay Station 8-1. Commissioners Gleckler, Harper, Zvirzdys, Kilpatrick and Long were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf also participated. Several members also attended. The meeting was called to order at 5:30 pm.

Replacement type 1 engine: Chief VanCamp clarified that he was not looking for approval on the final specifications for the new engine yet, as we are still refining the order and final quote. Battalion Chief McBride added that due to the confinement orders, he's not been able to meet with the vendor which is slowing the progress. Commissioner Gleckler led a brief discussion to possibly reconsider the purchase at this time due to concerns for possible reduction in incoming revenue. Other Board members shared their opinion that the purchase was overdue and already budgeted for and that we should move forward with the purchase. Questions were asked for clarity.

Chief's report: Chief VanCamp presented the March Monthly Report. He shared updates on the following topics:

- Personal Protective Equipment – Our department has enough equipment. We will be using re-usable masks once training has completed. Plans A, B and C are in place for use of gowns.
- So far, we've been on about a dozen calls that were Covid-19 related.
- Battalion Chief McBride provided a brief update on the status of the upgrades to the resident house. The flooring is being done, some appliances to be purchased and it looks like the house will be move-in ready by the first of May.

Audio Visual Proposal: Assistant Chief LeMay requested approval for the previously presented AV system proposal from Pacific Office Automation. He explained that the system would be installed at both Stations 8-1 and 8-3 to be used for video training sessions. The estimated cost would be close to \$8,000 per Station. Questions were asked for clarity. Following the request, Commissioner Gleckler made a motion to approve the request for AV equipment as presented. Commissioner Kilpatrick seconded the motion. The Board unanimously approved the motion.

Policies 3-11 and 3-60: Using a handout, Chief VanCamp requested approval for policies 3-11, Employee Sick Leave Donations, and 3-60-00, Career Staff Shift Trades. He noted the minor edits to the policies that could possibly benefit new employees during the Covid-19 event. Questions were asked for clarity. Following a brief discussion, Commissioner Zvirzdys moved to approve the policies as presented. Commissioner Long seconded the motion. The Board unanimously approved Policies 3-11 and 3-60.

Communications Plan: Secretary Stumpf shared that a draft communications plan was sent to some of the Board for review and input. She will send it out again to the whole Board for review and input.

Employee Evaluation: Commissioner Gleckler shared that the Board had recently completed the employee evaluation for Secretary Stumpf. They had also reviewed and discussed her salary and proposed a 5% increase to take effect April 1, 2020. He added that the Board was not prepared to make final changes to the position's steps at this time, just an increase to her current step. Commissioner Gleckler then made a motion to approve a

5% salary increase for Secretary Stumpf, to take effect April 1, 2020. Commissioner Harper seconded the motion. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf, presented the minutes of the regular meeting dated March 10th and Special Meetings dated March 18 and April 6 for approval. Commissioner Gleckler moved to approve the minutes as presented; Commissioner Long 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 April 14, 2020, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve all warrant as presented. Commissioner Long 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 18062-18078	Totaling \$20,424.90
	Warrants 18081-18109	Totaling \$67,772.51
	Warrants 18123-18138	Totaling \$21,299.33
	Warrants 18139-18150 & 18152	Totaling \$21,843.80
<u>Payroll Fund (6680)</u>	Warrants 18110-18119 & EFT3-27a-w	Totaling \$145,808.68
	Warrants 18153-18229 & EFT4-2a	Totaling \$79,943.56
<u>CR&R Fund (6681)</u>	Warrants 18079-18080 & 18083	Totaling \$12,550.54
	Warrants 18120-18122 & 18151	Totaling \$ 260,866.25

Travel & Conferences 2020: Using a revised handout, Secretary Stumpf requested approval of the proposed Travel & Conference for 2020. She noted that several of the original events had been cancelled or postponed. The postponed events may or may not be rescheduled. Commissioner Gleckler expressed his opinion that the Chief should not attend the Fire Rescue International conference in Arizona, as he feels an international event may not be pertinent and out of state travel is costly. It was noted that since the handout was published, this conference has been postponed and is ultimately expected to be canceled.

Following a brief discussion, Commissioner Kilpatrick moved to approve the proposal as presented. Commissioner Long seconded the motion. The Board approved the proposed Travel & Conferences for 2020 as presented; with four yes votes. Commissioner Gleckler voting no.

Announcements: Secretary Stumpf apologized for the poor conference call connection and said she would find an improved program (possibly Zoom) for the next conference call meeting.

Commissioner Comments:

- Commissioner Gleckler shared the status of retiree Ray Harry, who is in a convalescent home in Lacey, recuperating from three strokes. Secretary Stumpf will take up a collection of donations from the Board to present his wife with a grocery gift card.
- Commissioner Harper requested that the outstanding action items from previous meetings, be included on the agenda and in the minutes.

Outstanding Action Items:

- Present benefit report for My Sidewalk software
- 78th Street easement parcel

- New engine up for approval
- Communications plan

Action Items:

- New engine specs and final quote to be sent to the Board
- Board to provide input on Communications Plan
- AC LeMay to send AV equipment information to Board
- New platform for conference meetings to be explored
- Donations for Ray Harry to be made

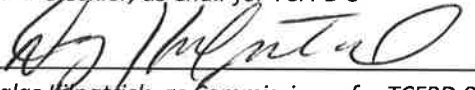
Adjourn:

The Board announced that next regular meeting is scheduled on May 12, 2020, beginning at 5:30 pm and will be a conference call to 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 6:30 pm.

ATTEST:



Richard Gleckler, as Chair for TCFPD 8



Douglas Kilpatrick, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Gloria Zvirzdys as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD