



**Thurston County Fire Protection District 8  
Board of Fire Commissioners' Meeting  
May 9, 2017**

MINUTES of the regular Board meeting held May 9, 2017 at the South Bay Station 8-1. Commissioners Harper, Small, Gleckler Engle and Berman and Chief VanCamp were in attendance. The meeting was called to order at 5:00 pm.

**Executive Session:** At 5:01 pm, the Board held an Executive Session. The purpose of the thirty minute Executive Session was to discuss a performance evaluation as per RCW 42.30.110. At 5:30 pm, the Executive Session concluded with no action being taken. The regular meeting convened at 5:41 pm. At which time, Assistant Chief LeMay and several public guests were also in attendance.

After the Pledge of Allegiance, Chairman Harper said the Executive Salary Adjustments agenda item would not be discussed at this meeting. Commissioner Small added an update relating to a Thurston County Fire Commissioners Association grant for funding for a district-wide risk assessment study. Chairman Harper asked that the comments relating to Art Getchman be moved to the top of the agenda. All present were in favor of the changes to the agenda.

**In Memoriam:** Commissioner Small acknowledged Mr. Art Getchman with much respect and honor. He told the story of their beginning friendship and said that Art was honest, extremely community oriented and always gave sage and sound advice. He gave many years to the fire district citizens and he will be greatly missed. All Commissioners agreed with Commissioner Small's heartfelt remarks about Art.

**Public Comments:** Terry Ware of Olympic Ambulance, introduced Chris Clem who is replacing Mary Campbell as Olympic's local Director. Assistant Chief LeMay added that Chis has expressed interest in being a volunteer with District 8 as well.

**SBFFA Update:** No report given.

**Chief's Report:** Chief VanCamp explained that several budget line items have been overspent so far this year. Of particular concern at this juncture are the fuel costs associated with heating our fire stations and the Chief said he is very concerned about what appears to be excessive use of propane and also electrical consumption. He commented on unbudgeted repairs for heating, a water conditioner and pipes, etc. The Chief said more sizes of uniforms and personal protective gear were needed. The District recently paid a \$9,000 fee to Thurston County for storm water protection. General discussion about: annex heating bill, turning down thermostats, purchase of a data logger, etc. Chief indicated that Sunset Air is doing an energy study for the district. The cell tower with telecommunications carrier Verizon is ready to move forward. Commissioner Gleckler reviewed the contract and the legal review is completed. He added that the tower is supposed to be closer to the tree line.

**Member staffing and training** - Asst. Chief LeMay said the district has lost some volunteers recently. He is working with Asst. Chief Kilpatrick on the status of membership and will bring this information to the Board. June 1 is the deadline for the application into the Academy. There are nine new members in the pipeline now. The next graduation ceremony is scheduled for June 22<sup>nd</sup> at 6 pm at OHS. All Commissioners were encouraged to attend.

**Staffing Planning-** Chief Van Camp said this is in process. No report this evening.

Training Center Update- Chief VanCamp reviewed the present day status of the Training Center. He said unexpected costs caused project cost overruns for Phases I & II relating to decommissioning an onsite well, fuel clean-up, septic tank removal, etc. There was general discussion about timelines, completion dates, what Phase III entails. Chief VanCamp explained there have been unanticipated problems associated with this project and there will be mediation costs as a result of these oversights. More discussion to come.

Thurston County Medical Program Director- Chief VanCamp explained the process for choosing a Director by saying the Board of Thurston County Commissioners would be the appointing jurisdiction for this Board Certified Physician position and that the selection process including contract negotiations are underway.

Thurston County Fire Commissioners Association Grant- Commissioner Small briefed the Board on a grant application for a community risk assessment for our fire district. This is just for rural areas – cities are not included. The end result would be all the fire districts in the county benefitting from data collected to plan for emergencies. May 17 is the deadline for submission of the documents to FEMA. One of the concerns about the grant is who will manage the funds for a one year period. He asked the Commissioners if District Secretary Heidi Stumpf could assist with the financial side of the grant. This would include banking the funds, preparing a quarterly report, processing the vouchers and general housekeeping accounting items. Chief Van Camp said that our Secretary could help. The grant would include reimbursement for District administrative expenses estimated to be about \$5,000. Following the discussion, Commissioner Gleckler moved to approve the submission of the grants documents to FEMA. Commissioner Engle seconded the motion and the motion carried 5-0.

**Secretary Report:**

Minutes of Previous Meeting - For Madam Secretary, Chief Van Camp presented the minutes of the meetings of April 11, 14, 20, 24 & 25 for approval. Commissioner Gleckler moved to approve all five sets as submitted. Commissioner Engle seconded the motion and the motion carried 5-0.

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 May 9, 2017, after extensive review and discussion regarding the expenses, Commissioner Gleckler 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 14501-14522	totaling \$20,047.89
	Warrants 14543-14554	totaling \$14,013.72
	Warrants 14573-14583	totaling \$10,860.52
<u>Payroll Fund (6680)</u>	Warrants 14524-14542 & EFT4-20a	totaling \$1,1337.55
	Warrants 14555-14572 & EFT4-27a-n	totaling \$133,502.60
<u>Capital Projects (6685)</u>	Warrants 14584	totaling \$4,219.56
<u>CR&amp;R (6681)</u>	Warrants 14523	totaling \$12,624.30

**Commissioner Comments:**

- Commissioner Small commented that with Greg Kessel's retirement, the staffing for the department is being discussed. In the meantime, other staff members are absorbing his duties into their workflow. Chief Van Camp is putting together a recommendation for the Board to review.
- Commissioner Engle commented that the staffing workshops were valuable for the district and he was glad to attend them. Much more information is to come from what was learned at the workshops along with involvement from the stakeholders.

**Follow-up Items:** Chief Van Camp will email the Chief's Report and the warrants to the Board and interested citizens.

It was determined that the Executive Session previously scheduled at the end of the meeting was not needed.

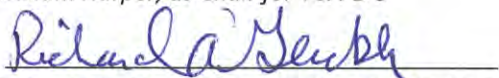
**Adjourn:**

The Board announced that next regular meeting will be held on June 13, 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 7:11 pm.

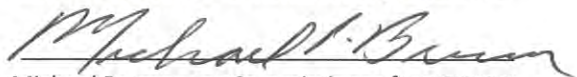
**ATTEST:**



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