



SOUTH BAY FIRE DEPARTMENT THURSTON COUNTY FIRE PROTECTION DISTRICT 8

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MINUTES of the regular meeting held April 28, 2011. Board members present were Commissioners Small, Parsons and Getchman. Assistant Chiefs Kessel, McBride and LeMay and Secretary Prince were also present. Consultants Don LaFord from URS also attended. Chief VanCamp was unable to attend. The meeting was called to order at 8:35 am.

Public and Volunteer Comments: None

Minutes of Previous Meeting:

Secretary Prince presented the minutes of the previous meetings dated April 14, 2011. Commissioner Parsons moved to approve the minutes as presented; Commissioner Getchman seconded the motion. The minutes were unanimously approved.

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 April 28, 2011, after extensive review and discussion regarding the expenses, Commissioner Getchman moved to approve the warrants as provided. Commissioner Parsons seconded the motion. The Board unanimously approved payment of those warrants included in that list and further described as follows:

General Fund (6680)

Warrants 7719 through 7741 totaling \$17,318.76

Payroll Fund (6680)

Warrants 7717 through 7718 & DD1417 – DD1419 totaling \$4,214.91

Status Report on New North-end Fire Station

Don LaFord from URS presented a status report on the north end fire station.

- He reviewed the time line and recommended a follow-up visit to the Maytown station (that was used as the model for the approved "footprint" design for the north end station) in order to gather input and feedback from members of that station. Commissioner Parsons requested that management visit several different fire stations in order to best determine the layout and details for the internal floor plan that has yet to be finalized. Board members need not visit other stations. After some discussion, management was directed to visit and review at least six other fire station sites in order to finalize internal floor plan design. Further, management was directed to provide a detailed report with different options and recommendations to determine the final floor plan. Assistant Chief McBride suggested volunteer members assist with the review and recommendation process.
- The site plan (which has been submitted to the county), was reviewed. Details of the plan were briefly discussed, including the possibility of a fence/and or trees planted to provide a barrier; position of well; paving; right of way; and not building extension areas. The property purchase agreement will be reviewed and a possible meeting with the seller may need to occur in order to finalize fence/barrier options.
- The floor plan was reviewed. Future expansions were discussed, including location of the kitchen in proximity to a future community meeting area. The fitness area was discussed with concern for prudent adherence to all county regulations. Mr. LaFord recommended a finalized floor plan be completed in 6-8 weeks. Sustainability was discussed.
- Future expansions were discussed including the need to repeat the permit process for any future work not included in the original plans. A concern to have an adequate septic system for future expansion was discussed.
- Water retention and well design were reviewed.
- The timing of design preparation and bid dates in relationship to the bond issue was discussed at length. The Board will need to decide whether to complete the plan prior to the election date or following. A lengthy discussion ensued on how the Department would proceed if the bond issue did not pass. No decision was made. Management was asked to evaluate the pros and cons and make recommendations to the Board in 4-6 weeks. Mr. LaFord recommended the bid process occur in December following the bond voting process.
- Permit dates were reviewed. All permits must be complete prior to the bid process. Site work permit approval is estimated for two months. Commissioner Parsons would like the permit process to be expedited as soon as possible. Further, Commissioner Parsons requested clarification from Mr. LaFord on the variance fee. Following a discussion, the Board agreed that the permit process be carried out judiciously.

- Mr. LaFord reviewed the URS task list, highlighting percentages of work that has been completed, is in process, or that still has to be done including budget expenditures for said tasks.
- Following a lengthy question/answer session, Mr. LaFord requested approval to increase the project budget in the amounts of \$5000 for permits and \$56,800 for the completion of construction documents. A discussion ensued. Management was directed to review the budget costs, including increases and to update the information brochure if necessary.

2010 District Response Performance Report

Assistant Chief McBride provided a power point presentation of the 2010 District Response Performance Report using statistical data from the Emergency Reporting software program. Commissioner Parsons requested that mutual aid statistics be extrapolated from the total call figures. A question/answer session followed. The report was well received and provided comprehensive information.

Fire Extinguisher Incident Report

Assistant Chief LeMay provided a report on a recent fire extinguisher incident. He explained the reporting and investigation process and reviewed the role of the 11-member safety committee. Supporting documents were provided that included investigation forms. Recognition of areas for improvement was discussed including a review of proper inspection processes with shift volunteers. Following the report, a lengthy discussion ensued. Commissioner Parsons expressed concern that the situation was not documented or managed correctly. In the future, he would like to see a formal process implemented that included management discussions with personnel be documented and filed in personnel files.

Bond Issue Information Brochure

The public information brochure for the bond issue was reviewed and some minor changes were recommended. Following future input from the Public Disclosure Commission, the revised brochure will be reviewed again by the Board for final approval.


Executive Session

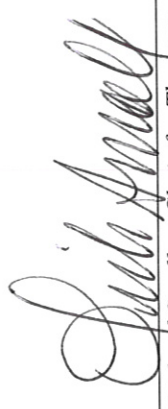
Due to limited time, the review of the district secretary job description report was tabled for a future meeting.


Announcements: *None*

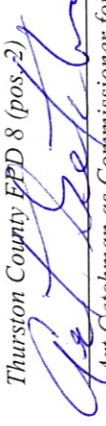
Commissioner Comments:

The Board announced that the next regular meeting will be held on Thursday, May 5, 2011, beginning at 6:00 pm and will be held at Station 8-1. The next Special Joint meeting with FD7 will be on Tuesday, May 3rd at 6:00 pm. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 11:43 am.


Heidi Prince 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)