

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
August 13, 2013 - 5:30 PM**

Minutes

In Attendance:

Chairman Mike Helland
Commissioner Kenon Simmons
Commissioner Bob Elliot
Chief Rusty Palmer

In audience: DC Beck, Christa Clutter, Ben Watanabe, Sherrye Wyatt, Gary Gabelein

- I. Call to Order – Chairman Helland called the meeting to order at 5:30pm.
- II. Pledge of Allegiance
- III. Approval of Agenda – Chief Palmer requested that subsection F under unfinished business be removed from the agenda. Commissioner Simmons moved to approve the agenda with the change; 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 July 11th, 2013.
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants – \$62,948.12
 - ii. Vendor Warrants – \$178,052.53
 - d. Chief's Report

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

- VI. Unfinished Business –
 - a. Chief Palmer introduced the new District Office Assistant Christa Clutter to the Board.
 - b. Update on fire boat fabrication – Chief Palmer reported that the boat is currently on target; completion of the welding on the hull is expected to be completed soon.
 - c. Update on Stations 31, 33, & 36 Repairs – Station 31 septic is complete, station 33 all work is complete, station 36 construction is at final stages of carpentry.
 - d. Update on Sign Technician Position – Chief Palmer informed the board that he and DC Beck will be interviewing three more candidates next Tuesday, August 20th.
 - e. Interlocal Agreement for Inspection Service through Island County – Chief Palmer reported the County attorney has updated the agreement with the language supplied by our District attorney; this allows the District to be part of the agreement without participating at this time.
 - f. ~~Contract Services – Whidbey General Hospital for EMS First Response.~~
- VII. New Business –

- a. Administration Office Copier – Commissioner Elliot moved to approve the copier lease with Bayshore Office in Anacortes; motion carried.
- b. Contract renewal Carletti Architects – Chief Palmer recommended the Board sign a contract for redesign work on the Bayview Administration building. Resolution 2013-06 increases the budget by \$15,000 to cover the cost; the additional expenditure will be funded out of the Capital Fund. Commissioner Simmons moved to approve the contract; motion carried.
- c. Lexipol – Chief Palmer recommended the Board approve and sign the online subscription service agreement to provide Policy writing. Resolution 2013-06 moves funds from Software to Subscriptions for the expenditure, no additional funding is needed. Commissioner Elliot moved to approve the agreement and Resolution 2013-06; motion carried. Chairman Helland will sign the agreement when the final signature page is received.
- d. Contract issue with APT – Chief Palmer informed the Board of a change order invoice that was received. The change order was not preapproved by the Chief or DC Beck and is currently in dispute with the company over the work that was done.

VIII. Announcements –

- a. Chief Palmer announced the annual Fire Commissioners conference will be in October.
- b. Chief Palmer announced that the Washington State Ratings Bureau was here July 24th and 25th. The rating should be available in a few months.
- c. Chief Palmer announced the audit for 2011/2012 is scheduled to begin September 17th.
- d. Chief Palmer informed the Board that the parts for the brush truck have been ordered but not received due to the fires in Eastern Washington.
- e. Chief Palmer will be out of the office August 14th - 16th.
- f. Commissioner Elliot announced he will be out of the state from September 9th – 23rd.

IX. Varia – none

X. Executive Session – The Board entered session at 5:58pm to discuss a personnel performance matter. The regular meeting reconvened at 6:10pm.

XI. Action taken as result of Executive Session – none

XII. Concluded – 6:10pm

Cindy Rehberg
District Secretary