

**ISLAND COUNTY FIRE DISTRICT #3**  
**REGULAR MEETING - BAYVIEW STATION**  
**MARCH 11, 1999**  
**5:00 P.M. - Giuseppe's Restaurant**  
**7:00 P.M. - Bayview Station**  
**Minutes**

In attendance:

Chairman Bruce Bell  
Commissioner Bill Benjamin  
Commissioner Mike Helland  
Chief Don Smith

Guests: VFIS Representative Karen Miltenberger

- I. Call to Order - Chairman Bell Called the meeting to order at Giuseppe's Restaurant at 5:10 P.M. at which time VFIS Representative Karen Miltenberger fielded questions and comments concerning the District's Insurance Policy.

Meeting recessed to the Bayview Station at 6:35 P.M.

Chairman Bell reconvened the meeting at 7:00 P.M. at the Bayview Station.

In attendance:

Chairman Bruce Bell  
Commissioner Bill Benjamin  
Commissioner Mike Helland  
Chief Don Smith

Guests: Karen Miltenberger  
Lt. Don Elliot

- II. Approval of Agenda - Commissioner Bell moved to approve the agenda moving Item V.(D) LOSAP after the Consent Agenda; motion carried.

III. Public Input - No input

- IV. Consent Agenda - All matters listed within the Consent Agenda have been distributed to each member of Island County Fire District #3'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  
1. February 10, 1999  
B. Report of Correspondences  
C. Finance Officer's Report

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- D. Monthly Vouchers -
  - Payroll - February 1-15, 1999 \$7,865.67
  - IRS Wire Transfer - \$2,774.88
  - Payroll - February 16-31, 1999 \$7,364.97
  - IRS Wire Transfers - \$2,578.53
  - Monthly Vouchers - February Vouchers - \$43,511.22
- E. Chief's Report
- F. Resolution 99-04 - Transfer of Funds (Diesel Tank)

Commissioner Helland moved to accept the Consent Agenda as printed; motion carried.

- V. D. LOSAP Program - The Board discussed with Karen Miltenberger issues concerning the parameters of the District's LOSAP program. Item tabled until Ms. Miltenberger forwards information from a VFIS attorney.

Taking advantage of Ms. Miltenberger's presence the Board discussed VFIS' Proposed Insurance update. Ms. Miltenberger was delighted to announce the District insurance premium was reduced by \$4,600 because of the District's aggressive risk management program.

Chairman Bell moved to increase the District's Liability Umbrella from \$3M to \$4M; motion defeated.

Chairman Bell moved to increase the Fidelity Bond Coverage from \$50K to \$100K; motion carried.

Commissioner Benjamin moved to accept the new insurance policy; motion carried.

At 7:30 P.M. Chairman Bell called a 15 minute Executive Session to discuss risk management in a real estate matter with Ms. Miltenberger. Meeting was reconvened at 7:45 P.M.

- V. Unfinished Business
  - A. Saratoga Station Project - The Chief updated the Board on the current progress with the County and the permit process. The Architect and staff are working through the punch list and some of the criteria has been lifted. Hopefully by the April Commissioners' Meeting all County planning requirements will be met.
  - B. Fiscal Management Policies - The Board directed the Chief to add the stipulation the District Checking accounts should be interest bearing or free of service charges. The final draft to be faxed to the Commissioners by March 22, 1999. Chairman Bell requested Commissioner Helland to review and report to the other Board members by March

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22, 1999.

- C. Freeland Station Project - Chief Smith informed the Board a letter of intent from Island County Commissioners is in process. Item tabled for Executive Session.
  - D. LOSAP Program - See above.
- VI. New Business
- A. 1999 Election of Commissioner Position 1 - The Chief confirmed all Board members received the election notice for ICFD#3 Commissioner Position 1.
  - B. Langley Annexation - Chief Smith met with Mayor Furman earlier today. Item tabled for Executive Session.
  - C. Organizational Policies - Chief Smith distributed the first draft of a new Organizational Policy for the Boards perusal. The Chair requested Commissioner Benjamin take responsibility for the review of this policy.
- VII. Announcements - The Chief announced there would be two training burns this weekend. One on Langley Road and the other on Mutiny Lane.
- VIII. Varia - The Secretary conferred with the Board requesting a date for a County wide Fire Commissioners meeting. March 24<sup>th</sup> was their preferred date.
- IX. Executive session - At 8:30 P.M. Chairman Bell recessed the meeting into Executive Session to discuss the Langley Annexation and the District's agreement with the Sheriff's Department and County Commissioners leasing a part of the new District office space in Freeland.
- The meeting reconvened at 9:07 P.M.
- X. Adjournment - Meeting adjourned at 9:07 P.M.

Paula Schuler  
District Secretary