



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
February 14, 2017**

MINUTES of the regular Board meeting held February 14, 2017 at the South Bay Station 8-1. Commissioners Harper, Small, Gleckler and Berman were in attendance. Chief VanCamp, Secretary Stumpf and Assistant Chiefs LeMay, Kessel and McBride were also in the meeting. Several public guests and staff were also in attendance. The meeting was called to order at 5:30 pm.

**Citizen Advisory Team:** Camille Pederson provided an update. The next meeting is scheduled for May 9<sup>th</sup>.

**SBFFA Update:** Doug Kilpatrick gave a brief update on the SBFFA. He announced new Board positions for 2017. President Diana Estrada; Vice President Dane Henze; Secretary Matt Hankins; and Treasurer Raymond Meyers. The Crab Feed will be held on March 11<sup>th</sup>

**Chief's Report:**

Chief VanCamp presented the January monthly report. Chaplain Terhune has completed his hours of service and is now retired. Questions were asked for clarity. Assistant Chief LeMay provided an update on recruitment. We've processed nineteen new members; five are laterals, the remainder are attending the academy for fire or EMT. Two will be dual trained. He explained the verification process for laterals. Doug Kilpatrick also shared reasons why some members have left, (jobs, family and personal reasons. There have been no complaints shared as a reason to leave. ) Questions were asked for clarity.

**Policy 2-20 health and Safety Program:** Chief VanCamp presented Policy 2-20 for approval, noting that edits were made based on input from the Board. Commissioner Small moved to accept the policy as presented; Commissioner Gleckler seconded the motion. The Board unanimously approved Policy 2-20 Health and Safety Program.

**Staffing Master Planning:**

Chief VanCamp provided an update on the Staffing Master Planning Workshop. A third night is being scheduled. It will likely be February 21 and 23. He asked for feedback from the Board.

**Facilities Management:**

**Water Management** - Using a revised handout, Assistant Chief Kessel requested approval for the revised agreement with Clearwater to manage the District's water system. He explained that he's been performing all of the water tests, but the State Department of Health requires a satellite management agency to perform these duties due to a reclassification of our Stations. Following some discussion and questions, Commissioner Small moved to approve the contract as submitted; Commissioner Harper seconded the motion. The Board unanimously approved the SMA Clearwater agreement.

**Heater Replacement** –Assistant Chief Kessel shared that he received four bids for repairs and replacement of heaters in the bay. Based on the previous directive by the Board, Chief VanCamp approved the estimate by Sunset Air, noting that they are familiar with and currently maintain our systems. The repairs/replacement are in process.

**Surplus Inventory Report** –Assistant Chief Kessel requested approval to surplus the remaining items on the surplus list. Commissioner Berman expressed his concern for several items on the list such as chainsaws, firehose, generators, jaws and an Expedition. A lengthy discussion ensued. The Board expressed their desire to get the best price available when surplussing items which may mean using alternatives to the state surplus system. Chief VanCamp commented that he generally recommends using the State system since it is easy and efficient. Many items will be auctioned off and we will receive a percentage of the sales. Following further discussion, Commissioner Small made a motion to approve the surplus list as presented, providing staff will attempt to gain the best price using one of the methods from Policy 1.25; further, that

staff can remove items from the surplus list if necessary. Commissioner Gleckler seconded the motion. The motion passed with three votes; Commissioner Berman voting no.

Training Center Project – Assistant Chief Kessel requested approval for a roof replacement bid from Weatherguard (for approximately \$11,000), for the Training Center. He noted that he received three bids that were very close in price. He recommends Weatherguard since they are local, he know the owner, and they do good work. Commissioner Berman asked if there was an artist’s conception for the final design of the project. The Board expressed concern for the budget and time-line for the project. Following a lengthy discussion on the status of completion and budget for the project, Commissioner Gleckler moved to accept the recommendation to approve Weatherguard to replace the roof. Commissioner Small seconded the motion. The Board unanimously approved said motion. Painting of the Training center was discussed. Estimates will be gathered soon. The Board directed management to provide an update on the budget and timeline for completion for the project at the next Board meeting.

**Policy 3-04, Salaries & Benefits & Policy 3-12 Annual & Sick Leave:**

Using a handout, Chief VanCamp presented a draft of revised policies. He explained that changes were made based on the collective bargaining agreement and that no action was needed tonight, but that he would like the Board to review the drafts and provide input. He will seek approval at the next Board meeting.

**Secretary Report:**

Minutes of Previous Meeting - Secretary Stumpf presented the meeting minutes from the regular meeting dated January 10 and Special meetings dated January 4, 18, 23, 27, 30 and February 10 for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as submitted; Commissioner Small seconded the motion. The minutes were unanimously approved.

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. Questions regarding some purchases were asked for clarity. As of February 14, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Small 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 14162-14195            | totaling \$46,390.09  |
|                                | Warrants 14221-14222            | totaling \$1,263.60   |
|                                | Warrants 14223-14254            | totaling \$33,794.40  |
|                                | Warrants 14255-14278            | totaling \$35,637.78  |
| <u>Payroll Fund (6680)</u>     | Warrants 14199-14214&EFT1-27a-n | totaling \$113,264.46 |
| <u>Capital Projects (6685)</u> | Warrants 14196-14198            | totaling \$10,301.22  |
|                                | Warrants 14215-14220            | totaling \$12,542.25  |
|                                | Warrant 14279                   | totaling \$1,920.50   |

**Commissioner Comments:**

- Commissioner Small shared comments about Commissioner Getchman’s wife Carol who recently passed away.

**Action Items:** Chief VanCamp reviewed the action items from the meeting:

- The CAT Meeting is March 9. The Chief will attend and share updates on the staffing process.
- Surplus items will be disposed of in a manner that will generate the most return for the district.
- Board members will provide feedback to the Chief regarding policies 3-04 & 3-12.
- The next Staffing workshop date will be scheduled.
- A Training Center Project report will be prepared that includes budget and timeline.

**Executive Session:** At 7:15 pm the regular meeting adjourned to executive session. The purpose of the meeting is to discuss an employee performance review as per RCW 42.30.110. The estimated time was fifteen minutes. At 7:30 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 will be held on March 14, 2017, 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 7:31 pm.

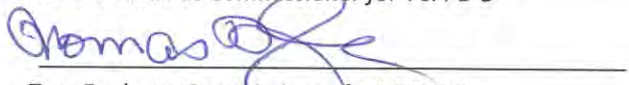
ATTEST:


  
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 William Harper, as Chair for TCFPD 8

  
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 Richard Gleckler, as Commissioner for TCFPD 8

  
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 Michael Berman, as Commissioner for TCFPD 8

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 Richard Small as Commissioner for TCFPD 8

  
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 Tom Engle, as Commissioner for TCFPD 8

  
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 Heidi Stumpf as District Secretary for TCFPD 8