

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
February 12th, 2015 - 5:30 PM**

MINUTES

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

In Audience: Gary Gabelein and Blythe Hirst, a representative from Rosenbauer.

- I. Call to Order. The meeting was called to order at 5:30PM by Chairman Helland.
- II. Pledge of Allegiance.
- III. Request for Executive Session. Chief Palmer requested a 10 minute executive session at the end of the meeting for the purpose of evaluating a public employee's performance. Commissioner Helland moved to approve the request for an executive session, motion carried.
- IV. Approval of Agenda. Commissioner Simmons moved to approve the agenda, motion carried.
- V. Public Input. Retired firefighter, Gary Gabelein, wished to express his gratitude to the Commissioners and everyone involved in putting together his retirement party.
- 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 January 13th, 2015
 - ii. Special Planning Retreat Meeting on January 24, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$93,344.65
 - ii. Vendor Warrants \$124,371.48

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

- VII. Unfinished Business –
 - a) Policy Manual update. Chief Palmer updated the Board on the status of the policy manual. Currently senior staff and officers have a draft of the policy manual for review. They have been asked to review for content and then return comments to Chief Palmer. Commissioner Helland wanted to make sure that everyone has ample time to review the document and requested that the deadline be extended to allow for this. The Board agreed upon a May 1st deadline for staff to return comments to Chief Palmer for review.
- VIII. New Business –
 - a) Resolution 2015-02: Cancel multiple warrants from 2015. Commissioner Simmons moved to approve Resolution 2015-02, motion carried.
 - b) Resolution 2015-03: Cancel Multiple Outstanding Warrants from previous years. Commissioner Elliot moved to approve Resolution 2015-03, motion carried.

c) Bid Award – Tender Fabrication.

The lowest bidder for the Tender Fabrication was Rosenbauer with the bid amount of \$581,719.84. The representative from Rosenbauer was present for the meeting and wanted to thank SWFE for their business. Chief Palmer requested the Board to allow him to negotiate the contract not to exceed the bid amount of \$581,719.84. Commissioner Elliot moved to approve the bid; motion carried.

d) Bid Award – IT Support Services.

The lowest bidder for IT Support Services was Ategan with the bid amount of \$82,070/year assuming that all of the IT needs remain the same as they are currently or \$64,003 with the proposal that they could potentially reduce the number of servers that SWFE has, thus lowering the cost to maintain the system. Chief Palmer requested that the Board approve the higher bid amount with the idea that they would work towards the lower bid amount. Commissioner Simmons moved to approve the bid, not to exceed \$82,070; motion carried.

e) Bid Award – Website Management Services

The lowest bidder for Website Management Services was Moxie Creek with the bid amount of \$450/month retainer; \$45/hour. The \$450/month retainer fee would be based off of 10hrs/month of website management and re-design. Commissioner Simmons moved to approve the bid; motion carried.

IX. Announcements:

1. Chief Palmer announced that the position of EMS Division Chief has now been advertised on WA Fire Chiefs and Daily Dispatch. The deadline for applications is March 30th.
2. Chief Palmer also updated the Board on those planning to attend the Northwest Leadership Conference. Three of the Lieutenant Trainees will be attending this year.

X. Varia: None.

XI. Executive Session. The Board entered into an executive session at 5:55PM.

XII. Action taken as result of Executive Session: No action taken.

XIII. Conclude. The meeting concluded at 6:05PM.

Kay Cope,
District Secretary