



**SOUTH BAY FIRE DEPARTMENT  
THURSTON COUNTY FIRE PROTECTION  
DISTRICT 8**

3506 SHINCKE RD. NE OLYMPIA, WA 98506  
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MINUTES of the regular meeting held April 14, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs Kessel, McBride and LeMay and Secretary Prince were also present. Consultants Rick Kramer and Wendy Gillihan also attended. The meeting was called to order at 7:40 am.

Public and Volunteer Comments: None

Executive Session:

At 7:41am. the regular meeting adjourned to executive session. The purpose of the session was to discuss personnel performance issues. Estimated time was two and one half hours. At 9:45 am. the executive session concluded and the regular meeting convened.

Executive Session:

At 9:50 am. the regular meeting adjourned to executive session. The purpose of the session was to discuss personnel performance issues. Estimated time was one and one half hours. At 11:20 am. the executive session concluded and the regular meeting convened.

Following the Executive Session, Commissioner Parsons briefly discussed the draft report by Wendy Gillihan of Gryffin Business Solutions regarding evaluation of the District Secretary job description and salary review. A final report will be forthcoming to the Board for final evaluation at the next regular Board meeting.

Minutes of Previous Meeting:

Secretary Prince presented the minutes of the previous meetings dated March 29, 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 14, 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 7676 through 7716 totaling \$34,614.50

Payroll Fund (6680)

Warrants 7596 through 7599 & DD1405 totaling \$4,006.88

Warrants 7600 through 7666 and DD1406 totaling \$36,682.33

Warrants 7667 through 7673 and DD1407 – DD1413 totaling \$38,427.57

Warrants 7674 through 7675 & DD1414 – DD1416 totaling \$4,885.22

Due to limited time, the March Monthly Report and Ballot issue information were tabled for continuation of the meeting on Friday, April 15<sup>th</sup> at 8:30 am.

The Board announced that the meeting would recess and reconvene on Friday, April 15<sup>th</sup> at 8:30 am. at Station 8-1. A motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 11:45 am.

Reconvene:

MINUTES of the regular meeting held April 15, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs Kessel, McBride and LeMay and Secretary Prince were also present. The meeting was called to order at 8:40 am.

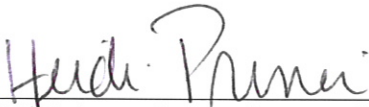
March Monthly Report:

- Chief VanCamp presented the March Monthly Report. The Action Items list was reviewed.
  - The reading program at South Bay Elementary School was discussed.
  - Assistant Chief LeMay briefed the Board on dayshift training program, including a “train-the-trainer” program.
  - Assistant Chief McBride provided a brief update on a recent call at our old station. Our insurance agent and legal counsel have reviewed the narratives from those involved as well as the incident report.
  - Assistant Chief Kessel led a discussion on the status of repairs to apparatus. Olympic Truck Service is now being used as our vendor instead of Meridian Hughes. Documentation of unresolved apparatus issues from Meridian Hughes is being compiled for future use. US Fire Equipment Company is being used for pump testing.
  - Commissioner Parsons expressed concern for appropriate reporting of incidents; safety issues; near-miss events, etc. including discipline and education when necessary.
- Chief VanCamp led a detailed review of the draft ballot issue information brochure. Many recommendations for changes were made. Following another revision, a draft of the brochure will be sent to Commissioners for further review.
- Citizen responses from the Thurston County Planning request for comments regarding the new north-end firestation project were discussed at length. Management was directed to provide a comprehensive response to citizens’ questions regarding environmental concerns. Suggestions included holding a public meeting at Station 8-2 to address concerns directly and response letters to the county and citizens. Commissioner Small made a motion that management would write a response letter to Mr Kantas of Thurston County Planning, and would plan for a workshop to be hosted by the Board to address citizen concerns regarding the project. Commissioner Parsons seconded the motion. The Board unanimously approved said motion.
- The Support Committee was briefly discussed, including suggestions for possible community members. Following the discussion, Commissioner Small presented a draft public presentation and requested input for accuracy.

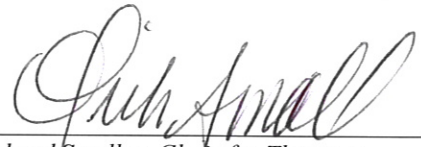
Announcements: *None*

Commissioner Comments:

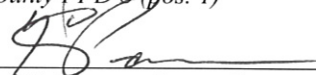
The Board announced that the next regular meeting will be held on Thursday, April 28 2011, beginning at 8:30 am and will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 11:45 am.



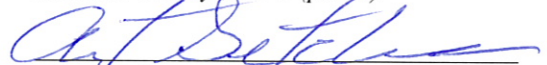
Heidi Prince as District Secretary for  
Thurston County FPD 8



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)