



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
November 12, 2019**

MINUTES of the regular Board meeting held November 12, 2019, at the South Bay Station 8-1. Commissioners Harper, Engle and Zvirzdys were in attendance. Chief VanCamp, Assistant Chief LeMay and Secretary Stumpf were also present. Commissioner Engle participated by phone and Commissioner Gleckler was unable to attend. Several other members were in attendance as well as Doug Kilpatrick and Pam Long. The meeting was called to order at 5:30 pm.

Chief's report: Chief VanCamp presented the October monthly report. Questions were asked for clarity and items were discussed including: Questions about the budget and areas that are overspent (we are 5% over budget in expenses but 6% over in revenues); the status of the new lieutenant position (he will start no later than the first of the year); the new 63rd Avenue property purchased for the resident program (minor cosmetic repairs are being made with a cost estimate of under \$30,000); and the resident program (residents are being sought, and will include outside resources).

2020 Budget Policy Recommendations: Using a handout, Chief VanCamp requested approval of the draft Budget Policy Recommendations for 2020, noting that earlier recommendations had been incorporated. Following a brief discussion, Commissioner Engle moved to approve the document as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved said motion.

Budget Hearing - Approval of 2020 Budget Documents: Public Hearing on revenue sources for the district's following year's budget (As per RCW84.55.120). Using handouts, Secretary Stumpf presented Resolutions 19-01 Property Tax Levy; Resolution 19-03 Property Tax Increase and Resolution 19-02 Levy Certification for approval, explaining that these documents are required by the County for the District to collect \$1.50 per thousand of assessed valuation within the taxing area. Further, that estimates are used based on figures provided by the Thurston County Assessor. Commissioner Zvirzdys moved to accept Resolutions 19-01 through 19-03 as presented; Commissioner Harper seconded the motion. The Board unanimously approved said Resolutions for 2020.

End of Year Transfer of General Funds into the CR&R Fund Resolution 19-04 – Secretary Stumpf presented Resolution 19-04 Transfer of Funds for approval explaining that this annual transfer of \$250,000 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681) had previously been approved with the 2019 Budget. Commissioner Harper moved to approve the Resolution as presented; Commissioner Engle seconded the motion. The Board unanimously approved the motion to transfer \$250,000 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681).

SCBA Replacement: Using a handout, Chief VanCamp explained the need to replace our SCBA's (*self-contained breathing apparatus*) that were purchased in 2007/2008 and are at the end of their life span. The proposed new ones are standardized with other departments in the county and the cost is reduced (8%) since we are using an inter-local agreement to "piggyback" the purchase with a neighboring Fire Department. Questions were asked for clarity and a lengthy discussion ensued. Chief VanCamp explained that the older SCBA's could be used for training and/or surplus through the State Department of Enterprise Services. The total estimate is for \$347,000 with an estimate of \$1500 for additional expenses. Following the discussion, Commissioner Harper moved to approve the purchase as presented. Commissioner Zvirzdys seconded the motion. The Board unanimously approved the purchase of new SCBA's as presented.

Master Plan Phase III: Chief VanCamp provided an update on the master planning process. At the last Board meeting, Chief VanCamp reviewed a draft “Community Risk Reduction” plan and draft “Training & Education” plan with an intention to have them approved at this meeting. Commissioner Harper shared comments that he has concerns that the Community Risk Reduction plan should be more “high level,” and not as detailed so it can be integrated with the other plans and used to hold the Chief accountable. He would also like to see the Training & Education plan integrated with the other plans and include improvements needed to support use of our Training Center. Chief VanCamp added comments that the Community Risk Reduction plan could be incorporated with our communications plan. Following the comments, the Board requested a workshop to further review the plans.

Citizens’ Concerns: Chief VanCamp discussed recent citizens’ concerns regarding the status of the North Olympia Station 8-3. Concerns included cleanliness, lighting issues, repairs and ants. He explained that all of the concerns are being addressed and he’s reached out to the citizens with responses. Lieutenant Hall added comments that a public meeting was held last weekend to register members of the community for facility use. Commissioner Harper reinforced the importance of maintaining clear understanding of how meetings rooms are used and providing good customer service to constituents using the rooms. Commissioner Zvirzdys added comments that the lighting issues need to be addressed immediately for safety reasons.

Board Vacancy: Commission Zvirzdys discussed the early replacement of Commissioner Berman’s Board position five. Pam Long is slated to begin in January; and Commissioner Zvirzdys recommends appointing her sooner, as long as Pam is willing. Following a brief discussion, and Ms. Long’s willingness, the Board agreed to vote her into office at the next regular Board meeting. Secretary Stumpf added comments that she will prepare the oath documentation.

Workstation Replacement Request: Chief VanCamp added a last-minute request to approve the purchase of nine new computer workstations; two laptops and several new monitors and mounts through Pacific Office Automation. These would be paid from the CR&R budget. Following a brief discussion, the Board requested more detailed information on the life cycle of the machines being replaced and the replacement machines before issuing approval.

Secretary Report:

Minutes of Previous Meeting –Secretary Stumpf, presented the minutes of the regular meeting dated October 8 and special meetings dated October 2 and September 4 for approval. (She noted that the September 4th minutes were a replacement to previously approved September 6th minutes that were incorrectly dated.) Commissioner Harper moved to approve the minutes as presented; Commissioner Zvirzdys 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 November 12, 2019, after extensive review and discussion regarding the expenses, Commissioner Zvirzdys moved to approve all warrant as presented. Commissioner Engle 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 17603-17609	totaling \$2,930.36
	Warrants 17612-17628	Totaling \$29,456.02
	Warrants 17631-17634	Totaling \$11,931.30
	Warrants 17651-17685	Totaling \$53,405.70
	Warrants 17687-17697	Totaling \$9,338.90
	Warrants 17698-17705	Totaling \$6,122.46
<u>Payroll Fund (6680)</u>	Warrants 17529-17602,17611& EFT10-2a	Totaling \$57,344.23
	Warrants 17636-17650 \$ EFT10-25a-t	Totaling \$141,574.52
<u>CR&R Fund (6681)</u>	Warrants 17610, 17629-17630, 17686	Totaling \$16,358.35

Commissioner Comments:

- Commissioner Zvirzdys commented on the recent WFCB Conference, specifically on a “Cyber Attack” presentation. Chief VanCamp added comments that he is following-up on recommendations made at the presentation.

Outstanding Action Items:

- Present benefit report for My Sidewalk software – Chief VanCamp shared that the software is being configured for a presentation to the Board in the near future. Data is taken from Emergency Reporting software and converted into a Community Risk evaluation tool.

Action Items:

- Budget documents to be turned into the county.
- The CR&R budget will be updated.
- Board members to be given a tour of the new home on 63rd Avenue once it is available to do so.
- Computer replacement information to be sent to the Board for review.
- The lighting issue at Station 8-3 will be addressed.

Executive session: At 6:50 pm, the regular meeting adjourned to executive session. The purpose of the meeting was to discuss review the status of the collective bargaining process. The estimated time was thirty minutes. At 7:20 pm, the executive session concluded and the regular meeting reconvened. No action was taken.

Adjourn:

The Board announced that next regular meeting is scheduled on December 10, 2019, 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 7:25 pm.

ATTEST:

Richard Gleckler, as Chair for TCFPD 8



Tom Engle, 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