



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 Special meeting held July 21, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs Kessel and McBride and Secretary Stumpf were also present. Assistant Chief LeMay was unable to attend. Guest Ken Yeager from URS was also in attendance. The meeting was called to order at 2:25 pm.

Public and Volunteer Comments: None

North-end Fire station Project Update:

- Assistant Chief Kessel and Ken Yeager from URS presented interior design options for the new fire station project. Chief Kessel visited and presented information on seven different fire stations. Binders were provided that included detailed information such as photos, building layouts and pros and cons. A “stations at a glance” sheet listed must have items and strongly recommended specifics for the new station. Recommended items included: individual lockers, unisex bathrooms, EMS supply storage in the apparatus bay (not decon room), a mezzanine for storage, radiant heat, primo-vent for ventilation and a toilet in the apparatus bay. Following the brief review, three schemes were recommended and a lengthy discussion ensued. Chief Kessel recommended scheme three or one with minor changes. He also suggested moving from a three-bay concept to a two-bay concept – leaving more storage space. Options for storage were discussed, including a suggestion to use the old station on South Bay road.
- Other issues related to the new fire station were discussed, such as: size (square footage submitted to the county); possible changes in BLS operations in the future; Member exercise area; numbers of apparatus will to be assigned; estimated staffing and staying within budget. Following the discussion and based on Assistant Chief’s recommendation, the Board agreed to tentatively select Scheme 3, providing it can be accommodate District needs and will stay within the proposed budget for the project. Ken Yeager, on behalf of URS, was directed to confirm building size and costs and to have (draft) exterior drawings prepared. Commissioner Parsons would prefer to have the project located on one building lot as opposed to two – if possible. The Board will review the final plan.

Citizens’ Outreach Communication Strategy:

- Interior Design Committee - Chief VanCamp recommended hosting an open, public charette to invite neighbors to provide input on exterior design components such as lighting, exterior finish, signage, landscaping and noise. Further, he suggested three draft options be presented using architectural drawings portrayed from several views. Presented options must be within our budget. Details of the suggested charette were discussed; following the discussion, August 15-18 was offered as a possible date. A follow-up meeting to provide update information will also be scheduled, with flexibility if further meetings are necessary. Assistant Chief Kessel shared that another fire department offered memorial bricks to public supporters while building their new station.
- The Citizens’ Advisory Task Force was discussed. Chief VanCamp will make personal contact with each member to update them on the status of the project and invite them to participate in future activities.
- Chief VanCamp will also send a follow-up letter to community members who attended the last public forum. The letter will offer the opportunity to meet with Chief VanCamp and a Board member to discuss concerns.
- The Project Communication Plan dates were reviewed. Strategies to respond to inaccurate correspondence sent to citizens were discussed at length. Communication suggestions were made that included: current supporters to send a letter to the editor; a news release to the local paper. Communication guidelines on fire station project were reviewed and discussed; minor revisions were recommended. Target Level of Service figures and response times were discussed. Clear, critical data must be provided to constituents. Management was directed to provide a biography of the District such as almanac data. The need for an “attention grabber” or sound bite was discussed.
- Commissioner Parsons made a motion requesting the Board Chair to formally request final audit results from the State Auditor regarding a recent citizen inquiry. Commissioner Parsons seconded the motion. The Board unanimously approved the motion to request final audit results from the State Auditor.
- Chief VanCamp presented a new firestation project impact summary that included charts with cardiac arrest and fire progression data. A lengthy discussion followed.
- A draft noise abatement policy was briefly reviewed. Input will be provided for final revisions.

Executive Session: None

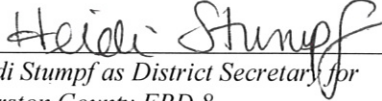
Announcements: *None*

Commissioner Comments:

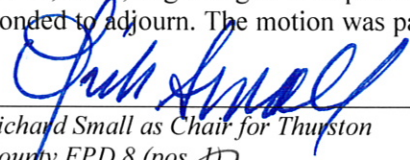
Commissioner Parsons discussed EMS issues, including grants; funding; ALS response targets; MCT for BLS units; the bylaws committee and mission statement.

Adjourn:

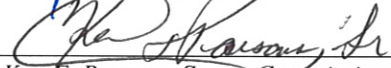
The Board announced that next regular meeting will be held on Thursday, August 11, 2011, beginning at 6:00 pm and will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 6:07 pm.



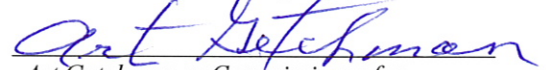
Heidi Stumpf as District Secretary for
Thurston County FPD 8



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)