



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
June 9, 2020**

MINUTES of the regular Board meeting held June 9, 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, Battalion Chief McBride and Secretary Stumpf also participated. Guests Dana Grier and Sara Wood from MySidewalk software also participated for part of the meeting. The meeting was called to order at 5:30 pm.

Presentation of MySidewalk Software – Chief VanCamp introduced Dana Grier and Sara Wood from the MySidewalk website, who proceeded to present the Performance Dashboard and the Community Risk Assessment sites. They explained that most of the data is taken directly from *Emergency Reporting* with additional specialized demographic data. The data is configured to provide analytical information on the last five years of emergency responses as well as data on our community for the purpose of measuring performance and community risk assessment. Questions were asked for clarity. Following the presentation, Chief VanCamp asked the Board to visit the site, explore, and let him know if they have any questions.

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

- Resident Responder Housing Project Progress – The Board expressed concern that the project costs are significantly higher than the original estimates. A lengthy discussion ensued. Commissioner Harper recommends better estimating of costs and financial discipline in the future. Chief VanCamp acknowledged a need for increased project planning and timely communications; Chief McBride is working on cost estimates for further work at the site (exterior of the house, the garage).
- Both Stations 8-1 and 8-3 were staffed 100% for the month of May!
- Purchase of ballistic vests – Commissioner Gleckler asked about details on cost of this equipment and Chief VanCamp noted they were funded by Medic One.
- Some Board members were pleased with the Monthly Report's new format of the 2020 Goals and Objectives Report.

New Engine Replacement: Using handouts, Chief McBride reviewed details for the specifications and financing of the replacement Type 1 engine. Questions were asked for clarity and a discussion followed. Concern for a possible exercising of the force majeure clause in the vendor's contract was discussed at length. Commissioner Gleckler expressed his opinion that the purchase should be reconsidered. Following the discussion, Commissioner Kilpatrick made a motion to approve the request to purchase the engine, as proposed, and to take all three discounts as defined in the vendor's proposal. Commissioner Zvirzdys seconded the motion and added comments that Chief VanCamp should clarify their concern for force majeure with the vendor. The motion passed four to one, with Commissioner Gleckler voting no. Chief VanCamp would contact the vendor about possible liquidated damages clauses for delays.

WSRB Review: Assistant Chief LeMay provided an update on the recent WSRB (*Washington Survey and Ratings Bureau*) re-evaluation. He shared that numerous information was provided to WSRB, and the District is waiting for the final results of the review. He feels confident that we should hold our current public protection classification of "5." Commissioner Gleckler suggested the results be shared with the public once they are available.

Labor Agreement Addendum: Using a handout, Chief VanCamp requested approval for a labor agreement addendum, explaining that an error was made in the original collective bargaining agreement relating to a wage rate. Following the request, Commissioner Gleckler moved to approve the addendum as requested. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

Communication Plan: Using a handout, Secretary Stumpf requested approval for the draft Communication Plan, as part of the District’s Goals and Objectives. Commissioner Harper expressed his opinion that he sees it as a living document that should be used as a guideline, and that it could be updated and changed as needed. Following a brief discussion, Commissioner Gleckler moved to approve the document, as presented and with the intent of updating it as needed. Commissioner Long seconded the motion. The Board unanimously approved said motion.

Draft Policies: Using handouts, Chief VanCamp briefly reviewed draft policies 1-03 “Procurement, Expenditures & Audit Guidelines”; 1-06-PO-00 “Use of Purchasing & Travel Cards” and 1-07-PO-00 “Federal Uniform Guidance Procurement.” He explained that most changes are housekeeping updates and that he would like to request approval at a July Board meeting following review and feedback from the Board.

Status of Resolution 20-02 State of Emergency: Chief VanCamp provided a status report on the COVID-19 state of emergency sharing that although the State has been moved to “phase 2,” new operating guidelines have been implemented (such as the mask requirement), and was unsure what the future would bring, including a “second wave” of exposures. He did note that in practice, very little has changed from “business as usual” other than some waiving of bidding regulations for public works. Commissioner Harper added his suggestion that we close the emergency status in July if possible. A discussion ensued on staffing costs. Chief VanCamp provided a reminder that since we’ve increased career staffing, we’ve been able to staff both Stations 8-1 and 8-3 100% of the time.

Financial Workshop: Commissioner Harper led a discussion on holding a financial workshop for the Board to review and discuss long-term financial strategies. He recommends the Board be appraised of current financial projections; evaluate what financial options are available and what direction they would like to work towards. Secretary Stumpf was directed to schedule the workshop. The location and minor details on the topic were also discussed.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated May 12 for approval. Commissioner Zvirzdys moved to approve the minutes as presented; Commissioner Gleckler 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 June 9, 2020, after extensive review and discussion regarding the expenses, Commissioner Zvirzdys 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 18314-18324	Totaling \$5,557.19
	Warrants 18336-18341	Totaling \$3,248.49
	Warrants 18343-18356	Totaling \$8,821.96
<u>Payroll Fund (6680)</u>	Warrants 18327-18335 & EFT5-27a-z	Totaling \$181,358.91

CR&R Fund (6681) Warrants 18325 & 18342
Cap Proj Fund (6685) Warrants 18313 & 18326

Totaling \$12,474.22
Totaling \$52,612.98

Facilities Proposal: Using a handout, Secretary Stumpf briefly reviewed recommendations to the Facility Use program, stating that she will send details to the Board, including information on current facility users. This topic will be up for review and approval at a future meeting.

Announcements:

- Assistant Chief LeMay shared that since we will not be having our recruitment session in June, we still have a plan to minimize the negative staffing impact. The EMT spring program is currently closed and that group of students will be enrolled in the Fall EMT. We also have 8 current EMT members who are encouraged to attend the next Fire academy once it re-opens. While our numbers of new members will not grow this cycle, the current members will be gain new qualifications and help off-set the volunteer staffing impacts.

Commissioner Comments:

- Commissioner Gleckler gave an update on Ray Harry.

Outstanding Action Items:

- 78th Street easement parcel

Action Items:

- Chief VanCamp to send links to MySidewalk software
- Board to review draft policies and provide input
- Facility Usage plan documents to be sent to the Board for review
- AC LeMay to keep Board updated on WSRB rating process
- Emergency resolution to be reviewed for closure in July
- Budget workshop to be scheduled

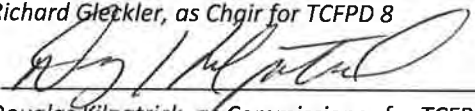
Due to the late hour, the Executive Session was cancelled.

Adjourn:

The Board announced that next regular meeting is scheduled on July 14, 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 8:20 pm.

ATTEST:

Richard Gleckler, as Chair for TCFPD 8



Douglas Kilpatrick, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Gloria Zvirzys as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD 8