



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
September 14, 2020**

MINUTES of the regular Board meeting held September 14, 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 Chiefs McBride and Hall and Secretary Stumpf also participated. Community member Dan Bivens also attended. The meeting was called to order at 2:00 pm.

Chief's report: Using handouts, Chief VanCamp reviewed the July and August Monthly Reports. Questions were asked for clarity. Topics of discussion included:

- Discussion about staffing issues related to a recent career Dayshift Firefighter resignation and current shortage of qualified driver/operators. Regarding the vacant career position, he offered three options to the Board: 1) to not fill the vacancy, 2) to fill the vacancy using our regular recruiting-testing process that could take up to six months to complete, or his recommendation 3) to advertise for a lateral firefighter which would take less time. A lengthy discussion about the hiring process ensued with questions asked for clarity. Following the discussion, the Board agreed to fill the vacancy with a lateral firefighter.
- Provided the status of the Johnson Point Sta 8-2 T-Comm project, explaining that the county permit process was very slow and would likely take several months. He and representatives from T-Comm are reaching out to neighbors in the area to meet and discuss the project before moving forward.
- Reviewed the status of the septic system evaluations being performed by Hatton-Godat-Pantier. Currently the systems at Johnson Point Station 8-2 and North Olympia Station 8-3 appear to be adequate for the current needs. The system at South Bay Station 8-1 is in need of a substantial upgrade due to increased occupancy loading at the firestation and current health code requirements. Due to the pandemic, the firestation isn't currently being stressed (limited crew staffing & use, no public use), however, Chief VanCamp recommends completing the design and permitting this year and going out to bid next spring for construction.
- In response to a question regarding how department management monitors response times to identify opportunities for improvement, the Chief indicated that this topic was being discussed with the Operations Committee. A request was made for a board level briefing on the process for monitoring and improving response time when ready.
- Provided a status report on the Resident Facility. It is still in need of some furnishings. He explained that it isn't being used for the resident program yet due to the status of the ongoing COVID-19 pandemic precautions and the possible need for it as a quarantine or isolation location for members.

Draft Policy 1-60 District Funds & Budgets: Using a handout, Chief VanCamp requested approval of draft Policy 1-60 "District Funds & Budgets". Commissioner Harper noted minor edits that hadn't been included. Following a brief discussion, Commissioner Harper moved to approve the policy with the recommended edits. Commissioner Zvirzdys seconded the motion. The Board unanimously approved Policy 1-60 "District Funds & Budgets."

Draft Policy 1-32-PO-00 Community Use of Facilities: Using a handout, Chief VanCamp requested approval of draft Policy 1-32-PO-00 "Community Use of Facilities". Commissioner Harper recommend minor edits.

Following a brief discussion, Commissioner Gleckler moved to approve the policy with the recommended edits. Commissioner Long seconded the motion. The Board unanimously approved Policy 1-32-PO-00 "Community Use of Facilities."

Washington Survey & Ratings Bureau Report: Using a handout, Assistant Chief LeMay provided a briefing to the Board on the recent community protection classification rating review of the District by the WSRB. He explained the rating system and how points were earned to improve results. He also shared areas of improvement and limitations that were beyond our control. The new, improved rating will take effect in December 2020, at which time we will share the news with the public. Questions were asked for clarity.

Draft 2021 District Budget Policy Recommendations: Using a handout, Chief VanCamp briefly reviewed a draft budget policy for 2021 that included recommended Goals and Objectives for 2021. He noted that priorities were added to the Goals. Questions were asked for clarity that included the following topics: use of the resident house; Target Levels of Service and Officer Training. He asked that the Board review the document and provide direct input back to him; he will ask for Board approval at the regular October Board meeting.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated August 4th for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as presented; Commissioner Kilpatrick 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 expenses related to HVAC repair with TCMS. As of September 14, 2020, after extensive review and discussion regarding the expenses, Commissioner Harper 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 18530-18545	Totaling \$13,170.96
	Warrants 18546-18555	Totaling \$11,895.38
	Warrants 18556-18562	Totaling \$10,206.15
	Warrants 18572-18591	Totaling \$85,417.85
<u>Payroll Fund (6680)</u>	Warrants 18563-18571, EFT827a-z	Totaling \$178,783.42

Announcements:

Secretary Stumpf announced a Brian Snure seminar scheduled for October 21st and being offered as a Zoom meeting. She asked for interest from the Board in order to register members.

Outstanding Action Items:

- 78th Street easement parcel

Action Items:

- Board to provide input on draft 2021 Budget Policy Recommendations;
- Lateral Firefighter position to be posted;
- Edits to Policies 1-60 & 1-32-PO-00 to be made; and
- Secretary Stumpf to register members for Snure Seminar.

- Board level briefing on the process for monitoring and improving response time.

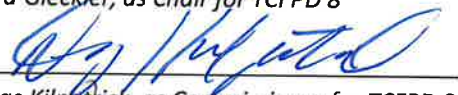
Executive session: At 4:15 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to provide a personnel evaluation. The estimated time was thirty minutes. At 4:45 pm, the executive session concluded and the regular meeting reconvened. No action was taken.

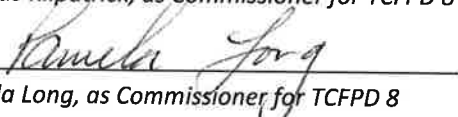
Adjourn:

The Board announced that next regular meeting is scheduled on October 13, 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 4:46 pm.

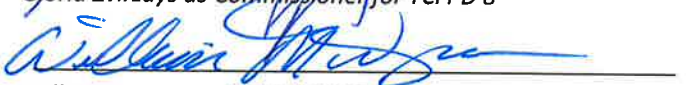
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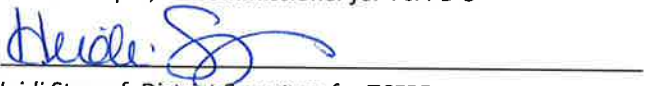

Richard Gleckler, as Chair for TCFPD 8


Douglas Kilpatrick, as Commissioner for TCFPD 8


Pamela Long, 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