



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

MINUTES of the regular Board meeting held November 10, 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, and Secretary Stumpf also participated. Community member Dan Bivens also attended. The meeting was called to order at 5:31 pm.

Chief's report: Using handouts, Chief VanCamp reviewed the October Monthly Report. Questions were asked for clarity. Topics of discussion included:

- Lexipol policies
- Apparatus E-82 & T-84
- Status of Goal 1; brief discussion on Goal 4 (survey)
- Clarifying staffing numbers for Boston Harbor Station 8-3; currently shown nights and weekends; Board would like to have numbers include day as well.
- Status of Insite cell tower proposal (Snure review and contract in process)
- South Bay Firefighters' Association donation of candy to the Boston Harbor Elementary School for their Halloween event

T-COMM Station 8-2 Project: Chief VanCamp provided an update on the T-COMM Johnson Point Station 8-2 project, sharing that he is waiting for Keith Flewelling first review of the proposal then it will be given to the Board for review as well as legal counsel. The Board was asked to provide questions and concerns to the Chief separately.

Draft 2021 Expense Budget: Using handouts, Chief VanCamp reviewed revisions made to the draft 2021 expense budget, highlighting changes made to various line items. Questions were asked for clarity and the following areas were briefly discussed: facilities and equipment; asset improvements; recruitment; staff reassignments and changes to expenses based on Covid-19. Commissioner Gleckler shared his opinion that some budget line items should be reduced since we haven't been spending them. Chief VanCamp explained that they are simply placeholders for expenses and all monies not spent are rolled over in the next year's cash balance. Following the discussion, Chief VanCamp said he would ask for approval of the budget at the December Board meeting. Expressing support for Commissioner Gleckler's earlier comments, Commissioner Harper reinforced the importance of limiting budgeted expense items in 2021 to actual needs rather than "placeholders."

Filling Bargaining Unit Employee Vacancy: Chief VanCamp led a discussion about the proposal for a new career Battalion Chief position; this position would be re-allocated from the career Dayshift Firefighter EMT position vacancy. Further, he explained that he and Assistant Chief LeMay met with the Operations Team and discussed leadership concerns to gather input from the team. Following the explanations, he requested approval to proceed with the hiring process for the new position, explaining the formal process that would be used. Questions were asked for clarity, including the added cost (approximately \$50,000 additional for salary and benefits).

Following the discussion, Commissioner Kilpatrick moved to approve the request to proceed with the hiring process of a new career Battalion Chief position. Commissioner Long seconded the motion. The Board unanimously approved said motion.

Budget Hearing - Approval of 2021 Budget Documents: Public Hearing on revenue sources for the district's following year's budget (As per RCW84.55.120). Using handouts, Secretary Stumpf presented Resolutions 20-03 Property Tax Levy; Resolution 20-05 Property Tax Increase and Resolution 20-04 Levy Certification for approval, explaining that these documents are required by the County for the District to collect revenues based on the assessed valuation within our taxing area. Further, that estimates are used based on figures provided by the Thurston County Assessor. Commissioner Gleckler moved to accept Resolutions 20-03 through 20-05 as presented; Commissioner Long seconded the motion. The Board unanimously approved said Resolutions for 2021.

End of Year Transfer of General Funds into the CR&R Fund Resolution 20-06 – Secretary Stumpf presented Resolution 20-06 Transfer of Funds for approval explaining that this annual transfer of \$275,000 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681) had previously been approved with the 2020 Budget. Commissioner Gleckler moved to approve the Resolution as presented; Commissioner Zvirzdys seconded the motion. The Board unanimously approved the motion to transfer \$275,000 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681).

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated October 13 and Special Budget meeting dated October 19 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. As of November 10, 2020, after extensive review and discussion regarding the expenses, Commissioner Kilpatrick 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 18733-18745	Totaling 1,593.75
	Warrants 18757-18765	Totaling \$5,345.19
	Warrants 18767-18775	Totaling \$10,730.83
<u>Payroll Fund (6680)</u>	Warrants 18747-18756 & EFT10-27a-z	Totaling \$164,146.72
<u>CR&R Fund (6681)</u>	Warrant 18746	Totaling \$3,000.00

Commissioner Comments:

- Commissioner Gleckler commented on the recent community newsletter.
- Commissioner Gleckler expressed his concern that the resident program wasn't in place.
- Commissioner Gleckler shared that he intends to resign at the end of December 2020; one year earlier than his official term. Other Board members expressed their thanks and appreciation to him for his many years of service.
- Commissioner Long commented on the recent Snure seminar.
- Commissioner Harper asked if any plans had been made for the annual Christmas dinner and the annual Awards Program. Chief VanCamp explained the replacement plans that are in place due to the pandemic.

Outstanding Action Items:

- 78th Street easement parcel
- Board briefing on the process for monitoring and improving response time
- Research to be performed on long-term easement agreement proposal

Action Items:

- Monthly Report to include staffing numbers for North Olympia Station 8-3 to include days, nights and weekends.
- Johnson Point Sta 8-2 T-Comm project updates to be provided
- Insite proposal updated to be provided
- 2021 Expense budget up for approval in December
- Chief VanCamp to follow-up on recruitment for new Battalion Chief position.

Exempt Session: (As per RCW 42.30.140 (OPMA)) At 6:43 pm, the regular meeting adjourned to an exempt session. The purpose of the meeting was to discuss labor issues. The estimated time was twenty minutes. The session concluded at 7:08 pm. No actions were taken.

Adjourn:

The Board announced that next regular meeting is scheduled on December 8, 2020, beginning at 5:30 pm and will be a remote conference call. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 7:09 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