

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
May 14th, 2015 - 5:30 PM
MINUTES

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

In Audience: Gary Gabelein, Sherrye Wyatt, Anne Bobinac.

- I. Call to Order. Chairman Helland called the meeting to order at 5:30 P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons moved to approve the agenda, motion carried.
- IV. Public Input. None.
- 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 April 9th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$83,885.34
 - ii. Vendor Warrants \$214,152.55

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

- VI. Unfinished Business –
 - a) Policy Manual Update. Chief Palmer gave a brief update on the progress of the policy manual update. There have been 67 pages worth of changes submitted to Chief for review. With that in mind, he will bring the draft to the June meeting for the Commissioner's review with a targeted July adoption of the policies.
- VII. New Business –
 - a) Interlocal Agreement – AFG Grant Agreement to replace Fire 1 Repeaters. Chief Palmer explained that this is an agreement between the City of Oak Harbor and all of the Fire Districts in Island County to replace the Fire 1 Repeaters through a Homeland Security Grant. SWFE will be responsible for a 1/5 share of the 10% match for the grant, which amounts to \$2,813.10. The Commissioners were asked to authorize Chief Palmer to sign and adopt the agreement on their behalf. Commissioner Simmons moved to approve the Interlocal Agreement, motion carried.
 - b) Interlocal Cooperative Purchase Agreement – with Clallam County Fire District 3 for apparatus purchasing. This purchase agreement allows Clallam County Fire District 3 to use our bid specifications, pricing, and bid language that SWFE used for the tender bid. Commissioner Elliot moved to approve the Interlocal Cooperative Purchase Agreement, motion carried.

VIII. Announcements:

- a.) Chief Palmer announced that Chief Moffatt has a planned start date of June 1, 2015 as the EMS Division Chief however; she is having difficulty finding a place to live. Due to her circumstances the Chief asked that if she is unable to find a place to live in time that the policy requiring her to live within district boundaries be temporarily be suspended.
- b.) The Chief informed the Board that they have begun looking for a new vehicle to replace the Chief's vehicle as budgeted for this year which will be purchased through state contract.
- c.) There will be a resolution at the next board meeting to switch money around to cover the cost of repairs on E34 and to replace the failed generator at Station 34. The funds for this will come from what was budgeted to refurbish R36 as a light air unit, which will not happen this year.
- d.) District Photos will be starting tonight, May 14th here at Station 31. Two other drill nights are scheduled.

IX. Varia: Commissioner Simmons expressed concern on getting the financial documents far enough in advance in order to properly review them. A brief discussion took place on possible solutions and changes that could be made. It was decided that the Administrative Assistant Finance will send out draft reports the week prior to the meeting to give the Commissioners more time to review. They will be notified the week of the meeting what changes, if any, were made. The financial reports will now be generated solely from bias and not done in excel to help expedite the process and eliminate the potential for error.

X. Executive Session: None.

XI. Action taken as result of Executive Session: N/A

XII. Conclude. Chairman Helland concluded the meeting at 5:58 P.M.

Attest:

Kay Cope,
District Secretary