



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
February 11, 2025**

MINUTES of the regular Board meeting held February 11, 2025, at South Bay Station 8-1 and remotely using Zoom. Commissioners Kilpatrick, Hunter, Zvirzdys and Bivens, as well as Chief VanCamp and Assistant Chief LeMay were in attendance. Some of the on-duty crew were in attendance. Commissioner Long attended remotely. Battalion Chief McBride attended remotely for a portion of the meeting. Secretary Stumpf was unable to attend. The meeting was called to order at 5:30 pm.

Chief's Report: Using a handout, Chief VanCamp presented the January Monthly Report. It was noted that staffing levels were good in January, although overtime was necessary. Questions were asked for clarity.

Incident Readiness and Response Report: Using a handout, Assistant Chief LeMay gave a staffing update, which included a draft proposal for **Goal 1 - IR&R Policy Review and Update**.

- The District will conduct a review and update of its Incident Readiness & Response (IR&R) policies, procedures, and operational guidelines to align with the District IR&R Master Plan (adopted October 8, 2024). The updates will clarify services provided (e.g., emergency medical services, fire suppression, emergency marine-type events, technical rescue services, mobilization, and hazardous materials incident response), promote interoperability (operations, training, and equipment), and ensure program currency (compliance, performance monitoring, and training).
- The process involves gathering input and feedback from all responders. This input will be reviewed by Officers at a meeting on February 12th. Board members are welcome to attend.
- Multiple procedure committees will be formed to ensure input from all IR&R members.
- Officer meetings will address procedural details and AC LeMay, and BC's will oversee procedural development.

Using a handout, Assistant Chief LeMay gave a staffing update on **Goal #2 - IR&R Staffing Requirements and Implementation Process**.

- The District will evaluate IR&R staffing requirements and implementation processes in alignment with the Five-Year Master Plan (to be re-adopted in 2025) and the District IR&R Master Plan (adopted October 8, 2024 – sections "Coordination & Support" and "Staffing"). Objectives include recruitment, selection, onboarding, initial training, and deployment of volunteer and career responders, targeting twenty-five volunteers and twenty-eight career responders by 2028.
- Based on the input from our Battalion Chiefs, we will prioritize hiring firefighters over Lieutenants. This adjustment from the original plan aims to increase the number of career firefighters, which will have a greater impact, be more effective, and cost less than previously budgeted.
- Further details of the hiring plan and processes, including timelines, were shared.

Both Goals are on track. A lengthy discussion ensued with many questions asked for clarity. Both Chief VanCamp and Assistant Chief LeMay provided details. In conclusion, Assistant Chief noted graphical changes to the Platoon Chart were made for ease of understanding, as requested by Board members.

Policy 3-01 Appointment of Incident Readiness & Response Members: Using a handout, Chief VanCamp requested approval of Policy 3-01. Following a brief discussion Commissioner Hunter moved to approve the Policy as presented; Commissioner Bivens seconded the motion. The Board unanimously approved Policy 3-01 Appointment of Incident Readiness & Response Members.

Policy 1-03-PO-00-r9 – Using a handout, Chief VanCamp reviewed the revised Policy on Procurements, Expenditures and Audit General Guidelines. He explained the need to simplify and streamline the policies. Some revisions are based on input from the recent audit. He asked that the Board review the draft and will request approval at the March meeting.

Resolution 25-03 Transfer of Funds – Chief VanCamp for Secretary Stumpf requested approval of Resolution 25-03 Transfer of Funds from the Capital Station Projects Fund (6685) into the General Fund (6680) in the amount of \$72,500. This is part of the previously approved budget. Following the request, Commissioner Zvirzdys moved to approve the transfer Resolution as presented. Commissioner Bivens seconded the motion. The Board unanimously approved Resolutions 25-03 as presented. The Board unanimously approved said motion.

Secretary Report:

Minutes of Previous Meeting – Assistant Chief LeMay, for Secretary Stumpf, presented the minutes of the regular meeting January 14th for approval. Commissioner Zvirzdys moved to approve the minutes as presented, Commissioner Bivens 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 last month's meeting minutes. After extensive review, Commissioner Bivens moved to approve all warrants as presented. Commissioner Long seconded the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

General Fund (6680)	Warrants 22478-22496	totaling \$33,183.33
	Warrants 22497-22510	totaling \$21,808.56
	Warrants 22513-22526	totaling \$33,560.41
	Warrants 22536-22548	totaling \$12,275.69
Payroll Fund (6680)	Warrants 22527-22535, 22549,EFT1-27a-z	totaling \$258,113.19
CR&R Fund (6681)	Warrants 22511-22512	totaling \$4,212.99

Announcements:

- Assistant Chief gave a brief review of the recent Awards Banquet.

Review and Follow Up:

- Master planning progress to be provided.
- Updates to policies to be provided as needed.

Adjourn: The Board announced that the next regular meeting is scheduled for March 11, 2025, beginning at 5:30 pm and will be held at the South Bay Station 8-1. There being no further business, the meeting was adjourned at 6:16 pm.


ATTEST:


Douglas Kilpatrick, as Chair for TCFPD 8


Daniel Bivens as Commissioner for TCFPD 8


Gloria Zvirzdys, as Commissioner for TCFPD 8


Jake Hunter, as Commissioner for TCFPD 8


Pamela Long, as Commissioner for TCFPD 8


Heidi Stumpf, District Secretary for TCFPD