

**ISLAND COUNTY FIRE DISTRICT #3**

**REGULAR MEETING**

**5535 Cameron Road, Freeland, Washington**

**February 12, 2003 - 7:00 P.M.**

**MINUTES**

In attendance:

Chairman Dennis Webster  
Commissioner Mike Helland  
Commissioner Bob Elliot  
Chief Don Smith

Guests: Jerry Beck, and Gary Gabelein

- I. Call to Order - Chairman Webster called the meeting to order at 7:00 P.M.
- II. Approval of Agenda - Commissioner Helland moved to approve the agenda as printed; motion carried.
- III. Public Input - No input.  
So. Whidbey Volunteer FF & EMS Associations - No input.
- IV. 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. January 9, 2002 Regular Meeting
    2. January 16, 2002 Special Meeting
  - B. Report of Correspondences
  - C. Finance Officer's Report
  - D. Monthly Vouchers -
    1. Payroll - January 1-15, 2003 - \$14,712.99
    2. Payroll - January 16-32, 2003 - \$14,895.30
    3. Payroll - January IRS Command \$169.11
    4. 13<sup>th</sup> Month 2002 Vouchers \$3,595.88
    5. January 2003 Vouchers \$61,614.72
  - E. Chief's Report
  - F. Resolution 2003-01 2002 Budget Closure/2003 Budget finalized.

Commissioner Helland moved to approve the consent agenda as printed; motion carried.
- V. Unfinished Business
  - A. Freeland Station - Jenkins, Inc. hired JBC & Company, Inc. to complete the electrical work in question.

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Notice of completion is being advertised.

- B. Clinton Station Remodel - Through the efforts of the volunteers Freeland and Clinton stations have free lifetime TV cable service. Clinton Station completion was advertised last week. The slight problem with the flashing lights on the bay doors will be resolved shortly.
- C. Sale of Property - Two appraisers, one local and the other from Oak Harbor, have agreed to appraise the District's surplus properties. Both appraisers are extremely busy, and appraisals are at least 5 weeks out.

VI. New Business

- A. Surplus Vehicle #8002 (Resolution 2003-02) - Commissioner Helland moved to approve Resolution 2003-02 surplus the 1980 Ford/Stahl; motion carried.
- B. Cancel Warrant(Resolution 2003-03) - Commissioner Elliot moved to approve Resolution 2003-03; motion carried.
- C. Policy Review - Chief Smith reminded the Board that it is time for the 2003 Policy Review. The Board will bring any suggested changes to the April Meeting.
- D. Bush Point Station - No business.

VII. Announcements -

- o Commissioner Helland will be in New Zealand March 5 through March 28<sup>th</sup>.
- o Chief Smith will be out of the office February 13<sup>th</sup> through February 19<sup>th</sup>.
- o A part time Administrative Clerk has been selected. Out of 67 applications and 12 interviews the finalist, Vicki Lange, will begin work February 24, 2003.

VIII. Varia -

- o The Board agreed it was time to update the communication technology between the administrative offices and the Board. Chief Smith and Jerry Beck will research the options.
- o Chief Smith distributed identical packages to each commissioner and division chiefs containing the request/justification letters from 7 fire districts in the state who have responded to the District's ad to donate the Van

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Pelt engine. The Board and Division Chiefs will rate the requests and turn them back to the Chief by March 10<sup>th</sup> to compile the ratings for the March 12 meeting.

- IX. Executive Session - No executive session.
- X. Adjournment - Meeting adjourned at 8:10 P.M.

Paula Schuler  
District Secretary