

Steering Committee Minutes
March 2, 2007

1) Meeting was called to order at 4:00pm. In attendance: Robin Kaufman, Maria Keith, Diane Peters, Patti Perna, Jeff Frazier, Daniel Weinberg, Mark Davis, Tom Adam, Charles West, Aaron Boyd, Michael Howell, Melinda Hathaway, Jeff Larson.

2) Brief introductions were done, including the role of each person and the roles of the three sub-committees.

3) Review of SOW and Present Blue Prints: Maria Keith led us through the 10 page SOW she put together with information gathered by five of the members during a walk through several weeks ago. Minor additions were suggested by the present fire station shift. Mark Davis recommended a copy be forwarded to all shifts for review. Once completed, Mark Davis and Tom Adam can proceed with any alterations in the blue prints.

Several other stations were mentioned throughout the process for various reasons. Some of the members will attempt to visit station #29 as it was built as an energy saving station, station #44 and station #10 have some sleeping quarters, exercise areas and kitchen areas which we may want to view. Station #1 has a temporary fire station vehicle which we might be able to utilize when construction begins. Station #145 has mobile homes, which we might be able to use when construction begins.

Melinda Hathaway suggested a possible public bathroom addition towards the back of the building by the laundry/supply rooms.

Mark Davis and Tom Adam will communicate with each other and work on another walk through.

4) Other Items: Maria Keith passed out copies of a proposed newsletter which will be posted on our website and sent out via email. An updated version will be sent out monthly. Suggestions for additional items in the newsletters included feature stories of people/families who have had associations with the fire station for one reason or another, or have donated funds for a specific reason (i.e.: wife/husband/parent was saved due to their efforts, etc.). Another suggestion was the fire dog across America contest being sponsored by Circuit City ~ <http://web.firedog.com/acrossamerica/>.

Meeting adjourned 5:40 pm.

Respectively submitted by Robin Kaufman