



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
August 13, 2019**

MINUTES of the regular Board meeting held August 13, 2019, at the South Bay Station 8-1. Commissioners Harper, Gleckler, Berman, Zvirzdys and Engle were in attendance. Assistant Chief LeMay and Secretary Stumpf were also present. Chief VanCamp was unable to attend. Several members were also in attendance. The meeting was called to order at 5:30 pm.

Promotional Recognition and Pinning Ceremony: Assistant Chief LeMay introduced members Zach Skorna (member since 2012) and Drew Bonser (member since 2018), sharing that both have worked hard to complete necessary steps for promotion to Lieutenant. Badges were presented. Zach was pinned by his significant other Chelsea and Drew was pinned by his wife Nikki. Comments of congratulations were shared and cake was enjoyed by all.

Chief's Report: Assistant Chief LeMay shared that there was no written report for July yet; however, he went on to update the Board on the following items:

- The Aid Car that we received from Medic One will have its chassis replaced. A question was asked about the cost.
- There are some significant issues with the motors to the bay doors at Station 8-1 and issues with the doors at Station 8-3. The estimated costs for repairs are upwards of \$7,200 for Station 8-1 and \$2900 for Station 8-3. He noted that this was an update only and Board approval is not yet being requested.
- Battalion Chief Robinette has taken a leave of absence. The other Battalion Chiefs and Lieutenants are filling in.
- We've outgrown the septic capacity at Station 8-1. We have more than tripled our usage since it was originally built. The septic alarm has been going off frequently. Options would be to either reduce the public use or renovate it. Battalion Chief McBride added comments that the septic system had been upgraded in 2011, but public use has increased – exceeding its capacity. Commissioner Zvirzdys requested estimated costs to improve/upgrade the system. Questions were asked for clarity, including how often it is inspected.
- No changes on the search for rental property.
- Master Plan Phase III Status – Facilities and Operations are completed. Community Risk Reduction and Training are nearly completed and should be presented at the next meeting.
- A brief update on the recruitment status was discussed. Fire Academy students have just begun and EMT students begin in September.
- We are establishing a medical evaluation committee to better review our health and wellness program.
- We are updating the Drivers' Training program to include documentation in Target Solutions. Questions were asked for clarity.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated July 9 and special meetings dated July 9, 17, 23 and August 1 for approval. Commissioner Harper moved to approve the minutes as presented; Commissioner Engle 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, including a recent voided warrant.

As of August 13, 2019, after extensive review and discussion regarding the expenses, Commissioner Harper moved to approve the warrants as submitted; Commissioner Engle seconded the motion. The Board approved payment of those warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 17302-17313 (17312 was voided)	totaling \$13,924.73
	Warrants 17327-17348	Totaling \$51,762.90
	Warrants 17365-17379	Totaling \$39,758.84
	Warrants 17380-17389	Totaling \$10,453.32
<u>Payroll Fund (6680)</u>	Warrants 17224-17301 & EFT7-3	Totaling \$54,271.28
	Warrants 17351-17364	Totaling \$1,026.64
	Warrants 17314-17350&EFT7-26a-t	Totaling \$146,165.53

Technology Update – Secretary Stumpf provided an update on IT Services, sharing that we are in the process of contracting with Pacific Office for our IT services. They should officially be implemented effective September 1st. She also gave a brief update on a recent server issue.

Announcements: Secretary Stumpf announced that the South Bay Firefighters’ Association will hold their annual picnic at Burfoot Park on Sunday, August 25. She also reminded them that she will be on annual leave through August 7th. She also added that “Action Items” will be added to the agenda in the future.

Commissioner Comments:

- Commissioner Engle shared that he will be out of town September through October, but will try to call in by phone when he can.

Action items from the meeting:

- Provide estimated cost options for upgrade to septic system
- Provide inspection schedule for septic system
- Provide estimated cost to re-chassis the aid unit
- Provide confirmation on voided warrant
- Provide more details to be provided on door motors/issues
- Provide uncompleted items from Action Item list at each meeting

Executive Session: At 6:35 pm, the regular meeting adjourned to executive session. The purpose of the meeting is to discuss an employee performance evaluation. The estimated time was twenty five minutes. At 7:00 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

Adjourn:

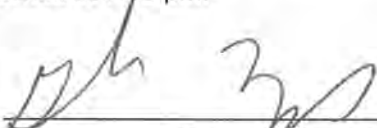
The Board announced that next regular meeting is scheduled on September 10, 2019, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 7:05 pm.

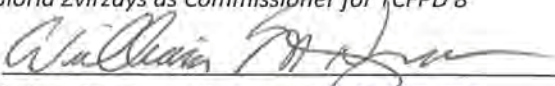
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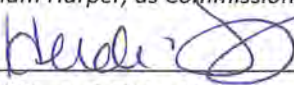

Richard Gleckler, as Chair for TCFPD 8

Tom Engle, as Commissioner for TCFPD 8

Michael Berman, 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 8