



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 12, 2017**

MINUTES of the regular Board meeting held December 12, 2017 at the South Bay Station 8-1. Commissioners Harper, Small, Gleckler and Berman were in attendance. Chief VanCamp, Assistant Chiefs LeMay and Kilpatrick and Secretary Stumpf as well as several public guests also attended the meeting. Commissioner Engle was unable to attend. The meeting was called to order at 5:30 pm.

Retirement Recognition: Commissioner Harper recognized Commissioner Small for his extraordinary service to the South Bay District over the past 18 years. This being his last meeting of the year due to his retirement, Secretary Stumpf noted that a formal recognition would take place at the Awards Banquet in February. Cake was served and many comments of recognition were shared.

SBFFA Update: Doug Kilpatrick shared comments on the recent Christmas Dinner with the special guest Santa. At that event, the Association held a special vote and agreed to make a donation to a local family who had lost their home in a structure fire. The group "passed the boot" and with the Association match, the contributions totaled \$1,850. He also shared that the Association agreed to make donations to the following community outreach programs: The North Thurston Educational Foundation (*for South Bay Elementary students*); The Olympia School District Education Foundation (*for Boston Harbor Elementary students*); Acme Fuel (*for propane donations for needy families*); and The Salvation Army - Puget Sound Energy warm home fund and the Thurston County Food Bank. Assistant Chief Kilpatrick and Chief VanCamp attended a ceremony where the Association of Washington Businesses (AWB) made a donation of \$1000 to the SBFFA.

Chief's Report: Chief VanCamp reviewed the November Monthly Report. Commissioner Harper noted that staffing at Station 8-3 has improved overall. Questions were asked for clarity that included: an equestrian structure in our response area; the Holly Hills housing development; driving training requirements and damage estimates for the recent accident to Engine 81. Camille Pederson asked questions about the District's obligations for hydrants. Chief VanCamp explained that the District has no legal responsibility; however, we are working with Thurston County Public Works to help with testing and we are looking into an agreement with them. Regarding the staffing plan, Chief VanCamp also shared that he and Assistant Chief Kilpatrick have completed their shift visits and the PDP training is complete. Evaluation work has begun. We are working with the union regarding impacts. Input from members has been well received. Officers seem to be pleased with the progress. Assistant Chief LeMay added that sixteen members are graduation next week.

Recruitment & Retention: Using a handout and Power-point presentation, Assistant Chief LeMay presented an informative year-end report that highlighted the number of members we've processed from 2016-2017. He shared that recruitment has been a strength for the department. In that time, we've received 102 volunteer responder applications and processed 56 new members. Unfortunately, we've had 45 members resign. The main reason for attracting volunteers is word of mouth. The average length of time a volunteer stays with the department is three years. The report provided much more data which was discussed. Questions were asked for clarity. The presentation was very well received by the Board.

Master Plan Update: Chief VanCamp gave an update on the 2018 Master Plan. He explained that Phase 0 (preparatory) is complete and Phase I (staffing plan) is in implementation. We are working towards Phase II (deployment and facilities). Commissioner Harper provided a chart/timeline handout and reviewed the next steps that include gathering information to work out details and move ahead.

Resolution 17-05 Transfer of Funds from General Fund (6680) into Reserve Fund (6683): Using a handout, Secretary Stumpf asked for approval of Resolution 17-05 to transfer \$180,900 from General Fund into Reserve Fund in order to bring the balance up to six months of operating funds, as per our Policy 1-60. Following a brief discussion, Commissioner Gleckler moved to approve the Resolution as presented. Commissioner Small seconded the motion. The Board unanimously approved said motion.

2018 Meeting Dates: Secretary Stumpf requested approval for the proposed 2018 Board meeting dates, explaining that they are the same as 2017 – the second Tuesday of each month, beginning at 5:30 pm. The Board agreed to the proposed meeting dates.

2018 expense budget: Using a handout, Secretary Stumpf requested approval of the 2018 expense budget, noting that recommended changes had been made. Following a brief discussion, Commissioner Small moved to approve the request as presented. Commissioner Gleckler seconded the motion. The Board unanimously approved the 2018 expense budget as presented.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular November 13 meeting and November 13, December 1 & 4 Special Meetings for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as presented; Commissioner Small 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. Questions regarding some purchases were asked for clarity. As of December 12, 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 15238-15264	totaling \$22,498.36
	Warrants 15265-15273	totaling \$6,425.79
	Warrants 15291-15301	totaling \$2,809.17
	Warrants 15302-15310	totaling \$9,320.49
	Warrants 15311-15325	totaling \$9,848.83
<u>Payroll Fund (6680)</u>	Warrants 15275-15290 & EFT11271-m	totaling \$111,859.43
<u>CR&R Fund (6681)</u>	Warrant 15274	totaling \$784.25

Announcements – Secretary Stumpf reminded the Board that the swearing in ceremony for new Commissioners will be December 28th. She also reminded the board that we will nominate new officers and approve conference/training for 2018 at the next Board meeting.

Commissioner Comments:

- Commissioner Gleckler congratulated and thanked Commissioner Small for his years of service.
- Commissioner Small reflected on his years as a Commissioner and pleasure working as a public servant for the community.
- Secretary Stumpf also congratulated and thanked Commissioner Small for his years of service.
- Commissioner Harper shared that at the December 8th Board meeting the Board took action to approve a compensation increase for Chief VanCamp following his performance evaluation.

Follow-up Items: Action items from the meeting:

- Phase II of the Master Plan to be worked on. Special meetings to be scheduled.
- Conferences/Travel to be approve at next Board meeting.

Executive Session: At 7:25 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 fifteen minutes. At 7:39 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 January 9, 2018, 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