

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5535 Cameron Road, Freeland, Washington  
December 11th, 2014 - 5:30 PM**

**Minutes**

**In Attendance:**

Chairman Kenon Simmons  
Commissioner Mike Helland  
Commissioner Bob Elliot  
Chief Paul Busch

**In Audience – DC Cotton, DC Beck, Gary Gabelein, Jared Russell, Alan Murray, Shane Cummins**

- I. Call to Order. Chairman Simmons called the meeting to order at 5:30PM.
- II. Pledge of Allegiance
- III. Approval of Agenda. Commissioner Elliot moved to approve the agenda, motion carried.
- IV. Public Input. None.
- V. Consent Agenda - All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS's Board of Commissioners for reading and study. They are considered to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
  - a. Approval of Minutes
    - i. Regular Meeting on November 13th
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$93,358.00
    - ii. Vendor Warrants \$ 223,793.14

Commissioner Helland moved to approve the consent agenda, motion carried.

- VI. New Business –
  - a) New Recruits—Firefighter Recruits: Shane Cummins, Sean Roberts, Alan Murray, Trevor Jones, and Jonathan Bryant. EMT Recruits: Peter Lett and Jared Russell. Lateral EMT: Kurt Buchholz. Deputy Chief Cotton introduced three recruits that were present.
  - b) Due to the rising cost of fuel provided by the county, SWFE will be entering a contract with South Whidbey School District #206 to purchase fuel from them instead. Commissioner Helland moved to approve the fuel sales agreement with South Whidbey School District #206, motion carried.
  - c) Deputy Chief Beck informed the group that Harmsen & Associates were well below bid for engineering services, costing \$8,400 per station for stations 32 and 33. Commissioner Helland moved to approve RFQ for engineering services for Harmsen & Associates, Inc. and authorize Chief Palmer to negotiate a contract.

- d) There were a total of seven bids for the mapping update service project, ranging from \$1,360-\$8,778.58. Tierra Right of Way had the low bid of \$1,360. Commissioner Elliot moved to approve the contract for Tierra Right of Way, motion carried.
- e) A lease agreement was presented between SWFE and Whidbey Telecom for use of the Bayview Tower Site for tactical channels that will cost SWFE \$850/month. Commissioner Elliot moved to approve the lease agreement, motion carried.
- f) Commissioner Helland moved to approve the one year extension of SWFE's contract with All Whidbey Topsoil for grounds maintenance, motion carried.
- g) Commissioner Helland moved to approve the one year extension of SWFE's contract with VRLE Coleman for janitorial services, motion carried.
- h) Commissioner Helland moved to approve the Residential Property Management Agreement between Tara Property Management South and SWFE for the property on Bayview, motion carried.
- i) Commissioner Elliot moved to approve Resolution 2014-15 to Cancel warrant# 653547, motion carried.

VII. Announcements: Chief Busch reminded the group that the Christmas Party was coming up on December 17<sup>th</sup>.

VIII. Varia. Chairman Simmons wanted to publically thank all the members of SWFE for their response during the snow storm.

IX. Executive Session—N/A

X. Action taken as result of Executive Session—N/A

XI. Chairman Simmons made a motion to conclude the meeting, motion carried at 5:52PM

Kay Butler  
District Secretary