



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
March 8, 2022**

MINUTES of the regular Board meeting held March 8, 2022, as a video-conference call, at the South Bay Station 8-1. Commissioners Zvirzdys, Kilpatrick, Harper, Bivens and Long were in attendance. The meeting was called to order at 4:30 pm.

Executive Session: (As per RCW 42.30.110 (OPMA)) At 4:31 pm, the regular meeting began an executive session. The purpose of the meeting was to review the performance of public employees VanCamp and Stumpf. The estimated time was one hour. The session concluded at 5:29 pm and the regular meeting reconvened. No actions were taken.

At 5:29 pm Chief VanCamp Assistant Chief LeMay, Secretary Stumpf, Battalion Chief McBride and Assistant Notarianni joined the meeting.

Chief's report: Using a handout, Chief VanCamp reviewed the February 2022 Monthly Report. Questions were asked for clarity. Topics of discussion included:

- The accuracy of the staffing level numbers was discussed. Chief VanCamp will review and report back to the Board.
- The cost of propane has increased 42%. Utility costs were discussed.
- A request was made to approve a bid to remove the deck at the resident house located on 63rd Avenue. The cost was approximately \$18,000. Following a lengthy discussion, the Board agreed the cost was too high and the district should get more bids.
- A reminder of the March 15th Special Meeting was shared.
- Chief LeMay provided an update on volunteer staffing and shared details of the upcoming recruitment cycle.
- Attendance at the recent Boston Harbor Association meeting was discussed.
- A push-in ceremony for the new engine will be held prior to the regular Board meeting on April 12th. Details were shared.

Community Communications Plan:

- **Recruitment Presentation** - Assistant Chief LeMay and Assistant Notarianni provided a Power Point presentation on recruitment. The presentation included a review of the 2019 recruitment presentation; updates to the status in 2021 that showed that only one member has remained from the 16 recruits; details of the changes made to the recruitment process; and details of the marketing strategy we are currently using including a SWOT analysis. Questions were asked for clarity.
- **Liz Loomis agreement** – Secretary Stumpf shared that the district has engaged Liz Loomis for a flat-fee project which includes assistance with our Community Communications Plan and designing key messages.
- **Readerboard Upgrade** – Assistant Chief LeMay led a discussion on a proposal to upgrade the reader board at Station 8-1 and to replace the reader board at Station 8-3 with a new electronic style. He explained that it would be an intentional purchase as part of our Community Communications plan. Following a lengthy discussion, the Board agreed that the cost was too high and unless we could secure a grant to reduce the cost, we should put that project on hold for the time being.

Reduction in Fleet: Using a handout, Battalion Chief McBride requested approval to surplus Tender 84 (2009 Kenworth) as we are not in need of four tenders. Further, the district spends approximately \$2500 on annual maintenance and this one has the highest mileage. Following a brief discussion, including how the vehicle will be

disposed, Commissioner Kilpatrick moved to approve the request as provided. Commissioner Bivens seconded the motion. The Board unanimously approved the motion to surplus Tender 84 (3134).

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated February 8 and special meetings dated February 23 and March 3 for approval. Following a brief discussion, Commissioner Kilpatrick moved to approve the minutes as presented; Commissioner Long 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 landscaping charges. As of March 8, 2022, after extensive review and discussion regarding the expenses, Commissioner Long moved to approve all warrant as presented. Commissioner Bivens 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 19900-19906	totaling \$18,795.82
	Warrants 19907-19917	totaling \$8,239.97
	Warrants 19926-19936	totaling \$8,944.24
	Warrants 19937-19943	totaling \$13,886.88
<u>Payroll Fund (6680)</u>	Warrants 19918-19925 & EFT2-25a-z	totaling \$220,743.24
<u>CR&R Fund (6681)</u>	Warrant 19942	totaling \$8,749.87

Resolution 22-01: Secretary Stumpf requested approval of Resolution 22-01 to transfer \$750,000 from the Capital Projects Fund (6685) into the General Fund (6680) as proposed in the 2022 Budget Recommendations that was previously approved by the Board. Commissioner Bivens moved to approve the Resolution as presented. Commissioner Kilpatrick seconded the motion. The Board unanimously approved Resolution 22-01 transfer of funds.

Announcements:

- Secretary Stumpf shared that the Awards Picnic has been scheduled for Saturday, August 13th and will be held at Odd Fellows park. Details to follow.
- She also shared that the 1st quarter Community newsletter will be sent to residents this week.

Commissioner Comments:

Commissioners thanked Chief LeMay and Assistant Notarianni for the exceptional presentation on recruitment.

Action Items:

- Monthly report numbers to be examined.
- Surplus of Tender 84 to be surplus.
- The Board will meet at a special meeting on March 15th to discuss performance assessment.
- Landscaping charges to be reviewed and explained.

At 7:10 pm. Chief VanCamp Assistant Chief LeMay, Secretary Stumpf, Battalion Chief McBride and Assistant Notarianni left the meeting and the Board recessed for a ten minute break.

Executive Session: (As per RCW 42.30.110 (OPMA)) At 7:20 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was to review the performance of public employees. The estimated time was one hour. The session concluded at 8:20 pm and the regular meeting reconvened. No actions were taken.

Adjourn:

The Board announced that the next regular meeting is scheduled for April 12, 2022, beginning at 5:30 pm. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 8:22 pm.

ATTEST:




Gloria Zvirzdys, as Chair for TCFPD 8



Douglas Kilpatrick, as Commissioner for TCFPD 8



Pamela Long, as Commissioner for TCFPD 8



Daniel Bivens as Commissioner for TCFPD 8



William Harper, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD