



**Thurston County Fire Protection District 8  
Special Board of Fire Commissioners' Workshop  
July 13, 2020**

MINUTES of the SPECIAL Board workshop held July 13, 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. The meeting was called to order at 1:00 pm.

Chief VanCamp opened the meeting, explaining that the purpose was to continue the discussion from the June 22<sup>nd</sup> workshop on future financial decisions. Items of concern include consideration to change and update the Policy 1-60 "District Funds & Budgets," and timing of future ballot measures.

**Board Member Input** – Commissioner Harper reviewed a handout that included a matrix showing the maximum amount of funds that could be made available for capital spending under various reserve policy options based on an assumption that the District would request a levy increase in a given year. He further explained that our current Fund & Budget Policy 1-60, requires maintaining a balance of approximately six months of funding for general operations in the reserve fund in addition to sufficient funds to support cash flow in the operating account. The net effect is to require approximately 10 months of cash available at the start of the year. A discussion ensued regarding actual cash needs and policy options. Questions were asked for clarity.

**District Capital Project Scheduling:** Using a handout, Chief VanCamp explained a tentative capital project schedule and clarified that the budget numbers were only rough estimates, and that the Board would determine when capital projects would be scheduled. A lengthy discussion resulted with questions asked for clarity. The following topics were discussed:

- Priority and timing for completion of the training center and upgrades to the North Olympia Station 8-3
- Potential use of other training centers
- Resident space in the new station
- Use of the resident house once a new station has been built
- Funding for capital projects and ballot measures
- Communication with the public

**Budget Planning:** Using a handout, Chief VanCamp reviewed projected estimates of fund balances, revenues and expenses through 2026. Questions were asked for clarity regarding levies. Bond and levy options were discussed. Chief VanCamp recommended that the Board make a policy decision regarding increased revenues before 2023. Commissioner Harper suggested we evaluate other Districts' financial data using the State Auditor's website.

**Action Items:**

- Secretary Stumpf will research comparable data on the State Auditor's web site.
- Chief VanCamp will update planning documents.
- The Board will provide input (individually) to the Chief, based on assumptions from the workshop.
- A follow-up meeting will be scheduled.

**Adjourn:**

The Board announced that next regular meeting is scheduled on July 14, 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 3:00 pm.

**ATTEST:**



Richard Gleckler, as Chair for TCFPD 8

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Douglas Kilpatrick, as Commissioner for TCFPD 8

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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