



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

MINUTES of the regular Board meeting held November 14, 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, McBride and Kilpatrick and Secretary Stumpf as well as several public guests joined the meeting.

Public Comments: Camille Pederson commented on a statement made by Commissioner Berman at last month's meeting regarding the "Servant Attitude." She liked that he suggested leaders put staff first; however, she shared her opinion from years of experience that training everyone in order to train a few that really need it – doesn't work. She suggested addressing individuals who need to be trained and leave the others alone. She has concern that training everyone could lower morale.

SBFFA Update: Doug Kilpatrick shared that the Holiday Bazaar was well attended and seemed to go well. December 11th is the annual holiday dinner with special guest Santa. The Association is considering participating in the Lacey Light Parade on December 4th.

Chief's Report: Chief VanCamp reviewed the November Monthly Report. Using a handout, Assistant Chief Lemay shared updates on staffing numbers. He will present a recruitment study at the next Board meeting. Commissioner Harper noted that staffing at Station 8-3 has improved overall. Questions were asked for clarity.

Boston Harbor hydrant Testing status – Chief VanCamp worked with Superintendent Kevin Patching for random flow testing of the Boston Harbor hydrant system. They are exploring options for an agreement to work together in the future. Lieutenant Hall is preparing a flow report. Questions were asked for clarity.

Strategic Staffing Plan – Chief VanCamp gave an update on the 2018 Strategic Staffing Plan. He and Assistant Chief Kilpatrick have met with seven of the nine shifts to review the plan and share the PDP Expectations including the *Servant Attitude* message. The PDP is a two-stage process – evaluations in 2018 and reviews at the end of the year. Assistant Chief LeMay is training supervisors. So far it is going well. He wants to see the process be meaningful but also flexible as it is new to the Department. Comments were shared.

Using a handout, Chief VanCamp explained that the next steps will be to evaluate facilities, locations, apparatus and finances. Questions were asked. Commissioner Harper recommended a Board workshop be scheduled in order to define the scope of the plan and set priorities.

Budget Adjustment Recommendations – Using a handout, Chief VanCamp requested approval from the CR&R fund to hire engineering firm Hatton Godat Pantier in order to oversee and manage repairs for the damage to the waterline at Station 8-3 for a cost of \$10,175. He explained that construction equipment will be needed to bring the supply system up to code. The fees are to manage the project and construction costs would be additional. He does not know what the estimated construction costs will be; however, the Board would be asked to approve any further costs prior to proceeding. A lengthy discussion ensued with questions asked for clarity. Camille Pederson asked if there was a plan to get a second opinion. Chief VanCamp explained that this firm has expertise with this type of project and added that they would assist with the bidding process as well as involvement throughout the entire procedure. Following the discussion, Commissioner Small moved to approve the recommendation as proposed. Commissioner Engle seconded the motion. The Board unanimously approved said motion.

Using a handout, Chief VanCamp requested approval to move funds from the General Fund into the CR&R fund in order to adjust expenditures that were incorrectly coded; some of which were unforeseen expenses that weren't previously budgeted to the CR&R. (Totaling \$19,667.98) In addition, he requested approval to purchase 45 sets of PPE due to the 10-year expiration of our current PPE. (Totaling \$107,910) Included in the transfer is a request for wild-land jackets and shelters (totaling \$8,856.25) and ballistic vests (totaling \$35,970) which are being used throughout the county. Commissioner Harper recommended the Board review and consider approval for items separately.

Following a brief discussion and questions asked for clarity, Commissioner Small moved to approve the transfer totaling \$19,667.98 for incorrectly coded items. Commissioner Gleckler seconded the motion. The Board unanimously approved the motion.

A lengthy discussion ensued on the purchase of new PPE (bunker gear). Assistant Chief McBride explained that in 2007 a large set of gear was purchased that has a label stating a 10-year life expectancy. Commissioner Berman asked questions and commented at length on the NFPA Standards and the application of the state code for the replacement of gear. Commissioner Small commented that the concern should be is it safe and is it legal. Further, he added that the intent of the CR&R fund was to pay for large purchases that were periodic. Commissioner Gleckler asked about surplus gear from FD7. Chief VanCamp explained that the surplus gear was on loan to the Mark Noble Training Center for the Camp Blaze program. Assistant Chief McBride added comments that surplus gear is also used for new recruits in the Fire Academy. The wild land gear was also discussed at length. Following the discussion, Commissioner Harper moved to approve the transfer of funds for the purchase of new PPE gear and wild land gear as proposed. Commissioner Gleckler questioned the quantity of the wild land gear. Assistant Chief McBride explained that the gear came in five sizes and they would need a variety in order to accommodate a shift. Following the discussion, Commissioner Gleckler seconded the motion. The motion was approved with four votes; Commissioner Berman voted no.

Ballistic vest were discussed. Questions were asked for clarity. Chief VanCamp explained that most departments in the county are using them for risk management. Due to our mutual aid in urban areas and concern for active shooters, he recommends the purchase. Further, extensive training will be used and confirmation from our insurance carrier was given that our rates will not be increased with the use of the vests. Gloria Zvirzdys shared her opinion that the vest were necessary due to an incident two years ago. Following the discussion, Commissioner Engle moved to approve the purchase of ballistic vest in the amount of \$35,970. Commissioner Small seconded the motion. The Board unanimously approved the motion.

2018 budget Hearing:

Public Hearing on revenue sources for the district's following year's current expense budget (As per RCW84.55.120). Approval of 2018 Budget Documents:

Resolutions 17-01 & 17-03 Levy Certification & Property Tax Levy 2018 – Secretary Stumpf presented the 2018 Budget Certification & Property Tax Levy resolutions 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 Gleckler moved to accept both Resolutions 17-01 & 17-03 as presented; Commissioner Engle seconded the motion. The Board unanimously approved Resolutions 17-01 & 17-03 Levy Certification & Property Tax Levy for 2018.

Resolution 17-02 Property Tax Increase- Secretary Stumpf presented Resolution 17-02 Property Tax Increase for approval explaining that since our anticipated revenue for 2018 will exceed those from 2017, this resolution was necessary under RCW 84.55.120. Commissioner Gleckler moved to approve the Resolution as presented; Commissioner Engle seconded the motion. The Board unanimously approved the motion.

Transfer of General Funds into the CR&R Fund:

Resolution 17-04 Transfer of Funds – Secretary Stumpf presented Resolution 17-04 Transfer of Funds for approval explaining that this annual transfer of \$254,100 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681) had been previously approved with the 2017 Budget. Commissioner Gleckler moved to approve the Resolution as presented; Commissioner Engle seconded the motion. The Board unanimously approved the motion to transfer \$254,100 from the General Fund (6680) into the Capital Repairs and Replacement Fund (6681).

2018 Budget: Using a handout, Secretary Stumpf briefly reviewed the draft revisions made to the 2018 expense budget, noting that a request for approval will be at the next meeting. Commissioner Gleckler expressed his concern for using cash carryover as part of the revenues. Chief VanCamp explained that the budget was balanced - revenues are always understated and expenses are always over estimated and conservative. We have always had a cash balance and don't spend our expense budget. Commissioner Harper expressed his concern for possible dependency on more money that we receive for revenues and a possible levy may be needed in the future. He suggested we look at our hiring plan and reassess it based on funding. Chief VanCamp added that we may have to past a levy in the future. The assumptions were made based on the approved staffing plan. Commissioner Gleckler also expressed concern that we don't have six months of expenses in reserve. Chief VanCamp explained that the overall cash balance in our General Fund is sufficient for six months and not necessary in the Reserve funds as well. Following the discussion, Commissioner Harper suggested we schedule a workshop to review the funding and hiring sequence of new responders in order to minimize financial impacts. Further, he recommended the Chief prepare recommendations and options for the Board to consider.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the October 10th regular meeting and October 17 & 31 Special Meetings for approval. Following a brief discussion, Commissioner

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 replacement of Knox Box keys. As of November 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 15164-15182	totaling \$13,117.31
	Warrants 15183-15191	totaling \$7,807.92
	Warrants 15209-15219 (warrant 15220 voided)	totaling \$4,169.39
	Warrants 15222-15237	totaling \$17,357.32
<u>Payroll Fund (6680)</u>	Warrants 15192-15208 & EFT10-27a-m	totaling \$95,995.25
<u>Cap Proj Fund (6685)</u>	Warrant 15521	totaling \$670.00

Announcements – Secretary Stumpf reminded the Board of the Christmas Dinner on December 11th.

Commissioner Comments:

- Commissioner Gleckler congratulated Commissioner Harper on his win to continue at Fire Commissioner; congratulated Gloria Zvirzdys on her win as a new Commissioner and thanked Commissioner Small for his years of service.
- Commissioner Small commented on the recent WFCFA conference, saying it was the best one he’s attended. He also shared information from the WSRB regarding improved insurance ratings and reduced insurance premiums.

Follow-up Items: Action items from the meeting:

- Recruitment study (including survey results) to be shared at next Board meeting.
- Boston Harbor Hydrant flow test report to follow. Also – possible agreement being explored.
- Board briefing on CBA process to be scheduled.
- Board to provide feedback to BVC re: Planning document.
- Schedule a workshop to review the funding and hiring sequence of new responders in order to minimize financial impacts. Chief to prepare recommendations and options for the Board to consider.
- Schedule a workshop to review Strategic Plan.

Executive Session: At 8:10 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 fifty minutes. At 9:00 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 December 12, 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 9:01 pm.

ATTEST:



William Harper, as Chair for TCFPD 8



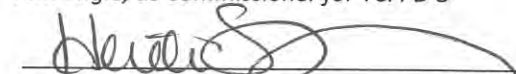
Richard Gleckler, as Commissioner for TCFPD 8



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