

ISLAND COUNTY FIRE DISTRICT #3
REGULAR MEETING - BAYVIEW STATION
January 10, 2002 - 7:00 P.M.
Minutes

In Attendance:

Chairman Bob Elliot
Commissioner Mike Helland
Commissioner Bill Benjamin
Commissioner-Elect Dennis Webster
Chief Don Smith

Guests:

FF Mike Angelo, Lt. Jerry Beck, Carl Beck, DC Don Elliot, Lt. Frank Mestemacher, Fay Elliot, John Carty, Lindy Benjamin, DC Les Hagstrom, FF Gary Gabelein, Penny Busch, AC Paul Busch, BC-SS Darin Reid, South Whidbey Record Reporter Gayle Saran

- I. Call to Order - Chairman Mike Helland called the meeting to order at 7:00 P.M. He then made a motion to move Item VII New Business C. Support Services Life Time Memberships to the beginning of the meeting; Motion carried.

- VII.C. Support Services Life Time Memberships - Chairman Helland moved to present Bill and Lindy Benjamin life time Support Services membership in appreciation for their services to the District over the last six year; Motion carried with Commissioner Benjamin abstaining.

The Board expressed their appreciation to Bill as he returned his badge and stepped down leaving his office after 6 years of service. The Commissioners presented him with a plaque and shared a small cake with the audience as an expression of their gratitude.

II. Annual Organizational Meeting

- A. Oath of Office/Welcome Commissioner Webster - Commissioner Elect Dennis Webster stepped forward and assumed the seat vacated by Commissioner Bill Benjamin. District Secretary Paula Schuler administered the oath of office and Commissioner Webster received his badge.
- B. Election of Chair - After the closing of nominations Commissioner Bob Elliot was unanimously elected Chairman for the Year 2002.
- C. Election of Vice-chair - After the closing of nominations Commissioner Mike Helland was unanimously elected Vice-Chairman for the Year 2002.
- D. Board of Volunteer Fire Fighters Representative - Commissioner Dennis Webster agreed to represent the Board of Commissioners on the Board for Volunteer Fire Fighters.

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- III. Approval of Agenda - Commissioner Helland moved to approve the agenda as printed with the correction of one word in the minutes of December 13, 2001 Minutes; motion carried.
- IV. Public Input - No input.
- 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
 - 1. December 13, 2001
 - B. Report of Correspondences
 - C. Finance Officer's Report
 - D. Monthly Vouchers -
 - 1. Payroll - December 1-15, 2001 - \$13,201.60
 - 2. Payroll - December 16-30, 2001 - \$12,549.55
 - 3. Payroll - Command \$168.30
 - 4. December 2001 Vouchers \$38,060.66
 - 5. January 2002 Vouchers 22,251.07
 - E. Chief's Report
 - F. Resolution 2002-01 Establishing the Position of Duty Chief (Attached)
 - G. Resolution 2002-02 Establishing the Stipend Positions of a High School Firefighter Program Coordinator, a EMS Coordinator, a Rescue Coordinator and Public Relation/Education Coordinator (Attached).

Commissioner Helland moved to accept the Consent Agenda as printed; motion carried.

- VI. Unfinished Business
- A. Saratoga Station Project - Chief Smith reminded everyone in the meeting room of the new station's open house 1:00-4:00 P.M. January 12, 2002.

During the course of business Chief Smith reported he had discovered a discrepancy in Fidelity's billing and has spent considerable time reconciling the account. He will be working with Fidelity to clear up the discrepancy.
 - B. Freeland Station - Chief Smith announced that the Freeland project was moving along so smoothly that it is ahead of schedule. Project Consultant John Carty warned the Commissioners though that the foul weather of winter was still ahead of us and could interfere

with the schedule.

The Freeland Sub-Area Planning committee declined the invitation for input on the exterior colors for the new Freeland Station. After reviewing several options of paint chips, samples of roofing and rockery, Commissioner Helland moved to approve New Port Cobble Stone for the rockery, Kingsport Grey for the siding and Colonial Red for the roof; motion carried.

- C. Land Acquisition - Tabled
- D. Clinton Station Remodel - John Carty stepped forward and offered to act as project consultant during the construction phase of the remodeling of the Clinton Station for the total sum of \$2,000. Commissioner Helland moved to accept Mr. Carty's offer; motion carried.

Chief Smith presented several architectural drawings of finished exterior possibilities for the Clinton face lift. The Board requested more drawing showing different rockery, etc.

The area between the station and house now being used as storage by Simmons Garage will be addressed in the February Regular Commissioners Meeting.

- E. Central Facility - Chief Smith earlier in the month distributed a request for ideas and visions for the new Central Facility to all senior officers due back January 15th. He plans to form a committee at a later date to process the information.
- F. District Policies Annual Review - Tabled

VII. New Business

- A. Surplus Equipment - Commissioner Helland moved to accept Resolution 2002-03 Surplusing Equipment; motion carried.
- B. Confirm Membership of FF Robin Flem - Commissioner Helland moved to confirm the membership of Fire Fighter Robin Flem; motion carried.
- C. Support Services Life Time Memberships - Addressed earlier in the meeting.
- D. Vehicle Depreciation Schedule - Chief Smith distributed a sample depreciation schedule and explained the nuances of the suggested plan. The Board requested the Chief put together a depreciation schedule to use as a tool for budgeting purchases and bring to the next meeting. Chairman Elliot will confer with the Chief in

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writing the schedule.

- E. Announcements - Commissioner Helland will be off island during the Open House Saturday.

Chief Smith informed the Board that the recruit physicals went extraordinarily well. During the processing of 28 recruits Doctor Young expressed his approval on how well organized process was.

VIII. Varia

Commissioner Helland:

- o Requested a meeting date to continue the team building exercises
- o Thanked the Board and Staff for the emotional support during his brothers illness and death.

Chief Smith

- o Introduced a letter signed by the Division Chiefs and the Assistant Chief requesting a full time training officer.
- o Captain Cotton is ready to interview the applicants for the Maintenance position. Chairman Elliot appointed Commissioner Webster to be part of the interviewing committee.
- o Chief Smith met with Baldwin Resources Group representative, Pat Roley, to discuss the 2002 Insurance Renewal. Mr. Roley will be at the next Regular Meeting to review any changes and warned the Board there the trickle down effect of September 11th could cause a 6-8% increase in premiums during next couple of years. At the Chief's request, Mr. Roley will look into an insurance risk pool.
- o Reminded the Board that the 2001 Books will be closing January 20th.
- o Suggested the Board starting thinking about future plans for use or disposal of the two stations to be vacated shortly.
- o E36 goes in next week for a replacement engine. The estimate came in under budget.

- IX. Executive Session - Chairman Elliot recessed the meeting for 10 minutes to discuss the Chief Annual Evaluation.

- X. Adjournment - Meeting adjourned at 8:45 P.M.

Paula Schuler
District Secretary