



SOUTH BAY FIRE DEPARTMENT

THURSTON COUNTY FIRE PROTECTION

DISTRICT 8

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

MINUTES of the regular meeting held March 10, 2011. Board members present were Commissioners Small, Parsons and Getchman. Assistant Chiefs Kessel, McBride and LeMay and Secretary Prince were also present. Volunteer member Michael Fernstrom and Assistant Chief Kathy Dickson (FD3) also attended. The meeting was called to order at 8:30 am

Public and Volunteer Comments: Karen Miltenberger from Nicholson & Associates Insurance offered her services to provide an insurance quote in the future when the district compares insurance options for 2012.

New Business:

Volunteer member Michael Fernstrom gave a brief overview of the reading program he has coordinated in conjunction with the South Bay Elementary School PTA called "Blazing a Trail for Literacy." He also shared about his involvement in a mentor program with the school where he visits and reads to students in the 4th and 5th grades.

Minutes of Previous Meeting:

Secretary Prince presented the minutes of the previous meetings dated February 14 and 17, 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 March 10, 2011, after extensive review and discussion regarding the expenses, (including increased fuel prices, additional SCBAs necessary for increased membership and a plat adjustment permit fee for the new fire station), 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 7532 through 7566 totaling \$33,561.65

Payroll Fund (6680)

Warrants 7530 through 7531 and DD1392 – DD1394 totaling \$4,261.15

Chief Reports:

- Assistant Chief Kessel presented the February monthly report including a discussion on recent attendance at the annual Stair Climb. Seventeen members attended and raised over \$11,000 for leukemia.
 - The skills course will need a new location as the South Sound Mall is unavailable.
 - A lengthy discussion on a recent fire extinguisher incident took place. The vehicle involved has been cleaned up, but will be decontaminated professionally. The process of events and follow-through were discussed. The Board directed management to provide a final report detailing the incident and consequent steps for completion.
 - New gas cards have been secured that will allow for improved monitoring of fuel expenses.
 - Vehicle assignments were reviewed.
 - Permits are in process for the new fire station.
 - Assistant Chief LeMay gave a brief update on the Officer Development Plan.
- Assistant Chief LeMay and Assistant Chief Kathy Dickson, (NET Safety Officer from FD3) presented a review of the recent NET Health & Safety report. The *Northeast Thurston Health & Safety Program* is a cooperative service arrangement operating through an intergovernmental agreement for FD3, FD7 and FD8. It has been active for 12 years. The (short audit) report summarized areas of compliance, areas in progress and areas of non-compliance. Our Department has shown improvement since 2009. Following the review, a discussion took place regarding the cost of the program. A request was made that next year's report show comparisons from previous years.

Unfinished Business:

- Assistant Chief Kessel presented a revised Capital Repairs and Replacement Fund schedule. Changes to the document included the removal of Station 8-3 and the addition of the new Fire Station in 2013 and an increased inflation rate to 5%. Management was requested to create a policy for the CR&R fund specifying the parameters of use, such as a dollar limit

and purchase frequency threshold. Following the discussion, Commissioner Parsons made a motion to approve the schedule as submitted; Commissioner Small seconded the motion. The Board unanimously approved the Capital Repairs and Replacement fund schedule for 2011.

- Secretary Prince and Assistant Chief Kessel requested approval to extend the Capital Repairs & Replacement fund budget for 2010 to purchase additional SCBA's needed for membership growth in the amount of \$7,939.45. Following a brief discussion, Commissioner Parsons made a motion to approve the request as presented. Commissioner Getchman seconded the motion. The Board unanimously approved extension of \$7,939.45 from the 2010 CR&R budget into the 2011 budget for the purchase of additional SCBA's.
- Secretary Prince requested clarification on the *Citizens' Advisory Task Force group* for 2011. A lengthy discussion followed regarding communication with recent Task Force members concerning the progress of the new fire station. Once an informational brochure has been developed and approved by the PCD it will be shared with a *Fire Station Support Committee*. An information report will then be prepared and sent to recent Task Force members at which time those members will be invited to participate in the Fire Station Support Committee. Community Association groups will be contacted and informed of the progress as well. Chief VanCamp was directed to contact Commissioner Gene Dobry (FD3) to discuss local loan possibilities.

New Business:

- A review of policy 1-02 Authorization to attend trainings and meetings was tabled for a future meeting.
- Chief VanCamp was requested to attend the next Medic One Ems Council-T-COMM meeting.
- Secretary Prince requested authorization to share the Executive Team meeting minutes with the Board in an effort to keep them more informed of team activities. The Board was in support of sharing the minutes.

Executive Session:

At 10:55 am the regular meeting adjourned to executive session. The purpose of the session was to discuss employee performance. Estimated time was one half hour. At 11:25 am the executive session concluded and the regular meeting convened.

Announcements: None

Commissioner Comments:

The recent Benefits Fair was discussed. Concern for low attendance was reviewed. Suggestions for improvement were made that included setting a time limit for guest speakers.

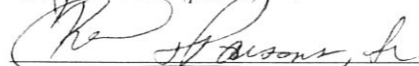
The Board announced that the next regular meeting will be held on Thursday, March 10, 2011, beginning at 8:30 am and will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 11:30 am.



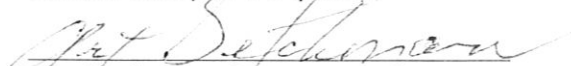
Heidi Prince as District Secretary for
Thurston County FPD 8



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)