



**Thurston County Fire Protection District 8
Special Workshop
September 19, 2023**

MINUTES of the SPECIAL Board meeting held September 19, 2023, held at South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Long, Bivens and Harper as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. Commissioner Zvirzdys participated remotely. A community member also attended. The meeting was called to order at 9:00 am.

The purpose of the special meeting is to review and discuss the *Strategic Master Plan* to include the 2024 Budget Policy Recommendations.

Welcome and review of agenda: Using a handout, Chief VanCamp briefly reviewed the agenda. Commissioner Harper noted that we were not following the previously approved Policy 0-02 process. He also noted that the policy hasn't been updated on our website.

Review of 2023: Using a handout, Chief VanCamp reviewed the 2023 Goals

- Goal 1) Staffing plan. We are on track.
- Goal 2) Financial plan to support staffing. We are on track.
- Goal 3) Update position descriptions and requirements. There has been some delay. We hope to adopt changes in the first quarter of 2024.

Using handouts, he reviewed a detailed staffing tracking chart, summary of responses, Target Levels of Service, and overtime tracking report. Questions were asked for clarity and a discussion ensued.

Proposed 2024 Goals & Objectives: Using a handout, Chief VanCamp reviewed the draft Goals and Objectives for 2024.

- Revise and update the 2023-2027 financial plan (adopted in 2023) seeking to provide sufficient funding to ensure adequate staffing.
- The District will review and update its Phase III Master Plan documentation, to include apparatus and equipment; communications plan/risk reduction; incident readiness and response; training and health and safety.

A discussion followed that included a recommendation to have contingency options for the plans. Also, Commissioner Harper recommends a 3rd Goal; further, he suggested it be *to improve service in the Johnson Point area*. Assistant Chief LeMay argued that they were already doing that and felt it was more appropriate as an objective than a goal.

Proposed 2024 Budget Planning: Using a handout, Chief VanCamp reviewed the 2023 budget status. He also shared that the initial figures from the county assessor's office indicate a lower assessed valuation for our district than expected. He shared a revenue calculations worksheet and made several changes to assumptions. If these figures are accurate, then we may have to revisit our expectations, as they were based on higher estimates. It is difficult to project without accurate numbers. A lengthy discussion followed.

2024 IR&R staffing: Using a handout, Chief VanCamp reviewed the Plan A worksheet, noting the financial challenges to the Plan based on a reduced revenue stream. He suggests we consider Plans A if an excess levy were to pass & Plan C if it didn't. A lengthy discussion followed that included the financial impacts to each plan and how they would affect staffing. Commissioner Kilpatrick expressed his opinion that we should also consider Plan B. We discussed the verbiage to be used to explain the plans to the

public. A suggestion that Plan C be “business as currently funded.” Cost reductions were discussed. Using a handout, the Capital Repairs and Replacement draft budget for 2024 was reviewed. The fire protection project for North Olympia Station 8-3 will likely be postponed until 2025. Questions were asked for clarity.

2024 Staffing: Using a handout, Assistant Chief LeMay reviewed the current Platoon Chart and explained that we currently have 24 Volunteer responders; but we have a goal of 30 – to be divided by 10 per platoon, led by one Battalion Chief. He explained the on-going challenges we face with staffing, that include the training process; average two-year expectancy of a volunteer; the historic trend in attrition; the cost to get a new member started (approximately \$5-6K); overtime costs; retention challenges; the need for drivers, and the loss of volunteer officers. Questions were asked for clarity.

Community Outreach Team: Secretary Stumpf gave an update on the COT. She shared that this was the first year of the plan and we’ve done a terrific job with social media. The COT Coordinator position was filled by William Bonser, and we have five members who post on a regular basis. Our goal for next year is to be more deliberate with our posts – using a specific calendar to be on task. We also plan to improve preparations for risk reduction events. Questions were asked for clarity. Commissioner Harper suggested the COT be more involved with local homeowner groups – especially if they are holding meetings in our buildings.

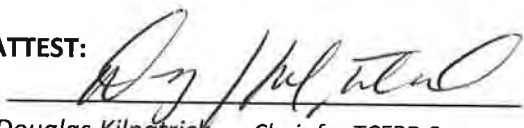
Facility Usage: Secretary Stumpf gave a brief overview of the status of facility usage. She shared that not all the local groups returned after Covid, but those that did don’t appear to be having any issues.

Next Steps: We are waiting for final figures from the county assessor. Once we receive them, budget estimates will be updated. In the meantime, Chief VanCamp will prepare optional scenarios – including a 5-year budget plan. The draft Budget Policy Recommendations for 2024 will be up for approval at the next meeting.


Commissioner Comments: Commissioner Harper reminded the group that he’d like to see a 3rd Goal and would like to revisit cost cutting efforts.

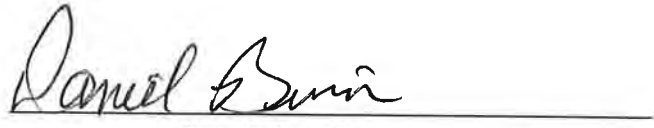
Adjourn: The Board announced that the next regular meeting is scheduled for October 10, 2023, beginning at 5:30 pm and held at the North Olympia Station 8-3. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 12:36 pm.

ATTEST:


Douglas Kilpatrick, as Chair for TCFPD 8


Gloria Zvirzdys, 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