



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
October 10, 2023**

MINUTES of the regular Board meeting held October 10, 2023, at the North Olympia Station 8-3 and remotely using Zoom. Commissioners Kilpatrick, Long, Bivens and Harper as well as Chief VanCamp and Secretary Stumpf were in attendance. Assistant Chief LeMay and Commissioner Zvirzdys participated remotely. Lieutenant Chiatovich and Firefighter McCosh also attended. The meeting was called to order at 5:30 pm.

Chief's Report: Using a handout, Chief VanCamp reviewed the September Monthly Report. Assistant Chief LeMay gave a staffing report and shared that we had one more volunteer resign. We have 12 new applicants that will be interviewed next week.

Draft Policy 1-08-PO-00 Debt Collection: Using a handout, Chief VanCamp presented a revised draft policy on debt collection, noting that input from the Board had been incorporated. He requested approval of the policy. Following a brief discussion, Commissioner Long moved to approve the policy as presented. Commissioner Bivens seconded the motion. The Board unanimously approved Policy 1-08-PO-00.

Master Planning & Draft Annual Business Plan: Using a handout, Chief VanCamp requested approval of the revised *2024 Budget Policy Recommendations*, noting that we still don't have the estimates for new construction from the county yet. Commissioner Kilpatrick asked that he review the fund figures in the document. Commissioner Harper asked about the projects for the North Olympia Station 8-3, noting that some of the verbiage was confusing. Chief VanCamp clarified that the design development was scheduled for 2024 and the actual construction would take place in 2025-26. Further, he would revise the paragraph to be more concise. Following the discussion, Commissioner Bivens moved to approve the document as presented, with the revision to the paragraph as discussed. Commissioner Long seconded the motion. The Board unanimously approved the 2024 Budget Policy Recommendations.

Using a handout, Chief VanCamp briefed the Board on the revised summary of staffing plan options. The options include Plan "2 stations" and Plan "1.5 stations." A brief discussion followed with questions asked for clarity. No action was requested.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated September 12 and the Special meeting dated September 19 for approval. Commissioner Long moved to approve the minutes as presented; Commissioner Bivens 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, Commissioner Long moved to approve all warrants as presented. Commissioner Bivens seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 21293-21303	totaling \$125,351.61
	Warrants 21304-21319	totaling \$13,400.10
	Warrants 21329-21340	totaling \$9,428.90
	Warrants 21382-21390	totaling \$4,048.79
<u>Payroll Fund (6680)</u>	Warrants 21320-21328, eft9-17a-z	totaling \$255,527.62
	Warrants 21342-21381, eft10-3a	totaling \$63,106.95
<u>CR&R Fund (6681)</u>	Warrant 21341	totaling \$332.50
	Warrant 21391	totaling \$190.00

Community Outreach Update: Secretary Stumpf provided a brief update on the COT activities. Breast cancer awareness shirts have been dispersed amongst the department members and a photo posted on social media. Engine 8-1 made a visit to a local preschool. We are reaching out to local schools regarding Halloween activities. October is fire prevention month. We are preparing for the holidays.

Announcements:

- Secretary Stumpf reminded the Board of the Christmas dinner on December 4th.
- She also reminded members of the WFOA conference October 25-27.

Review and follow-up:

- Revisions will be made to the 2024 budget policy recommendations as discussed.

Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:0 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 twenty-five minutes. The session concluded at 6:25 pm and the regular meeting reconvened. No action was taken.

Adjourn: The Board announced that the next regular meeting is scheduled for November 14, 2023, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 6:26 pm.

ATTEST:

Douglas Kilpatrick, as Chair for TCFPD 8

Daniel Bivens as Commissioner for TCFPD 8

Gloria Zvirzdys, as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Heidi Stumpf, District Secretary for TCFPD