



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
October 10, 2017**

MINUTES of the regular Board meeting held October 10, 2017 at the South Bay Station 8-1. Commissioners Harper, Engle, Small, Gleckler and Berman were in attendance. The meeting was called to order at 4:30 pm.

Executive Session: At 4:31 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss an employee performance review as per RCW 42.30.110. The estimated time was one hour. At 5:30 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

At 5:31 pm Chief VanCamp, Assistant Chiefs LeMay and McBride and Secretary Stumpf as well as several public guests joined the meeting.

Chief's Report: Chief VanCamp reviewed the September Monthly Report noting some changes in the format that include appendix 1 – a volunteer staffing levels chart. Using a handout, Assistant Chief Lemay shared updates on staffing numbers. Wildland fire training was briefly discussed. Questions were asked for clarity.

Boston Harbor hydrant Testing status – Chief VanCamp has been unable to reach Superintendent Kevin Patching for the Boston Harbor hydrant system. He will continue to reach out to him to address concerns.

Facilities & Equipment IDMT – Chief VanCamp shared that staff recently met to review 2017 expenses, inventory and surplus issues related to facilities and equipment. A new spreadsheet will be used to better manage these areas in the future. A discussion ensued regarding numerous repair issues on the new engine. He explained that the “bugs are being worked out,” and most issues are covered under warranty. He also explained that unanticipated costs have resulted in over spending in the facility and equipment budgets for 2017.

Long-range planning process – Chief VanCamp explained that the last strategic plan was in 2013 prior to the merger. The Emergency Services Integration Plan (ESIP), took over as the plan during the merger. Both documents will be reviewed and used in the current planning process including the updated staffing plan. Facilities and apparatus are being examined; the training program is being updated and financial impacts will be taken into consideration. Implementation steps are being taken both concurrently and sequentially. Following the budget process, a planning workshop will be scheduled. Questions were asked for clarity. Commissioner Berman asked of the process could be compressed to conclude in a shorter time period. Commissioner Harper suggested the table of contents (from the ESIP) be re-aligned with current priorities and to define the implementation steps towards the long-range vision. Commissioner Small commented that a six-month goal may require outside help. Further, he recommends a systematic approach with a clear outcome.

Public Comments

- Boston Harbor resident Pam Hetland asked questions regarding service levels since the merge and Station 8-3 not being manned 24/7. Chief VanCamp explained the use of career responders during the work week and volunteers for nights and weekends; service levels haven't changed;

training competencies have been improved. She asked why we would build a new station. Chief VanCamp explained the need for improved response in the Johnson Point area. Commissioner Berman commented on the WSRB ratings and distance from a staffed station. Commissioner Harper commented that the District's focus has been to improve staffing levels using both career and volunteers. Chief VanCamp offered to discuss her issues in person outside of the meeting.

- Camille Pederson commented that it would be helpful to staff Station 8-2 with EMTs. She also asked about the status of hiring two new firefighters. Chief VanCamp responded that the District is working with the union to negotiate the impacts to the bargaining agreement.
- Gloria Zvirzdys asked questions for clarity about responders staffed at Station 8-3.
- Greg Kessel asked questions about Knox Box keys and staffing.

Strategic Staffing Planning- Chief VanCamp shared that he met with the volunteer members of the Strategic Staffing Plan Workshop and career staff to share the PDP-Expectations including the *Servant Attitude* message, explaining the approved strategic staffing plan in detail. Further, he and Assistant Chief Kilpatrick will be meeting with each shift to share the same agenda. Assistant Chief LeMay will be training management on evaluation component of the plan.

2018 Budget Policy Recommendations – Chief VanCamp requested approval of *the 2018 Budget Policy Recommendations* that were discussed at the previous Board meeting. Commissioner Small moved to approve the document as submitted. Commissioner Engle seconded the motion. The Board unanimously approved the 2018 Budget Policy Recommendations.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf presented the minutes of the September 12 meeting for approval. Following a brief discussion, Commissioner Small moved to approve the minutes as submitted; Commissioner Engle seconded the motion. The minutes were unanimously approved.

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. Questions regarding some purchases were asked for clarity including the repair of a hot water heater. As of October 10, 2017, after extensive review and discussion regarding the expenses, Commissioner Engle moved to approve the warrants as submitted; Commissioner Small seconded the motion. The Board approved payment of those warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 15013-15029	totaling \$13,944.69
	Warrants 15031-15049	totaling \$11,176.97
	Warrants 15068-15079 (15073,74 & 79 voided)	totaling \$8,432.35
	Warrants 15080-15093	totaling \$15,693.00
<u>Payroll Fund (6680)</u>	Warrants 15052-15067 & EFT9-27a-m	totaling 97,743.36
	Warrants 15094-15163 & EFT10-6a	totaling \$65,868.48
<u>CR&R Fund (6681)</u>	Warrant 15030, 15050-15051	totaling \$18,667.12

Announcements – Secretary Stumpf reminded the Board of the Budget Workshop scheduled for Tuesday, October 17th, beginning at 1:00 pm. She also mentioned the annual Holiday Bazaar that will be held on November 4th.

Commissioner Comments:

- Commissioner Engle requested a briefing on the recent Scattercreek fire. Details were provided. The incident supports the desire to provide more wildland fire training to our members.
- Commissioner Small commented that despite the staffing challenges our Department faces, the response service is excellent and we work hard to run a successful volunteer department. We could raise taxes, hire all career and staff our stations, but we meet our challenges well on less than \$1.50 per thousand of taxes versus higher taxes paid elsewhere. Camille Pederson asked questions for clarity about taxes.

Follow-up Items: Chief VanCamp reviewed the action items from the meeting:

- The Chief will contact the Boston Harbor hydrant superintendent to discuss concerns related to local fire hydrants.
- Facilities & Equipment expenses will be reviewed at the October 17th Budget Workshop.
- Chief VanCamp and AC Kilpatrick will meet with each shift to review the new PDP plan.

Executive Session: At 7:05 pm, the regular meeting adjourned to executive session. The purpose of the meeting is to discuss an employee performance review as per RCW 42.30.110. The estimated time was thirty minutes. At 7:35 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

Adjourn:

The Board announced that next regular meeting will be held on November 14, 2017, beginning at 5:30 pm and will 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 7:40 pm.

ATTEST:



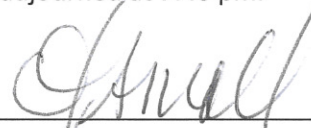
William Harper, as Chair for TCFPD 8



Richard Gleckler, as Commissioner for TCFPD 8



Michael Berman, as Commissioner for TCFPD 8



Richard Small as Commissioner for TCFPD 8



Tom Engle, as Commissioner for TCFPD 8



Heidi Stumpf as District Secretary for TCFPD 8