



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
March 14, 2017**

MINUTES of the regular Board meeting held March 14, 2017 at the South Bay Station 8-1. Commissioners Harper, Gleckler, Engle and Berman were in attendance. Chief VanCamp and Secretary Stumpf were also in the meeting. Legal Counsel Thomas Burke participated by phone. Commissioner Small was unable to attend. The meeting was called to order at 5:00 pm.

Executive Session: At 5:01 pm the regular meeting adjourned to executive session. The purpose of the meeting is to discuss possible litigation with legal counsel as per RCW 42.30.110. The estimated time was thirty minutes. At 5:30 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

At 5:31 pm Assistant Chiefs Kessel and McBride joined the meeting. Several public guests and staff were also in attendance.

Public Comments: Using a handout, Camille Pederson requested a revision to the Monthly Report. She requested the responses be separated into "in-district" calls and mutual aid. A lengthy discussion followed; Board members, Chief VanCamp and Assistant Chief Kilpatrick responded to some of her comments. Chief VanCamp agreed to her request to modify the Monthly Report.

Citizen Advisory Team: Camille Pederson provided an update. Scott Davis from Thurston County Public Works had attended the last meeting. He presented on safety concerns in the District. Chief VanCamp also gave an update on the staffing workshop process. There were no volunteers to lead the remaining meetings; however, they agreed to reconvene when needed.

SBFFA Update: Doug Kilpatrick gave a brief update on the SBFFA. The Crab Feed was held last weekend and was very successful with 257 customers served during the event.

Chief's Report:

Chief VanCamp presented the February monthly report. He noted that the format of the delayed responses reporting had been changed. Questions were asked for clarity.

Volunteer Staffing: Chief VanCamp (*for Assistant Chief LeMay*) shared that we have 14 new recruits in process; four current members are also being cross-trained and we have six new laterals. All EMT candidates were accepted into the EMT Academy. They had been tutored beforehand. Assistant Chief Kilpatrick also shared that two members previously on leave had returned to duty. One had been deployed.

Staffing Master Planning:

Chief VanCamp provided an update on the Staffing Master Planning Workshop. A follow-up workshop will be scheduled soon. The plan would encourage the group to narrow down to two general proposals that the Chief and staff would fine tune for cost information and implementation details prior to being presented to the Board for approval.

Facilities Management:

Training Center Project - Chief VanCamp explained that the budget and strategic plan for the Training Center was still in progress and would be presented at a future meeting. Assistant Chief Kessel also shared that the roof replacement on the old firestation building has been completed.

Policy 3-04, Salaries & Benefits & Policy 3-12 Annual & Sick Leave:

Using a handout, Chief VanCamp presented a final revision of policies 3-04 and 3-12 for approval. Commissioner Gleckler moved to approve Policy 3-04 Salaries and Benefits and Appendix A as provided. Commissioner Engle seconded the motion. The Board unanimously approved Policy 3-04 Salaries and Benefits and Appendix A. Commissioner Engle made a motion to approve Policy 3-12 as presented. Commissioner Gleckler seconded the motion. The Board unanimously approved Policy 3-12 Annual & Sick Leave as presented.

Secretary Report:

Minutes of Previous Meeting - Secretary Stumpf presented the meeting minutes from the regular meeting dated February 14 and Special meetings dated February 21, 22, 23 and 28 for approval. Following a brief discussion, Commissioner Gleckler 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. As of March 14, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler moved to approve the warrants as submitted; Commissioner Engle 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 14280-14291 | totaling \$8,317.20 |
| | Warrants 14308-14332 | totaling \$22,777.56 |
| | Warrants 14333-14351 | totaling \$19,645.15 |
| | Warrants 14255-14278 | totaling \$35,637.78 |
| <u>Payroll Fund (6680)</u> | Warrants 14292-14307 & EFT2-27a-n | totaling \$111,935.72 |
| <u>Capital Projects (6685)</u> | Warrant 14352 | totaling \$983.00 |

Policy 1-02 Authorization to attend training & meetings – Secretary Stumpf led a discussion on conferences that Board members and the Chief would like to attend in 2017. Following the discussion, Commissioner Harper moved to approve the authorization to attend requested conferences. Commissioner Engle seconded the motion. The Board unanimously approved said motion.

Revolving Fund Authorization:

Chief VanCamp discussed updating the District's Revolving Fund checking account arrangements with US Bank. The last time the signatory card was updated was in 1997. He recommended that District Secretary Stumpf (as the back-up) and he be assigned as signatories to the account. Following a brief discussion, Commissioner Gleckler moved that Chief VanCamp and Secretary Stumpf be authorized as signatories to the District Revolving Fund Account with US Bank, account number ending in "9587", and, direct US Bank to initiate those changes as soon as possible; Commissioner Harper seconded the motion. The Board

unanimously approved authorization for Chief VanCamp and Secretary Stumpf to be the authorized signatories on the District Revolving Fund account.

Commissioner Comments:

Commissioner Berman commented that he would like us to establish a means to honor our volunteers who have served in the military and/or are veterans. He suggested possibly a special photo board, medal or something to show outstanding appreciation. Generally, the Board and staff were supportive of this suggestion.

Public Comments:

Camille Pederson asked if the public could tour the new Training Center. She was told that a visit will be planned once the long-term plan has been established.

Action Items: Chief VanCamp reviewed the action items from the meeting:

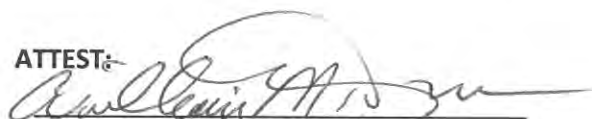
- The Chief will modify the Monthly Report as requested.
- The next Staffing workshop date will be scheduled.
- A Training Center Project report will be prepared that includes budget and timeline.
- A means to honor volunteers who have served in the military will be pursued.

Executive Session: At 7:15 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 7:45 pm the Executive Session concluded and the regular meeting convened. Following the meeting, no actions were taken.

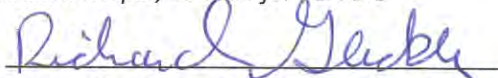
Adjourn:

The Board announced that next regular meeting will be held on April 11, 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 7:46 pm.

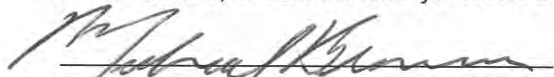
ATTEST:



William Harper, as Chair for TCFPD 8



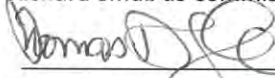
Richard Gleckler, as Commissioner for TCFPD 8



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