



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
July 10, 2018**

MINUTES of the regular Board meeting held July 10, 2018 at the South Bay Station 8-1. Commissioners Harper, Engle, Gleckler and Berman were in attendance. Commissioner Zvirzdys was unable to attend. Chief VanCamp, and Secretary Stumpf also attended the meeting. The meeting was called to order at 5:00 pm.

Executive Session: At 5:01 pm, the regular meeting adjourned to executive session. The purpose of the meeting is to discuss a performance evaluation as per RCW 42.30.110. The estimated time was twenty-five minutes. At 5:26 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

At 5:30 pm Assistant Chiefs McBride and LeMay, member Janet Notarianni, as well as Captain Clemens and his wife joined the meeting.

Promotion Ceremony: Chief VanCamp announced that Captain Jonathan Clemens has been promoted to *Chief Emergency Medical Services Officer* and would be officially recognized. He noted that this position was the same rank as Battalion Chief and that Chief Clemens is also the Department Chaplain. Member Mara Osborn assists him with EMS functions. Since Chief Clemens has updated the program and began working with EMT's to ensure their success, members' compliance has dramatically increased. Jonathan then provided a brief update on the EMS program, explaining his work with other EMSO's in the county. Questions were asked for clarity. Statements of congratulations were shared and celebratory cupcakes were enjoyed by all.

Policy 3-07 Disciplinary Process: Using a handout, Chief VanCamp explained that the policy has been completely revised to work with the new PDP process. It has been reviewed by legal counsel and the IR&R team. The intent was to address the subordinate relationship with the PDP process and to be flexible. Board members were asked to review the policy and provide feedback to the Chief with intent to have the policy approved at the next Board meeting.

Chief's Report: Using a handout, Chief VanCamp presented the June 2018 Monthly Report. He added that some topics were not in the report. These included: 1) Interviews for a career firefighter registry would take place this week. Candidate recommendations will follow. 2) Medic One has developed a response training for *Excited Delirium* following a recent incident in Thurston County. 3) A new on-line OTEP training program is being reviewed by Assistant Chief LeMay and considered for a replacement training tool. 4) The Department has received a reimbursement (*just under \$2000*) for the Amtrak derailment incident. 5) Changes to the WSRB were highlighted. 6) An updated recommendation report by Steve Hatton for the repairs of the water system at the Boston Harbor station will be reviewed and discussed at the next Board meeting. Questions were asked for clarity. Assistant Chief LeMay provided an update on the Officer Development program. Questions were asked for clarity that included a discussion on the "exit interview" process.

Master Plan Update: Commissioner Harper provided an update on the Integrated Decision Making Teams and assignments. He recommended general guidance be provided to teams. Secretary Stumpf added that the Public Education & Prevention Team's meeting will be scheduled this week. She also gave an update on the estimated costs for mailing communication to the public on the ballot issue. A discussion followed that included suggestions. She was directed to schedule a Special Board meeting to further review communication issues.

Chief VanCamp added comments about the ballot issue process, including final signatures needed for the Resolution 18-01 that will be filed with the county this week. Also, a legal ad will be placed requesting participants to write a pro and con statement.

Resolution 18-02 Surplus Properties: Using a handout, Chief VanCamp requested approval of Resolution 18-02 to surplus the following properties:

- Building and land at address of 7300 Zangle Road NE, commonly known as “Station 8-4”;
- Building and land at address of 7702 Libby Road NE, commonly known as “Station 8-5”;
- Building, mobile home and land at address of 5912 Puget Beach Road NE, commonly known as “Station 8-6”;
- Undeveloped land at address of 7736 Hendershot Road NE; and
- Undeveloped land at address of 7804 Hendershot Road NE.

He also shared a concept to consider suggested by member and realtor Terry Toth. This idea is assuming that the property on Hendershot Road would sell to a housing contractor, to possibly negotiate an agreement to temporarily use a house for our residence program. This would be an interim measure until a more permanent solution was in place. It was also clarified that even though these properties would be deemed surplus, some may be a low priority for disposal and still used in the interim. Following a lengthy discussion and a question session with suggestions for minor amendments to the document, Commissioner Harper moved to approve the Resolution 18-02 as presented with suggested amendments; and also to include a disposal plan to follow. Commissioner Gleckler seconded the motion. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular June 12 and Special Meetings June 11, 20 and 26th for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as presented; Commissioner Berman 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. As of July 10, 2018, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Engle 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 15956-15969	totaling \$17,405.71
	Warrants 15970-15973	totaling \$5,322.23
	Warrants 15988-15999	totaling \$11,455.05
<u>Payroll Fund (6680)</u>	Warrants 15974-15987 & EFT6-27a-o	totaling \$116,094.05

Salary Adjustment:

Chief VanCamp shared that a performance review was recently completed for Secretary Stumpf, and a salary step increase should have taken place in March; however, due to the review delay and that retroactive pay is not allowed, he recommended changing the salary steps and moving her to step 5 effective for the July pay period. Following a brief discussion, Commissioner Gleckler moved to accept the recommendation to move Secretary Stumpf to step 5

of the pay scale with a monthly pay rate of \$7871.25, effective July. Commissioner Engle seconded the motion. The board unanimously approved said motion.

It was noted that Chief Van Camp's annual performance evaluation was in progress but not complete in time for a salary adjustment at his anniversary date. Following a brief discussion, Commissioner Harper made a motion to reserve the right to make a salary adjustment effective July 2018 once the performance evaluation is complete. Commissioner Engle seconded the motion. The board unanimously approved said motion.

Commissioner Comments:

- Commissioner Harper commented that although he wasn't able to attend all the June and July activities in his neighborhood, he would like to recognize and thank the Department for their participation in the Boston Harbor school events.
- Chief VanCamp added comments on the Department's participation with antique Engine 8-22 in the local parade.
- Commissioner Harper commented on the extraordinary number of calls – 116 – for the month of June.

Follow-up Items: Action items from the meeting:


- Interviews for fire fighter positions will be held this week.
- Resolution 18-01 for the levy lift ballot issue will be filed with the county;
- A meeting will be scheduled to discuss communication issues related to the ballot issue
- A request for interested parties to write a pro and con statement will be posted
- Resolution 18-02 Disposal of Properties will be amended and a disposal plan drafted.
- The revised water system repairs report by Steve Hatton will be reviewed at the next meeting
- Chief VanCamp to follow-up on plan for disposal of properties
- Board to provide input to the Chief on Policy 3-07
- Secretary Stumpf's salary increase to be implemented
- Ryan Pantier, Sunset Air, to be rescheduled

Executive Session: At 7:05 pm, the regular meeting adjourned to executive session. The purpose of the meeting is to discuss performance evaluations as per RCW 42.30.110. The estimated time was twenty-five 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 August 14, 2018, 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:



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 as District Secretary for TCFPD 8