



**Thurston County Fire Protection District 8
Board of Fire Commissioners' Meeting
December 8, 2020**

MINUTES of the regular Board meeting held December 8, 2020, as a video-conference call, at the South Bay Station 8-1. Commissioners Gleckler, Harper, Zvirzdys, Kilpatrick and Long were in attendance. Chief VanCamp Assistant Chief LeMay, and Secretary Stumpf also participated. Community member Dan Bivens also attended. The meeting was called to order at 5:35pm.

Chief's report: Using handouts, Chief VanCamp reviewed the November Report. Questions were asked for clarity. Topics of discussion included: EMT/Volunteer Attrition, (AC LeMay explained that we didn't hold a recruit session in the spring due to covid-19 restrictions); Status of Goal 2 – Report 3, Driver Operators; nights & weekends staffing levels improved due to career staff covering volunteer slots; staffing issues at Boston Harbor Station 8-3; OSP; funds transfer; and Battalion Chief position hiring process was explained. It is estimated to be filled by the Spring.

Draft 2021 Expense Budget: Using handouts, Chief VanCamp requested approval of the draft 2021 expense budget. Questions were asked for clarity, including: Commissioner Harper noted that at the last Board meeting, he recommended removing "placeholder" budget expenses and adjusting to more conservative numbers. A lengthy discussion ensued on overtime and a request for an overtime report was requested; labor costs were increased due to the Battalion Chief position; and the operating transfer amount discussed. Following the discussion, Commissioner Zvirzdys requested adjustments be made to tighten the budget and it be brought back at next month's meeting for review. Commissioner Harper added comments that we track our efforts to save money for public information.

Resolution 20-07 Real Property Surplus and Authorizing Grant of Easement (*Insite Wireless Agreement*) – Using a handout, Chief VanCamp requested approval for Resolution 20-07 declaring real property surplus and authorizing grant of easement on surplus real property with Insite Wireless, noting that this is for the easement purchase agreement for the Insite Wireless cell tower. Following a brief discussion, Commissioner Kilpatrick moved to adopt the Resolution as presented. Commissioner Zvirzdys seconded the motion. The Board approved Resolution 20-07 as presented with four yes votes - Commissioner Harper voting no.

T-COMM Station 8-2 Project: Using a handout, Chief VanCamp requested approval of the T-COMM Johnson Point Station 8-2 project proposal, sharing that it has been reviewed by legal counsel. Questions were asked for clarity and concerns were discussed regarding possible sub-leases and how utility payments would be processed. Chief VanCamp explained that amendments could be put in place to address concerns. Following the discussion, Commissioner Zvirzdys moved to approve the proposal providing amendments could be made to address concerns. Commissioner Kilpatrick seconded the motion. The Board unanimously approved said motion.

Policy 3-61 Washington State Paid Family Medical Leave – Using a handout, Chief VanCamp requested approval for Policy 3-61, explaining that the policy was necessary to clarify the State Law regarding paid family medical leave within the current Collective Bargaining agreement. Questions were asked for clarity and Chief VanCamp explained that the leave program does not cost the District any money as fees are paid by employees.

Following the discussion, Commissioner Harper to move the policy as presented; Commissioner Long seconded the motion. Policy 3-61 was unanimously approved as presented.

Board Vacancy – Commissioner Zvirzdys led a lengthy discussion on the Board vacancy due to Commissioner Gleckler’s resignation. She discussed suggested options for proceeding with the process that included: advertising the opening to the public; creating interview questions; setting a cut-off date; interviewing candidates; holding a discussion in an Executive Session with appointment at our January 12th meeting. Commissioner Gleckler shared his recommendation that the Board strongly consider Daniel Bivens, a volunteer with the District who has a background in Emergency Management and has been attending Board meetings on a regular basis. A discussion followed and Board members asked Daniel several questions to get to know him. Following the discussion, Commissioners expressed their desire for an open-public progress; however, due to the desire to fill the vacancy soon and a pressing timeline to do so, they agreed to support Commissioner Gleckler’s recommendation. Commissioner Zvirzdys made a motion to appoint Daniel Bivens to fill Commissioner Gleckler’s remaining term as Fire Commissioner, that expires December 31, 2021. Commissioner Long seconded the motion. The Board unanimously approved said motion. A swearing in procedure will take place at the January 12th regular Board meeting.

Secretary Report:

Minutes of Previous Meeting – Secretary Stumpf presented the minutes of the regular meeting dated November 10 for approval. Following a brief discussion, Commissioner Gleckler moved to approve the minutes as presented; Commissioner Long 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. Specific questions regarding some purchases were asked for clarity including purchases for the resident house and audiology testing charges. As of December 8, 2020, after extensive review and discussion regarding the expenses, Commissioner Kilpatrick moved to approve all warrant as presented. Commissioner Zvirzdys second the motion. The Board unanimously approved payment of warrants included in that list and further described as follows:

<u>General Fund (6680)</u>	Warrants 18776-18789 & 18791	Totaling \$14,346.86
	Warrants 18792-18798	Totaling \$11,129.40
	Warrants 18808-18825	Totaling \$15,874.90
<u>Payroll Fund (6680)</u>	Warrants EFT11-25a-m	Totaling \$71,733.07
	Warrants 18799-18807 & EFT11-27a-z	Totaling \$185,382.79
<u>CR&R Fund (6681)</u>	Warrant 18790	Totaling \$588.75

Meetings dates for 2021 – Using a handout, Secretary Stumpf presented a draft schedule for 2021 Board meeting dates, noting that they are the same schedule as 2020 – the 2nd Tuesday of each month, beginning at 5:30 pm. The Board unanimously approved the dates.

Board Establishment for 2021 – Secretary Stumpf reminded the Board that they need to vote on the new Chair, Vice Chair and committee representatives for 2021 at our January 12th meeting.

Travel & Conferences for 2021 – Using a handout, Secretary Stumpf reminded the Board that they need to approve travel and conferences for 2021 at the January 12th meeting; however, due to the pandemic, most travel and conferences in 2020 were cancelled and most events for 2021 have not yet been scheduled.

Commissioner Comments:

- Assistant Chief LeMay reminded the Board to take the covid-19 vaccination survey that was sent to them via email.
- Commissioner Harper shared his opinion that at someone from our Board members should step-up and attend the Thurston County Fire Commissioner meetings in 2021 since Commissioner Gleckler was our only regular attendee and will no longer be attending.
- Board members and Secretary Stumpf shared comments of appreciation to Commissioner Gleckler for his many years of service as a Fire Commissioner.
- Board members thanked Daniel Bivens for accepting the appointment to the Board position and welcomed him to the team.
- Commissioner Gleckler thanked the collective Board for their service to the fire service and wished them good luck.

Outstanding Action Items:

- 78th Street easement parcel

Action Items:

- Updates on TCOMM agreement amendments (re: utilities) to be provided
- 2021 Expense budget to be tightened up and brought for approval in January
- Chief VanCamp to follow-up on status of recruitment for new Battalion Chief position
- Chief VanCamp and Secretary Stumpf to meet with Daniel Bivens on procedures moving forward with Board appointment
- Career overtime reports to be shared with the Board

Adjourn:

The Board announced that next regular meeting is scheduled on January 12, 2021, beginning at 5:30 pm and will be a remote conference call. There being no further business, the motion was made and seconded to adjourn. The motion was passed, and the meeting adjourned at 7:16 pm.

ATTEST:

Richard Gleckler, as Chair for TCFPD 8

Gloria Zvirzdys as Commissioner for TCFPD 8

Douglas Kilpatrick, as Commissioner for TCFPD 8

William Harper, as Commissioner for TCFPD 8

Pamela Long, as Commissioner for TCFPD 8

Heidi Stumpf, District Secretary for TCFPD