



# **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 September 8, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs LeMay, McBride and Kessel and Secretary Stumpf were also present. Volunteer member Doug Kilpatrick and consultant Rick Kramer were also in attendance. The meeting was called to order at 8:30 am.

Public and Volunteer Comments: None

Minutes of Previous Meeting:

Secretary Stumpf presented the minutes of the previous meetings dated August 11, 22 and 25, 2011. Commissioner Parsons moved to approve all of 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 September 8, 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:

Payroll Fund (6680)

Warrants 8046 through 8047 & DD1473 – DD1475 totaling \$4,415.21

North-end Firestation Project Update:

- Assistant Chief Kessel presented a project update. A draft design plan that includes landscaping and an alternative driveway has been prepared by URS and is ready to be submitted to the county for approval. Assistant Chief Kessel is continuing to negotiate with neighbor for use of their existing drive-way for public access to the firestation .
- The Board discussed the site plan and use of either one or both parcels on the site. The preferred option is to locate all improvements on one parcel if possible. The location of the water well in the center of the two parcels presents design constraints, however, the current plan is able to locate all improvement on one parcel. A question was raised on whether the special use permit would preclude future use of the second (south) parcel; the Design Team will talk with the County about that.
- The "milestone schedule with dates" requested at the August 25<sup>th</sup> meeting was not completed. A lengthy discussion ensued. The Board expressed frustration and dissatisfaction. Commissioner Parsons feels that a master plan with clear objectives and dates is critical; further, he feels it is staff's responsibility to prepare the document – not URS. He would like to see weekly Board meetings in order to assure that steps are taken to progress with the project. Commissioner Small would like the Board to hold management accountable and not to manage the project. Commissioner Getchman also doesn't want to manage the project, but doesn't mind meeting more frequently for Board updates. Commissioner Parsons commented on management concerns and requested the schedule be prepared immediately. Chief VanCamp said the schedule will be completed by September 9<sup>th</sup>. The Board requested a Special Meeting to be held on Monday, September 12<sup>th</sup> to review and approve the schedule.

Work Group Review: The September 7<sup>th</sup> work group meeting was briefly discussed. The attendees were very supportive of the Department. This group has concluded and management will appoint a new Exterior Design Task Force group made up of 6-8 members. They will meet to discuss exterior design issues once the final design plans are available.

Monthly Report: Chief VanCamp presented the August Monthly Report. A brief discussion on current and recent volunteer members took place.

October 4<sup>th</sup> Public Meeting: Chief VanCamp presented a work plan for the October 4<sup>th</sup> public meeting. The plan was reviewed and input provided. Parking issues were discussed. Suggestions were made to invite community members to the meeting such as mobilizing staff to make contacts and contacting Home Owners' groups. A postcard will be mailed to constituents reminding them of the event. Management was directed to develop an agenda and plan for implementation by September 22<sup>nd</sup>.

Fact Information Sheet: Chief VanCamp presented a Fact Information Sheet that will be used to educate the public on the fire station project. He suggested putting the information in our next newsletter. Commissioner Small discussed the con statement and rebuttal to the con statement. Figures used in the rebuttal for discussed.

2012 Budget: Secretary Stumpf presented a draft budget for 2012. Due to limited time, the document was not reviewed.

Executive Session: At 10:20 am the regular meeting adjourned to executive session. The purpose of the session was to discuss employee performance. Estimated time was twenty minutes. At 10:40 am the executive session concluded and the regular meeting convened.

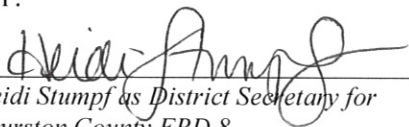
Announcements: *None*

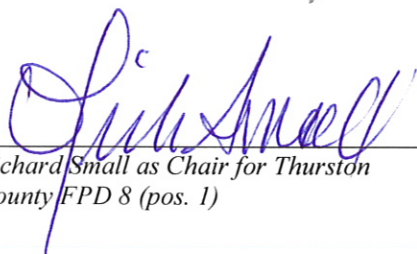
Commissioner Comments: *None*

Adjourn:

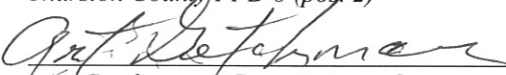
The Board announced that next special meeting will be held on Monday, September 12<sup>th</sup>, beginning at 10:00 am. The next regular meeting will be held on Thursday, September 22, 2011, beginning at 8:30 am. Both meetings will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 10:42 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. 3)