



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
August 14, 2018**

MINUTES of the regular Board meeting held August 14, 2018, at the South Bay Station 8-1. Commissioners Harper, Engle, Gleckler and Zvirzdys were in attendance. Also present were Assistant Chief Lemay, Lieutenant Hall, Administrative Assistant Notarianni (taking minutes) and Assistant Chief McBride (who attended the first part of the meeting). Chief VanCamp and Secretary Stumpf were unable to attend. The meeting was called to order at 5:30 pm and began with the Pledge of Allegiance.

ESCO Report: Ryan Pantier from Sunset Air presented the findings from the Measurement and Verification Report Dated May 15, 2018. The program has met energy savings guarantee for all 3 years since installation of solar panels. He projected that if savings continue on this same course, the out of pocket cost from the District will be redeemed in 7 years. Ryan did note that there was a slight decrease in energy savings this year, likely due to some operational changes which is detailed in the attached report. This is the final year of our contract with Sunset Air in which they provide Measurement and Verification Reports. Questions were raised about a report from a citizen, who thought they could see that some of the panels are failing. Ryan said they checked all the panels and there are no bad panels. Some panels have signs of issues, but are still working. Sunset continues to have a contract to do annual inspection and maintenance; if they see any problems they will report it then. He also said he is working on another proposal for the Boston Harbor station; there are some grant funds available from the State Department of Commerce.

Community Address Program: Lieutenant Hall presented a program he is implementing to re-number the residential properties at Pleasant Forest Camp Ground. The issue of delayed response times to this area, due to difficulty finding properties and confirming addresses, has been a long-standing problem. Lieutenant Hall was approached by a Pleasant Forest Board member looking for assistance in problem solving the issue of delays in emergency service response. Working with the maintenance supervisor, Board member and compliance officer; together they created an updated map. Lieutenant Hall had the Pleasant Forest Board create a resolution to adopt a new numbering system in its bylaws, which was approved. He is now in the process of generating a system to number each lot, install reflective address markers, and create a new map. The estimated cost will be about \$2400. The Board suggested this project be highlighted in the next newsletter.

Policy 3-07 Disciplinary Process Update: Commissioner Gleckler reports he had discussed some suggested changes to the Disciplinary Process with Chief VanCamp prior to this meeting and thought suggestions were accepted. No changes to the policy were made. Commissioner Gleckler moved to table the approval of the policy update until Chief VanCamp returns and at that time they can clarify if any changes to policy will be added, Commissioner Harper seconded, motion passed unanimously.

Secretary Report:

Minutes of Previous Meeting – Administrative Assistant Notarianni, presented the minutes of the regular meeting July 10 and special meetings July 13 and 26th for approval. Commissioner Gleckler moved to approve the minutes as presented; Commissioner Harper 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. Questions regarding some purchases were asked for clarity. Some discussion regarding the expense from Scatter Creek Landscaping, Boston Harbor Retention Pond repair. The Board considered the charge for hauling the materials overpriced. Lieutenant Hall agreed to follow up with Scatter Creek regarding charges. The topic of continued linen and janitorial services was questioned as services were to be phased out. Per Lieutenant Hall janitorial services are now only used for public areas. Professional Linen services and alternatives discussed with no final resolution but will be presented to Chief VanCamp for review. Members of the board expressed a desire to expedite this process, even if the initial implementation is only partial. A request for more detailed documentation of credit card expenses for lunch meetings to include the 1) what the meeting was for 2) Who/How many attended and 3) a suggestion to have a general rule established for tipping guidelines. As of August 14, 2018, after extensive review and discussion regarding the expenses, Commissioner Harper moved to approve the warrants as submitted; Commissioner Gleckler 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 16082-16095	Totaling \$7075.25
	Warrants 16097-16117	Totaling \$25,365.65
	Warrants 16118-16128	Totaling \$38,196.09
	Warrants 16143-16151	Totaling \$5,453.04
<u>CR&R Fund (6681)</u>	Warrants 16082-16095	Totaling \$702.5
<u>Payroll Fund (6680)</u>	Warrants 16001-16081 & EFT7-3a	Totaling \$62,503.691 2nd Qtr Payroll
	Warrants 16129-16142	Totaling \$122,114.64 Exec Payroll

Announcements:

- The annual SBFDD Members Association Summer picnic is scheduled for August 26th, 3:30pm at Burfoot Park.
- Assistant Chief Lemay followed up on Officer Development programs after meetings with Assistant Chief Longmire and Chief VanCamp regarding promotional opportunities and eligibility. The program is a collective of certifications members need to be eligible for promotions, plus the candidates write essays on leadership topics and complete exercises regarding stages emergency management scenarios.

Commissioner Comments:

- Commissioner Berman is in the hospital awaiting a medical procedure.
- Commissioner Gleckler thanked Lieutenant Hall for coming to help set up memorial services for a former Fire Commissioner.
- Commissioner Zvirzdys would like to be a test study in the use of electronic tablets in place of paper binder.

Follow-up Items: Action items from the meeting:

- Gleckler to follow up with Chief VanCamp on Disciplinary Process.
- Engle is going to follow up on information regarding the use and cost associated with a switch to electronic tablets.
- Engle to speak with Chief VanCamp regarding Credit Card improved description of meal costs (who present, what the business purpose is and guideline for tips).
- Lieutenant Hall will work with Chief VanCamp regarding the implementation of linen policy.

Adjourn:

The Board announced that next regular meeting is scheduled on September 11, 2018, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There was discussion that a number of Board members are scheduled out of town that day and may consider changing date of meeting, but no alternative date was set. There being no further business, the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 6:50 pm.

ATTEST:



Tom Engle, as Chair for TCFPD 8



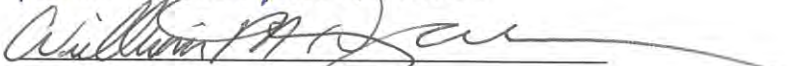
Richard Gleckler, as Commissioner for TCFPD 8



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