



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 regular meeting held February 17, 2011. Board members present were Commissioners Small, Parsons and Getchman. Chief VanCamp, Assistant Chiefs Kessel, McBride and LeMay and Secretary Prince were also present. Consultants Rick Kramer and Wendy Gillihan were also in attendance. The meeting was called to order at 8:30 am

Public and Volunteer Comments:

Minutes of Previous Meeting:

Secretary Prince presented the minutes of the previous regular meeting dated February 3, 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 February 17, 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:

General Fund (6680)

Warrants 7505 through 7528 totaling \$31,243.96

Payroll Fund (6680)

Warrants 7494 through 7502 and DD1382 – DD1388 totaling \$42,294.40

Warrants 7503 through 7504 and DD1389 – DD1391 totaling \$4,526.95

A discussion on documenting classes/workshops/and training for staff took place. Assistant Chief LeMay recommended documentation is done using Emergency Reporting software. A lengthy discussion followed regarding staff development within the 2011 Goals & Objectives.

Also discussed were various membership fees. This topic will be revisited at a future meeting.

New Business:

- Consultant Wendy Gillihan from Gryffin Business Solutions introduced herself to the Board and explained her human resources background and qualifications. A lengthy discussion ensued including Board members clarifying expectations for the review of the District Secretary salary project and clarification of project approach by Ms. Gillihan. Following the discussion, the Board directed Ms. Gillihan to complete the project for presentation at the March 24, 2011 Board meeting.

Chief Reports:

Assistant Chief Kessel briefed the Board on recent apparatus expenditures with vendor Meridian Hughes of Puyallup, Washington. Critical diagnostic information and recommendations for repairs were previously withheld from the District, resulting in unbudgeted expenses for 2011. Approval for the necessary repairs was given by Chief Kessel to the vendor with the request to provide documentation and replaced parts for verification. A lengthy discussion followed. Chief Kessel explained that options for alternative service vendors are limited. The new manager of Meridian Hughes has been forthcoming and honest regarding apparatus repair needs. Further, Chief Kessel will continue to be diligent in monitoring repairs. Following the discussion, Chief VanCamp recommended a transfer of funds from the District Reserve Fund to help pay for the unbudgeted costs. Commissioner Parsons suggested payment of repairs being made and then a review for possible transfer of funds once all unbudgeted expenses have been established.

Unfinished Business:

- Chief VanCamp reviewed the job descriptions for the Fire Chief and District Secretary. Minor revisions were suggested. Following the detailed review of the Fire Chief and District Secretary's job descriptions, Commissioner Getchman moved to approve the job descriptions as presented, with the minor revisions. Commissioner Small seconded the motion. The Board unanimously approved said job descriptions.

- Chief VanCamp reviewed the job descriptions for the Assistant Chiefs for Facilities and Equipment; Volunteer Management & Operations; and Training & Safety. Minor revisions were suggested. Following the detailed review of the Assistant Chief job descriptions, Commissioner Parsons moved to approve all the Assistant Chief job descriptions as presented, with the minor revisions. Commissioner Getchman seconded the motion. The Board unanimously approved the job descriptions for the Assistant Chiefs for Facilities and Equipment; Volunteer Management & Operations; and Training & Safety.
- Chief VanCamp reviewed Policy 1-01 "Board Roles & Responsibilities". Suggestions for minor revisions were made. A lengthy discussion took place on qualified meetings for Board members. This topic will be revisited at a future date. Following the review, Commissioner Parsons moved at approve Policy 1-01 as submitted with the minor revisions. Commissioner Getchman seconded the motion. The Board unanimously approved Policy 1-01 Board Roles & Responsibilities.
- The February 1st joint meeting with FD7's Board was briefly discussed. Chiefs from both departments will present the similarities and differences of their departments at the next joint meeting scheduled for March 1, 2011.

New Business:

- A revision to Policy 1.60 and creation of a new Capital Projects Fund was discussed. This would be a new fund used to track expenses and later bond revenues for the new fire station. All funds were detailed and discussed as well as unallocated monies and cash flow. A discussion on possibly dissolving the current Reserve Fund and moving monies into other funds took place. Following the lengthy discussion, Policy 1.60 & Resolutions 11-01 & 11-02 were tabled for a future date.

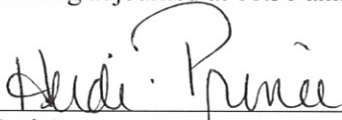
Executive Session:

At 10:31 am the regular meeting adjourned to executive session. The purpose of the session was to discuss employee performance. Estimated time was one hour. At 11:25 am the executive session concluded and the regular meeting convened.

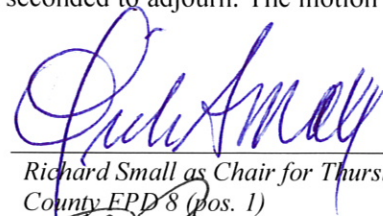
Announcements: *None*

Commissioner Comments:

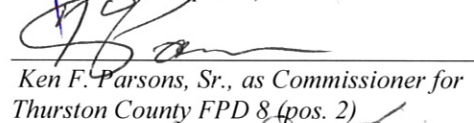
The Board announced that the next regular meeting will be held on Thursday, March 10, 2011, beginning at 8:30 am and will be held at Station 8-1. There being no further business the motion was made and seconded to adjourn. The motion was passed and the meeting adjourned at 11:30 am.



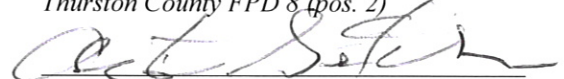
Heidi Prince as District Secretary for
Thurston County FPD 8



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)