



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
July 14, 2020**

MINUTES of the regular Board meeting held July 14, 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. Department members from shift 4 also participated. The meeting was called to order at 5:30 pm.

Shift Recognition – Chief VanCamp recognized Shift 4 for an outstanding response to a recent emergency call. He introduced Battalion Chief Les Robinette who shared details of the call. It began as a vehicle fire, but once on scene, the crew realized that it was a motor vehicle accident with an injured female entrapped in the vehicle. The crew worked quickly to extricate and prepare the victim for the medics once they arrived. The teamwork on the shift (that included Lieutenants David Dodge and Jacob Zvirzdys, Firefighters Dustin McCann, Devin McCosh, Mitch Bourque, Shane Frost, Elliot Sheller and David Timmis) all did an excellent job! Comments of congratulations were shared.

Chief's report: Chief VanCamp presented the June Monthly Report. He shared updates. Questions were asked for clarity and discussions took place on the following topics:

- Door damage to Engine 8-2 (no injuries)
- Details of a recent structure fire were shared by Assistant Chief LeMay
- Staffing levels and number of driver operators (concerns for an on-going need for more drivers discussed)
- Office Training program (Battalion Chief Hall is creating a more comprehensive program to augment the current one managed by Battalion Chief Longmire)
- EMT classes are on hold, but will start again in the fall
- Fire Academy will have a Zoom graduation on July 28th with details to follow
- WSRB results should be known soon; water flow details are currently being reviewed
- Recent Association meeting

mySidewalk Software: Chief VanCamp led a follow-up discussion on the mySidewalk software. He shared that he is implementing shift response statistics into the performance dashboard. Commissioner Harper discussed concerns with performance goals due to things that are out of our control, such as dispatch times. Chief VanCamp explained that previous performance data hasn't changed since 1999, but national standards have changed. The software produces more efficient service delivery data for our customers. He added that once we begin sharing the data publicly, we can control what is shown to the public based on settings. Commissioner Harper agreed with the value of providing comprehensive service measurement but reinforced that our service goals should only reflect activity for which the district has control. Commissioner Harper also expressed concern with the risk assessment data. He shared his opinion that he doesn't see the value in it as much of the data is available for free already and it doesn't change much over time. He recommended this portion of the software should be terminated. In response to a suggestion that the public would see value in the data, he suggested that question could be included in the public survey we plan to send out later this year. The monthly cost for the software was also discussed. Chief VanCamp shared that we have a three-year contract with the vendor.

Policy 1-03 Procurement, Expenditures & Audit Guidelines: Chief VanCamp requested approval of Policy 1-03 Procurement, Expenditures & Audit Guidelines. Commissioner Gleckler asked that the specific RCW's be

included (if only at the bottom of the policy), instead of using the term "Statute." Commissioner Long agreed. Commissioner Harper suggested the Board participate in reviewing and changing policies in a workshop setting prior to bringing them to the Board for approval. Following a brief discussion, Commissioner Harper moved to approve Policy 1-03 with the recommended edits. Commissioner Long seconded the motion. The Board unanimously approved Policy 1-03.

Policy 1-06-PO-00 Use of Purchasing & Travel Cards: Chief VanCamp requested approval of Policy 1-06-PO-00 Use of Purchasing & Travel Cards. Commissioner Harper moved to approve Policy 1-06 with the same recommended edits. Commissioner Gleckler seconded the motion. The Board unanimously approved Policy 1-06.

Policy 1-07-PO-00 Federal Uniforms Guidance Procurement Policy: Chief VanCamp requested approval of Policy 1-07-PO-00 Federal Uniforms Guidance Procurement Policy. Commissioner Harper moved to approve Policy 1-07 with the same recommended edits. Commissioner Zvirzdys seconded the motion. The Board unanimously approved Policy 1-07.

Status of Resolution 20-02 State of Emergency: The Board discussed the need to continue with the State of Emergency Resolution. Chief VanCamp expressed his opinion that it isn't costing anything to keep it open and it is likely the Covid-19 virus could escalate in the next couple months. Commissioner Harper expressed his opinion that it was no longer needed, as we have no purchasing issues to address. Commissioner Kilpatrick agreed; sharing that it was put in place when there were many unknown factors and it could always be reinstated later if necessary. Commissioners Zvirzdys and Long expressed their opinion that it should be kept in place. Following a lengthy discussion, Commissioner Kilpatrick moved to rescind Resolution 20-02 State of Emergency. Commissioner Harper seconded the motion. The motion passed three to two, with Commissioners Zvirzdys and Long voting no.

Financial Workshop: The Board briefly discussed the recent financial workshop (held on July 13th). Comparable data taken from the State Auditor's website was discussed. Commissioner Harper noted that our average cash flow is equal to over nine months of operating expenses. Chief VanCamp recommended another follow-up workshop and the Board agreed on July 27th at 1:00 pm.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated June 9 and the Special meeting dated June 22nd for approval. Commissioner Gleckler moved to approve the minutes as presented; Commissioner Long 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, including some payroll expenses.

As of July 14, 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 18357-18364	Totaling \$7,166.05
	Warrants 18368-18379	Totaling \$12,456.86
	Warrants 18380, 18383-18398	Totaling \$30,373.09
	Warrants 18408-18410	Totaling \$4,810.36
	Warrants 18471-18485	Totaling \$10,690.38

<u>Payroll Fund (6680)</u>	Warrants 18412-18470, EFT7-2a	Totaling \$56,953.29
	Warrants 18399-18407, EFT6-26a-z	Totaling \$173,414.22
<u>CR&R Fund (6681)</u>	Warrants 18365, 18366-18367	Totaling \$2,105.47
	Warrants 18381-18382	Totaling \$20,705.75

Warrants 18373 & 18411 were voided.

Facilities Proposal: Secretary Stumpf briefly updated the Board on the status of the Facility Use proposal, sharing that she's called most of the regular community use groups to communicate with them about their needs and be transparent about possible changes in the future.

Announcements:

- Member photographs will be taken on July 15th.
- Fire Academy graduation will be held as a Zoom on July 28th.
- The WFCA Conference has been cancelled.

Commissioner Comments:

- Commissioner Gleckler discussed the dates for Chief VanCamp's performance evaluation. Following a brief discussion, the Board agreed to a six-month evaluation to conclude 2020 and then annually.
- Commissioner Harper thanked Secretary Stumpf for the recent Community Newsletter.

Outstanding Action Items:

- 78th Street easement parcel

Action Items:

- Facility Usage plan documents to be sent to the Board for review
- AC LeMay to keep Board updated on WSRB rating process
- Budget workshop to be scheduled
- Board members need to provide their input to Commissioner Gleckler.

Adjourn:

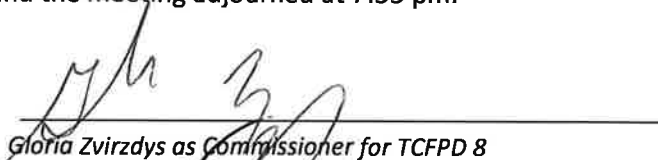
The Board announced that next regular meeting is scheduled on August 11, 2020, beginning at 5:30 pm and will be a conference call to be held at the South Bay Station 8-1. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 7:55 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