

South Bay Fire Department – Citizens Advisory Group Meeting Minutes

June 12, 2014

* Underlines annotate action items

List of Attendees: Georgia Cutburth, Ron Schnell, Susan Goff, Frank Seiersen, Maureen Canny, Ken Parsons, Mark Lovrein, Gerald Bogar, Nick Libby, Phil Price, Judy Blythe, Carol Fry, Carrie Born, Burt Miller, Lee Blankenship, Jay Hillis, Todd Eckstein, Janet Rhodes, Cora Morley Eklund, Mike Born, Carolyn Logue, Camille Pedersen, Bill Pedersen and Commissioner Engle.

Commissioner Getchman and Chief VanCamp were also present to observe and facilitate the first portion of the meeting.

I. Call to order.

Chief VanCamp opened the meeting of the Citizens Advisory Group at 6:00 PM on 12 June, 2014 at South Bay Fire Department, Station 8-1. He started the meeting by welcoming everyone and then discussed a variety of issues and took questions from the citizens.

He ended his time by calling for nominations for Chairs and/or Co Chairs to lead the Citizens Advisory Group (CAG). It was suggested and agreed that there should be Committee Co-Chairs and Secretary. Camille Pedersen and Carolyn Logue were nominated as Co-Chairs and Todd Eckstein was nominated as Secretary. A recommendation was then made to close the nominations and approve those three individuals. The motion was seconded and passed by unanimous consent.

II. Approval of minutes from last meeting

N/A

III. Open issues

N/A

IV. New business

- a) Camille Pedersen discussed the Advisory Group Charter and emphasized that the committee should be inclusive and inviting so that all viewpoints could be shared.

- b) Carolyn Logue asked the group if everyone had e-mail and if that was the preferred means of communication. All present agreed to using e-mail as the primary means of communication.
- c) Chief VanCamp also agreed to add a CAG link to the South Bay Fire District's website so that we could post information to their site as well.
- d) Todd Eckstein will send out a spreadsheet of the e-mail addresses of the CAG members along with the meeting minutes when complete. It was agreed that the Meeting Minutes would also be posted to the SBFD website, but the e-mail listing of members would not be posted to the site. The CAG Charter would also be posted to the website.
- e) It was agreed that August 14th, 2014 at 6:00 PM would be the date for the next meeting.
- f) Carolyn then introduced Janet Rhodes who talked about the communication process, goals and the importance of talking points. Maureen Canny offered to help assist Janet with working on a list of Frequently Asked Questions (FAQs) with respect to the potential merger of Districts 7 and 8. Chief VanCamp also said that he could assist with answering many of those FAQs since much of that work had already been done. Committee Members were encouraged to e-mail any suggestions on that to Janet and Maureen.
- g) A suggestion was made that we inform District 7's Citizen Advisory Panel (CAP) of the formation of our committee and our desire to help them. Camille and Carolyn agreed to draft a letter to the District 7's CAP to that effect and also inviting them to all of our future meetings.
- h) A committee member asked if we could look at the number of people that we have on the CAG committee so that we could see what districts were represented, or more importantly, not represented. Chief VanCamp said that he could provide that information.
- i) It was noted that Commissioner Engle, who was present at the meeting, is the official liaison from our committee to the Fire Commissioners.
- j) A suggestion was made that we use nametags at the future meetings to get to know one another better. Camille and Carolyn offered to bring some nametags with them to the next meeting.
- k) A committee member asked if it was possible to have coffee at future meetings. Chief VanCamp offered to provide coffee and water at future meetings.

- 1) Committee Members then offered numerous ideas for potential future committee actions or agenda items.
 - 1) Recognition program for people in the community
 - 2) Learning about the operation of a Fire Department
 - 3) Demonstration of a response to an incident
 - 4) Discuss emergency preparedness and ways to promote it within the local community.
 - 5) Wild fire / home fire prevention
 - 6) Coordination with South Bay Elementary School for outreach opportunities

V. Adjournment

The meeting adjourned at 7:35 PM.

Minutes submitted by: Todd Eckstein

Minutes approved by: Camille Pederson & Carolyn Logue