



**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 September 12, 2011. Board members present were Commissioners Small and Getchman; Commissioner Parsons participated by phone. Chief VanCamp, Assistant Chiefs LeMay and Kessel and Secretary Stumpf were also present. The meeting was called to order at 10:00 am.

The purpose of the meeting is to review and approve the Fire Station Project Master Schedule and review the proposal from consultant Rick Kramer.

North-end Fire station Project Master Schedule:

Chief VanCamp presented and reviewed a draft Master Schedule for the fire station project. The Board noted that the construction schedule differs from the District activity schedule. A brief discussion took place regarding whether the two schedules should be separate or combined. Commissioner Small suggested the Master Plan be divided into "building issues" and "bond/election issues" for clarity.

The following "Master Schedule" items were discussed:

- Negotiations for use of neighbor's driveway
- Citizens' Advisory Task Force – Commissioner Parson's vision is to have each member contacted personally to be briefed on the project and invited to attend the public meeting on October 4.
- Community Contacts – Chief Vamp is making personal contacts with members of the community – targeting all residential areas. He explained his process (using brochures and door hangers) and results including sharing some community comments.
- Commissioner Small asked if the Exterior Design Task Force would be able to attend the October 4<sup>th</sup> meeting and provide input.
- Commissioner Parsons expressed disappointment that the permit approval process is behind and directed management to establish a clear implementation plan with activities that will be monitored through completion. Such a plan should include detailed task analysis with a schedule of completion dates.
- Commissioner Getchman would like the District to focus its efforts on the election and less on the building. He feels it is our priority to get accurate information to all voters.

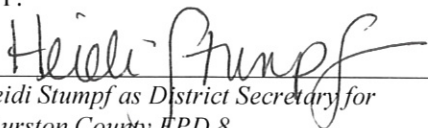
Recommendations to the Master Schedule were provided, noting that Board meeting dates needs to be included for the purpose of approval. Staff was directed to further develop task analysis to complete the Master Schedule.

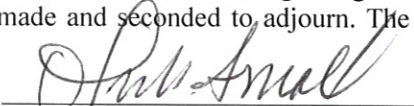
Executive Session: At 10:30 am the special meeting adjourned to executive session. The purpose of the session was to discuss employee performance. Estimated time was twenty minutes. At 10:50 am the executive session concluded and the special meeting convened.

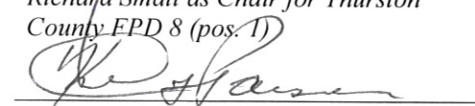
Adjourn:

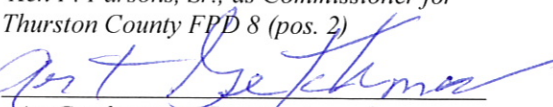
The Board announced that the next regular meeting will be held on Thursday, September 22, 2011, beginning at 8:30 am. and will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 10:52 am.

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!)