



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

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MINUTES of the SPECIAL meeting held February 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. The meeting was called to order at 9:00 am

Trust & Relationship Building:

Secretary Prince gave a reminder of Goal 5, Improve the relationships and communication of the Board and Executive team. She requested input and suggestions for opportunities to execute this goal. This topic was tables for the future and a recommendation was made by Commissioner Small to approach this topic outside of a Board meeting.

Unfinished Business:

- Assistant Chief Kessel reviewed and requested approval for the 2011 Capital Repairs & Replacement schedule. A lengthy discussion ensued. Topics discussed included: replacement cost estimates; annual balance amount to remain in the account; risk management (i.e. insurance and reserve accounts to be used for catastrophic loss); what constitutes whether items should be on the CR&R versus paid from Operating Budget? Inventoriable assets/non-routine, periodic replacement items/large, mass purchases for items with a high cost; bunker gear (operations or CR&R?). Following the discussion, the Board directed the Chief to make the determining decision.
- A recommendation was made to add the New North-end Firestation to the CR&R schedule and show removal of existing Stations 8-2 & 8-3 in the future. An annual review of the schedule will be made by the Board. Chief VanCamp and Assistant Chief Kessel will make draft revisions and the Board will review at a future meeting. Once approved, fund policies will be updated. Commissioner Small is concerned that a budget limit be used to determine the CR&R schedule.
- Chief VanCamp reviewed job descriptions for Executive Staff (Fire Chief; District Secretary; Assistant Chiefs Equipment & Facilities, Volunteer Management & Operations and Training & Safety). Revisions were recommended. Final drafts of job descriptions will be reviewed by the Board at a future meeting.
- Chief VanCamp reviewed Policy 1-01 Board Roles & Responsibilities. Revisions were recommended. A final draft of Policy 1-01 will be reviewed by the Board at a future meeting.

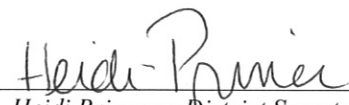
New Business:

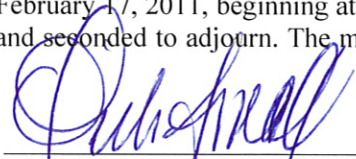
- Secretary Prince requested approval to change 2011 Board meeting dates to the 2nd and 4th Thursday of each month, beginning at 8:30 am. Request was granted.
- The Awards Banquet was reviewed and discussed. Suggestions for improvements were made.
- The February 12th Thurston County Fire Commissioners' Association sponsored workshop on fire commissioner and fire chief relations was reviewed and discussed.

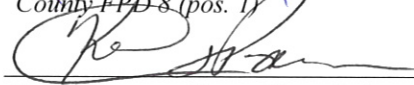
Announcements:


Secretary Prince announced that the Benefits Fair has been rescheduled for March 7, 2011.

The Board announced that the next regular meeting will be held on Thursday, February 17, 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 2:35 pm.


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)