



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
January 9, 2024**

MINUTES of the regular Board meeting held January 9, 2024, at the South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Long, Bivens, Zvirzdys and Hunter, as well as Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were in attendance. Some members of the crew were there as well. The meeting was called to order at 5:30 pm.

Swearing-in for New Member: Secretary Stumpf led the swearing in procedure for Commissioner elect Jake Hunter to take position 2 (replacing Commissioner Harper for a six-year term. Following, Board members welcomed Mr. Hunter to the Board.

2024 Board Establishment: Commissioner Kilpatrick requested nominations for the Board Chair, Vice Chair and Labor representative for 2024. Following a brief discussion, Commissioner Long nominated Commissioner Kilpatrick to remain as the Board Chair. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion. Commissioner Kilpatrick moved to nominate Commissioner Long to remain as Vice Chair. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion. Commissioner Kilpatrick then nominated Commissioner Long to remain as the Labor Representative. Commissioner Bivens seconded the motion. The Board unanimously approved said motion.

2023 Annual Report: Using a handout, Chief VanCamp presented the 2023 Annual Report for approval, which summarized the 2023 Goals and Objectives, as well as stated the Goals and Objectives for 2024. Following questions asked for clarity, Commissioner Zvirzdys moved to approve the report as provided. Commissioner Bivens seconded the motion. The Board unanimously approved said motion.

Chief's Report: Using a handout, Chief VanCamp reviewed the December Monthly Report. Questions were asked for clarity regarding the reduced property tax projections from 2023 for 2024. Using a handout, Chief LeMay provided a staffing update. He shared that a workgroup is assessing the value of the volunteer program, considering numerous factors. Following the completion of the work, he will make a recommendation to Chief VanCamp. Chief LeMay shared that the indirect cost to bring in a new volunteer is approximately \$3800. A lengthy discussion ensued regarding the value of the volunteer program versus career staff. There was some discussion about allocating some of the volunteer staffing budget toward career staffing costs. Chief VanCamp pointed out that the volunteer staffing budget was only 4% of the District's 2024 operating budget and that it funded an average of 27 volunteer responders. He suggested to put into perspective, the 2024 volunteer budget was approximately \$189,000, and the average annual cost of one career Firefighter-EMT is \$124 thousand, one career Lieutenant is \$160 thousand and one career Battalion Chief is \$180 thousand. He felt that the cost benefit of the volunteer program was very efficient and effective.

Draft Policy 1-20 Public Access to District Records: Using a handout, Chief VanCamp briefly reviewed the draft policy 1-20, Public Access to District Records. Commissioner Kilpatrick led a discussion that included his concern that the policy included considerable "procedures," that should probably be in a separate document. He recommended limiting the document to a general policy that could be approved by the Board and having a procedure that could be updated as needed, without Board approval. The Board generally agreed and directed Chief VanCamp to make the changes.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated December 12 for approval. Commissioner Zvirzdys 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. After extensive review, and with questions asked for clarity, Commissioner Zvirzdys moved to approve all warrants as presented. Commissioner Long seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

General Fund (6680)	Warrants 21543-21557	totaling \$34,161.63
Payroll Fund (6680)	Warrants 21558-21591, EFT1-3a-b	totaling \$30,386.47

Announcements:

Secretary Stumpf shared the following:

- There will be a Special Board Meeting on January 26th, beginning at 9:30 am.
- Legislative Day is February 17th.
- Save the date for the annual Awards Banquet to be held on February 3, 2024.

Commissioner Comments:

- Commissioner Zvirzdys welcomed and congratulated newly elected Commissioner Jake Hunter.

Review and Follow-Up:

- Chief VanCamp will follow up with changes to the Policy 1-20.

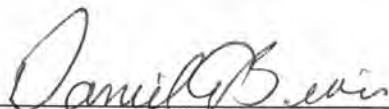
Executive Session: (As per RCW 42.30.110 (OPMA)) At 6:10 pm, the regular meeting adjourned and began an executive session. The purpose of the meeting was for an employee performance review. The estimated time was twenty minutes. The session concluded at 6:30 pm and the regular meeting reconvened. No action was taken.

Adjourn: The Board announced that the next regular meeting is scheduled for February 13, 2024, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, a motion was made and seconded to adjourn. The motion passed, and the meeting adjourned at 6:31 pm.

ATTEST:

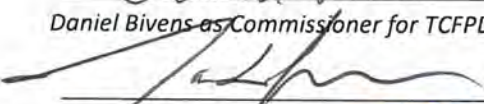


Douglas Kilpatrick, as Chair for TCFPD 8



Daniel Bivens as Commissioner for TCFPD 8


Gloria Zvirzdys, as Commissioner for TCFPD 8



Jake Hunter, as Commissioner for TCFPD 8



Pamela Long, as Commissioner for TCFPD 8



Heidi Stumpf, District Secretary for TCFPD