



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
January 12, 2021**

MINUTES of the regular Board meeting held January 12, 2021, as a video-conference call, at the South Bay Station 8-1. Commissioners Zvirzdys, Harper, Kilpatrick and Long were in attendance. Chief VanCamp Assistant Chief LeMay, and Secretary Stumpf also participated. Commissioner elect Dan Bivens, Steve Hatton and guest Mike Six also attended. The meeting was called to order at 5:43pm.

2021 Board Establishment: Commissioner Zvirzdys requested nominations for the Board Chair, Vice Chair and Labor representative for 2021. Following a brief discussion, Commissioner Long nominated Commissioner Zvirzdys for the Board Chair. Commissioner Kilpatrick seconded the motion. The Board unanimously approved said motion. Commissioner Zvirzdys moved to nominate Commissioner Kilpatrick for Vice Chair. Commissioner Harper seconded the motion. The Board unanimously approved said motion. Commissioner Zvirzdys then nominated Commissioner Long for Labor Representative. Commissioner Kilpatrick seconded the motion. The Board unanimously approved said motion.

Swearing-in for New Member: Secretary Stumpf led the swearing in procedure for Commissioner elect Daniel Bivens to take position 5 (replacing Commissioner Gleckler) for a one-year remaining term.

Station 8-1 Septic Project: Chief VanCamp introduced Steve Hatton from Hatton-Godat-Pantier, then he reviewed the need for a septic upgrade project at Station8-1 indicating that the original design in 1993 was not sufficient for current occupancy use. Previously, the District received a proposal from Hatton-Godat-Pantier to upgrade the system. Mr. Hatton shared further details on the need for the project and that a permit has been secured. The next step is for the District to advertise for bidders. He estimates the cost to be approximately \$55-\$60K. Questions were asked for clarity on the permit process and timeline for completion. He also shared that Station 8-1's bathrooms would be unavailable for a period of time and portable toilets would need to be rented. Following further discussion, Chief VanCamp recommended the Board approve moving forward with the next steps of the project. Commissioner Long moved to approve moving forward with the project as proposed; Commissioner Bivens seconded the motion. The Board unanimously approved said motion. Public works documents to be compiled.

Chief's report: Using handouts, Chief VanCamp reviewed the December 2020 Report. Questions were asked for clarity. Topics of discussion included: Volunteer Attrition; staffing concerns for two stations; the need for drivers and officers; current recruit numbers for the next cycle and the status of the Battalion Chief hiring process.

2021 Expense Budget: Using handouts, Chief VanCamp explained the reduction revisions made to the proposed budget, answering questions for clarity. Commissioner Harper recommended that some funds be set-aside for possible pay increases for executive staff who haven't yet received an increase for 2021. Following a brief discussion, Commissioner Zvirzdys move to approve the 2021 expense budget as presented and to include funds set-aside for executive staff if needed. Commissioner Kilpatrick seconded the motion. The Board unanimously approved said motion.

Process for Performance Evaluations for the Chief & Secretary: Commissioner Harper led a discussion on the performance evaluation process for the Chief and District Secretary. He explained that previously, they

were evaluated at their anniversary date, but that the Board agreed to change it to the calendar year. Further, he reinforced that the board agreed in 2019 that the evaluation process should start with an evaluation of overall District results and include a self-evaluation of the Board. He suggested a retreat-style (remote if needed) discussion for the self-evaluation portion. The District's current PDP (Professional Development Plan), including Goals and Objectives will be used for executive staff evaluations.

Board Retreat: Following the previous discussion, Secretary Stumpf was directed to schedule the retreat as soon as possible. Topics for the retreat were discussed, including reviewing goals, self-assessment, future plans (are we still on track or have things changed?), and how the Board can support the Fire Chief. Chief VanCamp commented that previously we held a retreat for legal counsel presentations; however, now some of these presentations are available as Virtual (Zoom) events and he recommends that the Board consider participating in them. Questions were asked for clarity, including Commissioner Zvirzdys asked about the possible need for water rescue apparatus. Commissioner Kilpatrick clarified that equipment and apparatus are an operations responsibility and the Board's role is to approve recommendations by the Chief. Chief VanCamp added comments that one of our Goals is to review the Capital Repairs and Replacement schedule to include apparatus.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated December 8 for approval. Following a brief discussion, Commissioner Harper 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 January 12, 2021, after extensive review and discussion regarding the expenses, Commissioner Bivens moved to approve all warrant as presented. Commissioner Kilpatrick 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 18826-18842	Totaling \$16,590.96
	Warrants 18843-18855	Totaling \$15,408.58
	Warrants 18866-18876	Totaling \$16,103.04
	Warrants 18877-18886	Totaling \$16,512.12
	Warrants 18887-18896	Totaling \$21,157.68
<u>Payroll Fund (6680)</u>	Warrants 18857-18865 & EFT12-24a-z	Totaling \$166,083.32
	Warrants 18898-18952 & EFT1-6a	Totaling \$46,802.38
<u>CR&R Fund (6681)</u>	Warrant 18856 & 18897	Totaling \$1,677.57

Travel & Conferences for 2021: Using a handout, Secretary Stumpf reminded the Board that they would normally approve travel and conferences for 2021 at the first meeting of the year; however, due to the pandemic, most travel and conferences in 2020 were cancelled and most events for 2021 have not yet been scheduled. She recommends revisiting the topic once there are viable options for approval available. The Board agreed.

Commissioner Comments:

- Commissioner Zvirzdys welcomed Dan Bivens as the newest Board member.
- Commission Zvirzdys reminded the Board to reply individually (not all) to emails sent to them. Otherwise, a group response is considered a public meeting.

- Commissioner Kilpatrick thanked guest attendee Mike Six for attending the meeting.

Outstanding Action Items:

- 78th Street easement parcel
- Updates on TCOMM agreement amendments (re: utilities) to be provided.

Action Items:

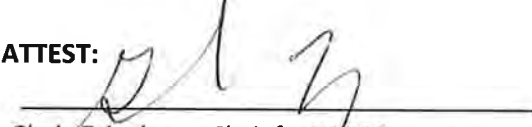
- The Station 8-1 septic project to move forward.
- The BC hiring process to move forward.
- 2021 Expense Budget approved
- Board Retreat(s) to be scheduled.

Exempt Session: (As per RCW 42.30.140 (OPMA)) At 6:58 pm, the regular meeting adjourned to an exempt session. The purpose of the meeting was to discuss labor issues. The estimated time was thirty minutes. The session concluded at 7:30 pm. No actions were taken.

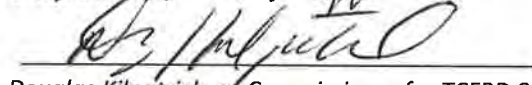
Adjourn:

The Board announced that next regular meeting is scheduled on February 8, 2021, 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 7:31 pm.

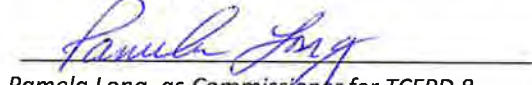
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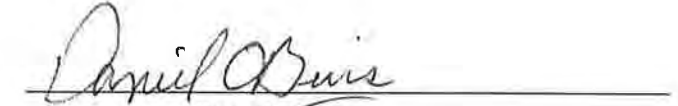
Gloria Zvirzdys, as Chair for TCFPD 8



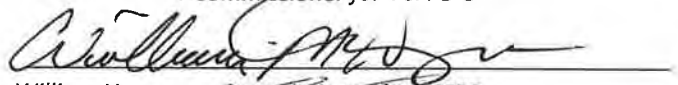
Douglas Kilpatrick, as Commissioner for TCFPD 8



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