



**Thurston County Fire Protection District 8
Special Board of Fire Commissioners' Meeting
December 1, 2017**

MINUTES of the Special meeting held December 1, 2017. Board members present were Commissioners Harper, Engle, Berman, Small and Gleckler. Chief VanCamp and Gloria Zvirzdys also attended the meeting. The meeting was called to order at 9:00 am at the South Bay Station 8-1.

Executive Session: At 9:01 am the regular meeting adjourned to executive session. The purpose of the session was to discuss collective bargain strategy as per RCW 42.30.140. The estimated time was one and one-half hours. At 10:30 am the Executive Session concluded and the regular meeting convened. No actions were taken. At 10:45 am Secretary Stumpf joined the meeting.

2018 Budget Proposal: Using several handouts, Chief VanCamp reviewed each handout, answering questions. The handouts included:

Attachment 0 – 2018 Budget Policy Recommendations that were adopted on October 10, 2017.

Attachment 1 – 2018 Budget Worksheet

Attachment 2 – Current fund balances for all funds (6680; 6681; 6683; 6685)

Attachment 3 – Five-year projected budget worksheet

Attachment 4 – Levy Lid Lift options Memorandum

A lengthy discussion ensued and the following topics were shared and discussed:

- Minimum response staff numbers
- Possibly delaying and/or moving the dates for the proposal to hire new staff (firefighters, lieutenants and a non-response staff member)
- Costs for new positions and funding options
- The Reserve and Capital Projects fund balances. Reviewed policy 1-60 for maintaining balances. In short:
 - operating fund policy is to maintain sufficient fund balance to cover expenses between the April and October tax collections
 - Reserve fund policy is to maintain a separate reserve equivalent to approximately 6-months of general operations. This would not include any planned CR&R allocation
- Possibly having a part-time and/or contracted position for the non-response spot (pilot program)
- Chief VanCamp recommended consideration for a Bond if we decide to build a new fire station – and not to use general funds
- 2018 budget areas of reductions in costs included linen service, custodial work and landscaping
- Possible Levy Lid Lift to restore the taxing rate to \$1.50 for a lift to 106% for a period of six years
- Questions were asked for clarity regarding historical data

Following the lengthy discussion, Commissioner Harper summarized the discussion and actions to be followed-up:

- The Board desires to move forward with the staffing plan but is cautious about maintaining sustainability and avoiding the risk of hiring people without an assurance of ongoing funding.
- Chief VanCamp will update the staffing plan to reflect revised planning assumptions (hiring 2 fire fighters in 2018 and subsequent hires in 2019; possibly hire the non-response position as part-time/contractual position as a pilot program)
- There was a follow-up question regarding the allocation of former FD7 capital funds that came over with the Merger. Secretary Stumpf provided notes from January 2015:

- \$200,000 was moved to the Capital Projects Fund 6685 and identified as real estate for North Olympia
- \$210K was moved into CR&R Fund 6681 for North Olympia stations
- The 2018 Budget Proposal & 5 year forecast to be updated based on discussion (correct OT calculations.)
- Levy Lid Lift to be explored
- Six months reserve funds to be calculated and allocate funds to the reserve to get back to the 6-month standard, based on the new 2018 budget.

Strategic Planning: Using several handouts, Chief VanCamp reviewed each handout, answering questions.

The handouts included:

Attachment 5 - General Planning Template

Attachment 6 -Planning to Plan

Attachment 7 - Planning Services

Attachment 8 - Terminology

It was agreed that the earlier Strategic Plan format (from 2001) would be used with the addition of including objectives to track implementation progress. Commissioner Harper recommended holding weekly Board meetings to work on updates to the plan for phase I. Commissioner Small recommended a review at the beginning of each meeting so that Board members are all on the same page. There was general support for moving forward on planning with a first phase focused on deployment and facilities. Commissioner Harper and Chief VanCamp will meet to finalize details of the planning process.

Adjourn:

The Board announced that next regular meeting will be held on Tuesday, December 12, 2017, 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 1:50 pm.

ATTEST:



William Harper, as Chair for TCFPD 8



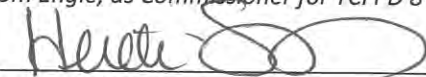
Richard Gleckler, as Commissioner for TCFPD 8



Michael Berman, as Commissioner for TCFPD 8

Richard Small as Commissioner for TCFPD 8

Tom Engle, as Commissioner for TCFPD 8



Heidi Stumpf as District Secretary for TCFPD 8