



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 14, 2021, 2021**

MINUTES of the regular Board meeting held December 14, 2021, as a video-conference call, at the South Bay Station 8-1. Commissioners Zvirzdys, Kilpatrick, Harper, Bivens and Long were in attendance. Chief VanCamp Assistant Chief LeMay, and Secretary Stumpf also participated. Guests Liz Loomis and AJ Chippendale also attended, as well as a few other staff. The meeting was called to order at 5:31 pm.

Communications Presentation – Using a Power Point Presentation, Liz Loomis and AJ Chippendale (*from Liz Loomis Public Affairs*), provided a presentation on their services to improve communication with taxpayers. The presentation included explaining who they are; what they do; the stages for how they do it; references from prior experience; budget and timeline. Following the presentation, questions were asked for clarity.

Chief's report: Using a handout, Chief VanCamp reviewed the November 2021 Monthly Report. Questions were asked for clarity. Topics of discussion included:

- The new Chevy Tahoe Battalion vehicle
- A request to surplus a reserve engine (#3124, a 1996 KME spartan pumper, formerly Engine 71) and utility vehicle (#3129, a 2006 Fore Expedition). Several questions were asked regarding the process of disposal. Concerns were raised about the proposed plan to offer the vehicles as a package deal. It was noted that District policy directs staff to seek the highest price feasible for each surplus item. We will attempt to sell them ourselves. Following the discussion, Commissioner Kilpatrick moved to approve the request to surplus the two vehicles; Commissioner Bivens seconded the motion. The Board unanimously approved said motion.
- Chief VanCamp updated the Board on a new Memorandum of Understanding regarding changes to the schedule for career employees.

2022 Draft Expense Budget: Using a handout, Chief VanCamp requested approval for the 2022 Expense Budget for the general fund (6680) and Capital Repairs and Replacement Fund (6681), noting that the Board has reviewed the draft. Commissioner Kilpatrick moved to approve the budget as presented; Commissioner Bivens seconded the motion. The Board unanimously approved said motion.

Draft Policy 3-09-PO-01 Volunteer Leave of Absence: Using a handout, Chief VanCamp reviewed draft policy 3-09-PO-00 Volunteer Leave of Absence. He explained that he will request approval at the next meeting.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated November 9 and Special meetings dated November 29 and December 8 for approval. Following a brief discussion, Commissioner Harper 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. Specific questions regarding some purchases were asked for clarity, including the cost of previous audits and clarification of credit card charges. As of December 14, 2021, after extensive review and discussion regarding the expenses, Commissioner Bivens 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 19660-19672	Totaling \$5,741.89
	Warrants 19673-19683	Totaling \$10,171.81
	Warrants 19684-19695	Totaling \$8,750.72
	Warrants 19705-19715	Totaling \$16,523.58
	Warrants 19716-19732	Totaling \$24,913.97
<u>Payroll Fund (6680)</u>	Warrants 19697-19704, eft11-26a-z	Totaling \$195,364.95
	Warrants EFT11-27a-n	Totaling \$96,523.11
<u>CR&R Fund (6681)</u>	Warrant 19696	Totaling \$2,860.40
	Warrants 19733-19734	Totaling \$27,716.68

Announcements:

- Secretary Stumpf updated the Board on the status of a current fiscal audit by the State Auditor’s office.
- Secretary Stumpf shared a reminder of the upcoming graduation on December 19th at 2 pm.
- Secretary Stumpf shared the date of the scheduled recognition banquet, February 12, 2022 that will be held at the Hotel RL.

Commissioner Comments:

Commissioner Zvirzdys commented that the Board would like to be timely with Executive staff evaluations and hopes to begin them in January.

Action Items:

- The Board will provide feedback on draft policy 3-09-PO-00 Volunteer Leave of Absence which will be up for approval at the next Board meeting.
- Answers will be provided to specific expense questions.
- Chief VanCamp will provide a year-end review on the status of the Goals & Objectives.

Adjourn:

The Board announced that next regular meeting is scheduled for January 11, 2022, beginning at 5:30 pm. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 6:43 pm.

ATTEST:

Gloria Zvirzdys, as Chair for TCFPD 8

Daniel Bivens as Commissioner for TCFPD 8

Douglas Kilpatrick, 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