

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
January 13th, 2015 - 5:30 PM**

Minutes

In Attendance: Chairman Helland, Commissioner Simmons, Commissioner Elliot, Chief Palmer, Chief Beck, Chief Busch, & Chief Cotton.

In Audience: Ben Wantanabe, Becca Blackman

- I. Call to Order. Commissioner Simmons called the meeting to order at 5:30 P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Helland moved to approve the agenda; motion carried.
- IV. Annual Organizational Meeting.
 - a) Election of Chair—Commissioner Simmons moved to elect Commissioner Helland as Chairman for 2015; Motion carried.
 - b) Election of Vice Chair—Commissioner Simmons moved to elect Commissioner Elliot as Vice Chair for 2015 as well as the I-COM representative; Motion carried.
 - c) Board of Volunteer Fire Fighters Reps: To remain as they are: Eldon Baker, Kim Boenish as the alternate.
- V. Public Input.
- VI. 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 December 11th, 2014
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants 2014\$ 17,403.71
 - ii. Payroll Warrants 2015 \$ 49,311.23
 - iii. Vendor Warrants 2014 \$ 108,177.29
 - iv. Vendor Warrants 2015 \$ 195,147.13

Commissioner Elliot moved to approve the consent agenda, motion carried.
- VII. Unfinished Business –

Bayview Fire Station Progress Report. –Chief Palmer informed the Board that he and the architects have a pre-application meeting with Island County on January 22nd and will report on the happenings of the meeting at the next Board meeting.

Draft Policy Manual.—Chief Palmer handed each Commissioner an electronic version of the draft policy manual for their review. Chief presented a brief explanation of the chapters and informed the Board that he anticipates its launch in late March or early April.
- VIII. New Business –

New Recruit: Ariel Childers, EMT Academy. Chief Palmer told the Board that Ariel Childers had passes her initial testing and ask that the Board approve her as a member of the district. Commissioner Simmons moved to approve new recruit, Ariel Childers; motion carried.

Recognition of Gary Gabelein, retiring after 43 years of service to the community.—Chief Palmer publically acknowledged Firefighter, Gary Gabelein’s 43 years of service with South Whidbey Fire/EMS and remind everyone of his retirement party on January 27th at 19:30 at Station 36.

Resolution 2015-01. Cancel Warrant #653551 to Bias Software in the amount of \$368.10. Commissioner Simmons moved to approve Resolution 2015-01; motion carried.

Bid Award—The original low bidder for mapping services was unable to perform the job, thus Chief Palmer recommended that the Board award the bid to the second lowest bidder, Whidbey Mapping Services. Becca Blackman from Whidbey Mapping Services was present to introduce herself to the Board. Commissioner Simmons moved to approve the bid of \$2, 253.85 to Whidbey Mapping Services; motion carried.

Bid Award: Pest control.—The lowest bidder for pest control services was Absolute Pest Control with the bid amount of \$3,667.95. Commissioner Elliot moved to approve the bid; motion carried.

Bid Award : Overhead door services— The lowest bidder for overhead door services was Specialty Door Services with the bid amount of \$1,916.38. Commissioner Elliot moved to approve the bid; motion carried.

Bid Rejection: Tender fabrication—During the bidding process for two tenders, only one bid was received and it was over budget. Chief Beck and Chief Busch attempted to make some changes to reduce the price but the cost was still over budget. Chief Palmer made the recommendation to reject the bid and go back out to bid. Commissioner Elliot moved to approve the bid rejection; motion carried.

Contract Approval: Harmsen & Associates, INC. for engineering services.—Chief Palmer asked that the Board approve the contract with Harmsen & Associates, Inc. for the geotechnical engineering to be performed at stations 32 and 33. Commissioner Simmons moved to approve the contract; motion carried.

Change Order Approval: Izuzu utility vehicle—Chief Palmer informed the Board that the maintenance vehicle that we purchased needed to have in wall wiring installed and asked the Board to approve the single change order totaling \$2,574. Commissioner Simmons moved to approve the single change order; motion carried.

Set date for Annual Planning Retreat. — The Chief and Commissioners set January 24th at 8:00A.M as their date and time for their annual planning retreat.

Set Regular Commissioner Meeting Dates for 2014. — The Board agreed that the meetings would be held on the second Thursday of the month per the policy and no known changes are needed at this time.

IX. Announcements:

- Chief Palmer Announced the Retirement gathering for Gary Gabelein, January 27th, 19:30, Station 36.
- Chief Palmer announced that he will be teaching a CERT Course on Jan 31-Feb 1 at Station 31. This class is to train community members in becoming part of a Community Emergency Response Team and is part

of SWFE's long range disaster preparedness. Currently there are 21 people signed up for the class and 9 more for the next class.

- X. Varia: None.
- XI. Executive Session: None.
- XII. Action taken as result of Executive Session: N/A.
- XIII. Conclude. Commissioner Helland moved to conclude the meeting at 6:10 P. M.; motion carried.

Kay Butler,
District Secretary