

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
July 9th, 2015 - 5:30 PM**

Minutes

In Attendance: Chairman Helland, Commissioner Elliot, Chief Palmer

In Audience: Chief Beck, Chief Moffatt, Gary Gabelein, Sherrye Wyatt, Evan Thompson

- I. **Call to Order.** Chairman Helland called the meeting to order at 5:30 P.M.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Chief Palmer requested that an addition be made to the agenda by adding a bid award for hose under New Business. Commissioner Helland moved to approve the agenda with the addition of a bid award under New Business, motion carried.
- IV. **Public Input.** Sherrye Wyatt wanted to say thank you to all the firefighters who did such an outstanding job responding to the many calls over the 4th of July weekend.
- 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 June 11th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$79,726.22
 - ii. Vendor Warrants \$49,964.07

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

- VI. **Unfinished Business** –
 - a) Policy Manual Update. Chief Palmer informed the Board that currently the Commissioners and the Officers are reviewing the draft policy and so far he has received a few comments back. Chief Palmer said that he is on track for then releasing it to the members and doing a first reading at the August 13th regularly scheduled Commissioners Meeting.
- VII. **New Business** –
 - a) **Resolution 2015-10 Adoption of the Island County Multi-Jurisdiction Hazard Mitigation Plan.**
Commissioner Elliot moved to approve Resolution 2015-10, motion carried.
 - b) **Mid-Year Budget Review and Fund Transfers.** Chief Palmer handed out a memorandum for the Board of Commissioners that gave an overview of the current budget position and pointed out any foreseeable accounts that have the potential for budget overages. All around SWFE is on track for the year and in good standing. There are a few accounts where a transfer of funds is needed to stay on budget as outlined in Resolution 2015-11.

- c) **Resolution 2015-11 Transfer of Funds.** Commissioner Helland moved to approve Resolution 2015-11, motion carried.
- d) **Boat Update.** Chief Palmer informed the Board that the starboard engine needs repair. The estimate on that repair is \$40,000 but it wasn't determined what the breakdown of that cost is and it is still unknown what caused the damage. Chief will investigate further and report back when there is additional information.
- e) **Bid Award.** SWFE went out to bid for replacement hose and couplings. L.N. Curtis was the only bidder at \$29,240.77 which was under budget. Commissioner Elliot moved to approve the bid award to L.N. Curtis, motion carried.

VIII. **Announcements:** Chief Palmer echoed Sherrye Wyatt's earlier statement of gratitude to the firefighters of SWFE. Chief commended the firefighters on excellence of service provided to the community.

IX. **Varia:** Chairman Helland asked for a status update on the Bayview Project. Chief Palmer stated that SWFE is at the end of the process of the plat adjustment approval from Island County and then the next step will be to work through the documents to submit for construction plans.

X. **Executive Session:** 20 minutes to discuss personnel performance matters for 7 members.

XI. **Action taken as result of Executive Session:** None.

XII. **Conclude.** Chairman Helland concluded the meeting at 6:15 P.M.

Attest:

Kay Cope,
District Secretary