



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
March 10, 2020**

MINUTES of the regular Board meeting held March 10, 2020, at the South Bay Station 8-1. Commissioners Gleckler, Harper, Zvirzdys, Kilpatrick and Long were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. Several members and their family were also present. The meeting was called to order at 5:30 pm.

**Promotional Recognition and Pinning Ceremony:** Chief VanCamp introduced career members Derek Hall and Jacob Zvirzdys to be recognized for promotion. Lieutenant Hall was promoted to Battalion Chief and will oversee the Training and Education program. Firefighter Zvirzdys was promoted to Lieutenant and will assist with the Training program. Badges were presented. Jacob was pinned by his significant other Emily and Derek was pinned by his wife Valerie. Comments of congratulations were shared, and cake was enjoyed by all.

**Chief's report:** Chief VanCamp presented the February Monthly Report.

- District Goals have been added to the report and will be highlighted. Commissioner Harper asked that Goal #4 be correctly identified, and that a notation be added to indicate the status of the goal, i.e. Are we on track?
- We have hired a new day shift Lieutenant, Shawn Mahoney, who will begin work on April 1<sup>st</sup>. We have a firefighter position to fill (based on the vacancy from the promotion), that has been posted. Volunteer members are encouraged to apply.
- Battalion Chief McBride presented an overview of the new engine recommendations based on work done by the committee. Criteria for the new engine include: standardized equipment; Type 1 (with seating for 4); qualifications to meet WSRB, wildland and NFPA standards; a life span of up to 20 years; more storage; affordability, safety and comfort, and sized to fit into Station 8-2. A lengthy discussion followed with questions for clarity regarding ladders, size, etc. There is a fourteen-month turnaround to get a new engine and Chief VanCamp would like to place the order in April. This topic will be up for Board approval at the next meeting.
- Covid-19 – Chief VanCamp explained that Thurston County agencies are working together to develop preparedness plans that include logistics, training and guidelines. He is preparing District guidelines for all our responders.
- Using a handout, Chief VanCamp explained that he's made some changes to Policy 1-01-PO-00 *Compensation & Reimbursement* for the purpose of providing monetary reimbursement to volunteer members if they were to be exposed to the Covid-19 virus while on shift then subsequently quarantined, which could potentially affect their employment. The recommended reimbursement would be provided for up to fourteen days, on a per diem rate based on the State of Washington's Office of Financial Management schedule. A lengthy discussion ensued with questions asked for clarity. Following the discussion, Commissioner Zvirzdys moved to approve the changes to the policy as presented. Commissioner Kilpatrick seconded the motion. The Board unanimously approved said motion.
- Chief VanCamp shared that it has recently come to his attention (after a review of the property tax statements for stormwater runoff) that the District still owns the easement purchased with the 78<sup>th</sup> Street property. Apparently, when the parcels were sold, the Title Company failed to recognize this piece and it wasn't included in the sale. Chief is working with our realtor, Terry Toth, to sell it back to the original owner. He will keep the Board informed of the progress.
- Assistant Chief LeMay shared comments that he is working with the Principals from both The South Bay Elementary and Boston Harbor Elementary (each from different School Districts) to review their

emergency plans and coordinate efforts and possibly hold joint drills in the future. Chief VanCamp added comments on the recent Nisqually River flood event.

**Audio Visual Proposal:** Using a handout, Assistant Chief LeMay presented a review on an AV system proposal from Pacific Office Automation. He explained that the system would be installed at both Stations 8-1 and 8-3 to be used for video training sessions. He's reviewed other systems at neighboring districts, including pros and cons feedback. The estimated cost would be close to \$8,000 per Station. Questions were asked for clarity. He will send details to the Board for further review and will ask for approval at a future Board meeting.

**Labor Management Committee:** Chief VanCamp provided a brief reminder of an upcoming labor management meeting.

**Policy Governance Workshop Follow-Up:** Commissioner Harper shared that he met with facilitator Dave Coleman to review possible next steps on policy governance. Earlier proposed ideas, such as holding a training workshop for Board with intent to write policies and procedures would be expensive and labor intensive. The Board didn't show immediate interest. A lengthy discussion followed. This topic will be tabled until a later date.

**Use of Public Facilities:** Commissioners Harper and Gleckler led a discussion on concerns for the insurance requirement in Policy 1-32 "Community Use of District Facilities." The concerns stem from feedback from legacy users who have not had to provide insurance in the past. Many community groups don't have insurance and it would be too costly to obtain. One group expressed their opinion that they already pay taxes and that should be enough. A lengthy discussion on risk and liability insurance followed. Chief VanCamp explained the differences between our District-sponsored events and private, community events. He clarified that the Facility Use policy includes waiver language for legacy users provided they complete and sign the Facility Rental Agreement, including a hold-harmless statement. Going forward, the District will ensure that new management for facilities (*to begin in April*), understand and adhere to the policy, including allowance for waiving the usage fee and insurance requirement for all legacy users. Secretary Stumpf offered to contact the concerned community group to apologize and mend the relationship.

**Communications Plan:** Commissioners Harper provided a reminder that dates for Goal #4 are past due or coming up. Key messages to be adopted by February; methods to implement messages by April and analyzation of public interest by November. Following a brief discussion, Commissioners Harper and Gleckler and Secretary Stumpf will meet to work with Chief VanCamp on the communications plan.

**Conference Overview Form:** Commissioners Zvirzdys shared a draft form she developed to be used by staff and Board members following attendance of a conference. The form includes comments on how the conference benefits the attendee and/or District. Following a brief review and suggestions for edits, the Board approved the use of the form.

#### **Secretary Report:**

**Minutes of Previous Meeting** –Secretary Stumpf, presented the minutes of the regular meeting dated February 11th and Special Meeting dated February 10th for approval. Commissioner Zvirzdys moved to approve the minutes as presented; Commissioner Gleckler 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.

As of March 10, 2020, after extensive review and discussion regarding the expenses, Commissioner Harper moved to approve all warrant as presented. Commissioner Zvirzdys 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 18004-18015	Totaling \$20,391.75
	Warrants 18020-18038	Totaling \$48,489.67
	Warrants 18040,18052-18061	Totaling \$1,879.56
<u>Payroll Fund (6680)</u>	Warrants 18041-18051, EFT2-27a-v	Totaling \$135,580.77
<u>CR&amp;R Fund (6681)</u>	Warrants 18016-18019	Totaling \$3,384.13
<u>Cap Proj Fund (6685)</u>	Warrant 18014	Totaling \$862.49
	Warrants 18007,17991, 18018 & 18039 were voided	

**Commissioner Comments:**

- Commissioner Gleckler shared that Larry Elliot, head of apparatus service with Olympia, has taken a position with Hughes
- Commissioner Zvirzdys shared that she followed-up with the concerned citizen regarding the lighting issue at the North Olympia Station 8-3. The citizen seemed satisfied with the progress.

**Action Items:**

- Present benefit report for My Sidewalk software
- Approve conference attendance at next Board meeting
- 78<sup>th</sup> Street easement parcel
- AV System proposal up for approval
- New engine up for approval
- Contact community group re: facility usage
- Communications plan

**Executive session:** At 8:15 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss review a personnel evaluation. The estimated time was fifteen minutes. At 8:30 pm, the executive session concluded and the regular meeting reconvened. No action was taken.

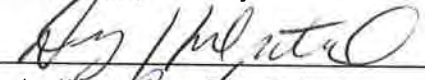
**Adjourn:**

The Board announced that next regular meeting is scheduled on April 14, 2020, 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 8:33 pm.

**ATTEST:**



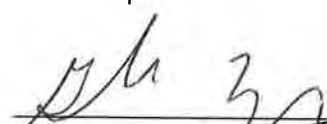
Richard Gleckler, as Chair for TCFPD 8



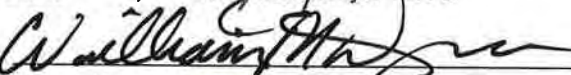
Douglas Kilpatrick, as Commissioner for TCFPD 8



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