



# **SOUTH BAY FIRE DEPARTMENT**

## **THURSTON COUNTY FIRE PROTECTION**

### **DISTRICT 8**

3506 SHINCKE RD. NE OLYMPIA, WA 98506  
TELEPHONE: 360-491-5320 • FAX: 360-438-0523

MINUTES of the regular meeting held August 25, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs LeMay, McBride and Kessel and Secretary Stumpf were also present. The meeting was called to order at 8:37 am.

Public and Volunteer Comments: None

Minutes of Previous Meeting:

Secretary Stumpf presented the minutes of the previous meetings dated August 11 and 19, 2011. Discussion took place and minor revisions were suggested for the August 11<sup>th</sup> minutes. Commissioner Getchman moved to approve the August 19<sup>th</sup> minutes as presented; Commissioner Parsons seconded the motion. The August 11<sup>th</sup> minutes will be reviewed for approval at the next Board meeting.

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. As of August 25, 2011, after extensive review and discussion regarding the expenses, Commissioner Parsons moved to approve the warrants as provided. Commissioner Getchman seconded the motion; the Board unanimously approved payment of those warrants included in that list and further described as follows:

General Fund (6680)

Warrants 8023 through 8043 totaling \$6,469.32

Capital Fund (6681)

Warrants 8044 through 8045 totaling \$5,955.68

Payroll Fund (6680)

Warrants 8014 through 8015 & DD1463 – DD1465 totaling \$3,899.02

Warrants 8017 through 8022 & DD1466-DD1472 totaling \$38,535.48

North-end Firestation Project Update:

- Assistant Chief Kessel reviewed recent updates with the fire station project. Alternative driveway options are being reviewed by URS. They don't expect driveway changes to be difficult. Chief Kessel has made several attempts to contact the neighboring resident who owns the property adjacent to the tentative new driveway location. Commissioner Small would like URS to contact the County to explore the feasibility of moving the driveway prior to any money being spent on a possible change. Commissioner Parsons would like a target date given to have a response from the County. Chief VanCamp anticipates a response by August 29<sup>th</sup>.
- The August 22<sup>nd</sup> exterior design meeting was reviewed. Commissioner Small felt the landscaping proposals by URS were not sufficient. Chief Kessel explained that URS was waiting for neighbors' input before they prepared suggestions. Commissioner Parsons feels that URS was unprepared and not doing a sufficient job. This could be due to a lack of clear direction. Chief Kessel agrees that they were not given clear direction. Commissioner Parsons would like a draft design created by URS submitted to group members for input to approve or change. Further, he wants to give URS clear direction and hold them accountable. The next meeting is scheduled for August 29<sup>th</sup>. There are 6-7 community members who have agreed to be on the Exterior Design Task Force group. Most of these are residents surrounding the District's property. Commissioner Small discussed his vision of the Task Force workgroup. Commissioner Small would like to see URS propose innovative landscape designs with artist rendition drawings to be offered to the group for initial input and suggestions. Commissioner Getchman would like URS to contact Bob Smith for his input. Commissioner Getchman discussed the possibility of having a bus shed and lighting for neighborhood school children.
- The permit status was discussed at length. Concern for delays in the schedule were expressed. Chief Kessel explained that delays have occurred due to non-finalized floor plans and requests from the county regarding wetland issues. Commissioner Parsons would have liked to have the building permit prior to the Bond election, as if the bond fails, the Board will need to reconsider all options. He feels that having the permit provides added options. Commissioner Parsons is concerned that the June 8<sup>th</sup> letter from the County has not yet been responded to. He requested an itemized, master plan with target dates that could be adjusted if needed. He feels the project has been slipping and sliding and

would like to see actions done with purpose. Chief VanCamp gave assurance that a milestone schedule with dates would be presented at the next Board meeting.

- Chief Kessel expressed frustration at being left out of decision-making meetings regarding the project where changes to plans have been made. Following the lengthy discussion, Commissioner Small requested that management inform the Board if they felt the Board was doing anything to slow the process.

Operations Support & Battalion Chief Update Report: Assistant Chief McBride provided an update report on the Operations Support Program. The program was designed to retain long standing members who no longer want to be on shift. Generally, these members would be involved with tender operations, command and operational assistance and training. The program will be piloted in September and tentatively fully-launched in 2012. Assistant Chief McBride also provided an update on the Battalion Chief Program. The program was designed to use experienced members to manage District responders for incident readiness and response. Captains are being involved in the program design process.

EMS qualifications and continued training processes were discussed.

Draft 2012 Capital Repairs and Replacement Fund Budget: Assistant Chief Kessel presented a draft 2012 budget for the CR&R fund. He explained minor changes to the schedule such as floor replacement in the men's bathroom; carpet in the dayroom, and kitchen floor in dayroom. Future vehicle purchases were also discussed. Further budget review will be done in future meetings.

Executive Session: *None*

Announcements:

- Commissioner Small made inquiry on the facility use for a Thurston County Fire Commissioners' meeting. Due to a previously scheduled event, the meeting will need to be relocated. Conflicting dates for other events were also discussed. Station 8-1 has been reserved for EMT classes beginning in October and will conflict with the next public meeting scheduled for October 4<sup>th</sup>. After much discussion, it was agreed that the EMT class will be relocated for that date.
- Secretary Stumpf asked Board members if they planned to attend the WFCFA conference in Spokane October 26-29<sup>th</sup>. All Board members were interested.

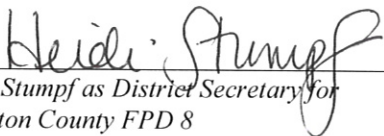
Commissioner Comments:


Review of follow-up and action items: Action items 1) Fire Station Project Milestone plan with dates 2) Response to County requests 2) Finalize roster of work group participants and hold work group meeting on August 29<sup>th</sup> 3) Check on permit status 4) Reschedule EMT class for October 4<sup>th</sup>. 5) Schedule consultant Rick Kramer to assist with staff performance evaluations 6) Present 2012 draft budget at next Board meeting

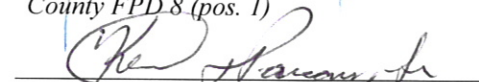
Adjourn:


The Board announced that next regular meeting will be held on Thursday, September 8, 2011, beginning at 8:30 am. and will be held at 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 10:45 am.

ATTEST:

  
Heidi Stumpf as District Secretary for  
Thurston County FPD 8

  
Richard Small as Chair for Thurston  
County FPD 8 (pos. 1)

  
Ken F. Parsons, Sr., as Commissioner for  
Thurston County FPD 8 (pos. 2)

  
Art Getchman as Commissioner for  
Thurston County FPD 8 (pos.31)