

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
June 11th, 2015 - 5:30 PM**

MINUTES

In Attendance: Chairman Helland, Commissioner Elliot, Commissioner Simmons, Chief Palmer

In Audience: Chief Cotton, Chief Beck, Chief Moffatt, Gary Gabelein.

- I. Call to Order. Chairman Helland called the meeting to order at 5:30 P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons 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 May 14th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$69,252.25
 - ii. Vendor Warrants \$137,421.73

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

- VI. Unfinished Business –
 - a) ***Policy Manual Update.*** Chief Palmer gave a brief update on the progress of the policy manual. The final draft is finished. Chief Palmer will give it to the Commissioners to review. Chairman Helland asked for a summary sheet that would provide a summary of all the changes made. It will then be sent to the Officers who will have 30 days to review it and then it will be given to the members of the department to view. The Board will have a first reading of a resolution to adopt them in August and a final reading in September.
 - b) ***Bayview Project Update.*** Chief Palmer gave an update on the current status of the Bayview project. The District applied for a short plat amendment and Chief Palmer asked the Board of Commissioners to sign a document declaring Carletti Architects as our agent. Once this is done we can begin discussion on designing construction documents. The Commissioners signed the documents. Chairman Helland asked about when we will begin discussion on financing. Chief Palmer said we need to first get our permits and then once we get a cost estimate we can begin the conversation and he hopes to have a work session in the early fall with difference financing sources.

- VII. New Business –
- a) Resolution 2015-09 to Transfer Funds between Accounts. The presented Resolution would move \$28,000 from account 594.22.64.15 (Refurbish R36) to 594.22.63.34 (Station 34) to cover the cost of the generator and electrical costs for the new generator needed at Station 34. Commissioner Simmons moved to approve Resolution 2015-09 with the exception that the language referring to “Memorandum Attachment A” be removed since there was no attachment, motion carried.
 - b) Bid Award- All Phase Electrical to Replace ST34 Generator. Two bids were received for the new generator needed at Station 34. All Phase Electrical was the lowest bidder with a bid of \$22, 250. Commissioner Elliot moved to approve the bid award to All Phase Electrical with the low bid of \$22,250, motion carried.
- VIII. Announcements: Chief Palmer announced that the All Hazard Mitigation Plan will be ready for the Board of Commissioners to adopt at the next Board meeting.
- IX. Varia: None.
- X. Executive Session: None.
- XI. Action taken as result of Executive Session: N/A.
- XII. Conclude. Chairman Helland concluded the meeting at 5:55 P.M.

Kay Cope,
District Secretary