

**ISLAND COUNTY FIRE DISTRICT #3**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**October 13, 2011 – 5:30 P.M.**

**Minutes**

**In Attendance:**

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

**In Audience:** AC Paul Busch, DC Jon Beck, Div Chief Shields, Captain Mason, Liz Smith, Marie St Amand, Brian Vick

- I. Call to Order – Chairman Helland called the meeting to order at 5:33pm.
- II. Approval of Agenda – Chairman Helland requested to amend the agenda to include a 30 minute Executive session to discuss a personal performance matter. Commissioner Elliot moved to approve the amended agenda; motion carried.
- III. Public Input –none
- IV. So. Whidbey Volunteer FF & EMS - none
- V. 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
    - i. Regular Meeting September 15, 2011
  - b. Finance Officer's Reports
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$57,795.90
    - ii. Vendor Warrants \$92,269.95
  - d. Chief's ReportCommissioner Elliot moved to approve the consent agenda; motion carried.
- VI. Unfinished Business
  - a. MRSC Rosters – Chief Palmer presented the MRSC contract, a Public Agency Membership Contract, to the Board for approval. The district will join in January for Small Works rather than having its own roster. Commissioner Simmons moved to approve the contract, motion carried. Chairman Helland signed the contract.
  - b. Resolution 2011-08 – a resolution to use MRSC Small Public Works and Consulting Services Rosters. Commissioner Simmons moved to approve the resolution; motion carried. Signed by the Board in accordance with the MRSC contract.
- VII. New Business
  - a. Contract Approval, DCG Inc. – Chief Palmer presented the contract for engineering/design of the foundation for the Cultus Bay Tower Building. Commissioner Simmons moved to approve; motion carried.

- b. Liz Loomis Public Affairs Proposal – Chief Palmer presented the contract proposal for consulting services from Liz Loomis and requested approval for further discussions with Liz about her services. The contract would include marketing and public relations involving a possible lid lift in 2012. Chief Palmer presented the Board with a schedule of Lid Lift increments to consider in the process. The Board agreed they would like to meet with Liz as well. Commissioner Simmons moved to approve further discussions with Liz; motion carried.
- c. 2011 Audit Schedule – Chief Palmer updated the Board on the 2011 Audit which is set to begin on October 17th.
- d. Capital Improvement Plan – Chief Palmer presented a plan drafted by the Senior Staff to replace 48 vehicles over a 20 year period and manage the maintenance, remodel or replacement of District Facilities. The Board agreed that having this plan in place is a good financial planning tool but in the Districts current financial state it may not be possible to follow the plan. Commissioner Simmons and Chairman Helland expressed concerns about the need to increase revenue with a possible Lid Lift to continue operations and services to the community at our current levels.
- e. 2012 Preliminary Budget Discussion – Chief Palmer presented the most recent revision of the 2012 budget, highlighting the reason for areas with increases over last year. He discussed the possible grants for next year and the need they would fund for the District. The Capital expenditures were discussed in detail for need and the value which would be received based on the current amount budgeted for each item. The proposed Bayview Facility became a topic of discussion with the audience for input on the design and the lack of member support. Financial resources to fund the project were discussed by the Board and the timing of building the facility. The Board believes we need to educate the members and the community about the need for a new facility. The Board will review the Budget and give Chief Palmer more input prior to the next Commissioners meeting.

- VIII. Announcements - Chief Palmer announced the RFP release for IT Support Services as of today. Information will be presented in November about the applicants with a contract target of December. The Pancake Breakfast at Station 34 on Saturday October 15th at 8:00am was announced.
- IX. Varia – The November meeting will be moved to the 17<sup>th</sup> based on the Board members availability.
- X. Executive Session – Began at 7:22 pm. Chairman Helland dismissed the Chief, District Secretary and the audience for 30 minutes to discuss a performance matter related to membership. Commissioner Elliot and Simmons stayed for the executive session. Chairman Helland closed the Executive Session at 7:55 pm.
- XI. Action taken as result of Executive Session – No action was taken.
- XII. Adjournment – The meeting was adjourned at 7:56pm.

Cindy Rehberg  
District Secretary