

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
August 14th, 2014 - 5:30 PM

Draft Minutes

In Attendance:

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

In Audience: AC Busch, DC Cotton, DC Beck, DVC Shields, Kay Butler, Anne Collins

- I. Call to Order – Chairman Simmons called the meeting to order at 5:30pm.
 - II. Pledge of Allegiance
 - III. Approval of Agenda – Commissioner Helland 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 July 10th
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$90,384.90
 - ii. Vendor Warrants \$140,546.35
- Commissioner Elliot moved to approve the consent agenda; motion carried.
- VI. Unfinished Business –
 - a. Bayview Fire Station Update – Chief Palmer updated the Board on the progress of this station. Currently Carletti Architecture is working on the design of the building based on current needs of the District and the neighborhood ‘feel’. A private neighborhood meeting with the Chief and a Commissioner will take place before the final design. The placement of the training ground is being researched for the best design and cost scenario.
 - b. Second Reading of Amendment to SWFE Policy Chapter 4, Section 4.13 Salary and Benefits, Subsection 4.13.2.1 Legal Holidays – add statutory required unpaid holidays. Chief Palmer read the policy amendment. Commissioner Helland moved to approve the amended policy per the reading; motion carried.
 - VII. New Business –
 - a. Chief Palmer introduced the new Administrative Assistant - Finance Officer Kay Butler.
 - b. New Recruits – Lynda ‘Kepi’ Ross was welcomed to the District by the Board.
 - c. Bid Award – 3 year Septic Inspection and Service Onsite single bidder for \$3,780.43. Commissioner

These minutes are not official until approved in a Regular Commissioners meeting.

Helland moved to approve the bid; motion carried.

- d. Bid Award – HVAC AP Mechanical winning bid for \$16,631.10, four bidders total. Commissioner Helland moved to approve the bid with an additional \$1,630.50 for duct work if necessary; motion carried.
- e. Bid Award – SCBA Bottles and HUD Displays Sea Western winning bid for \$15,201.26, single bidder. Commissioner Elliot moved to approve the bid; motion carried.
- f. Bid Award – SCBA Assemblies and Clear command units, winning bid from Dalmatian Fire for \$12,067.42, single bidder. Commissioner Helland moved to approve the bid; motion carried.

VIII. Announcements – none

IX. Varia –

- a. The Chief proposed to the Board that the District create a Capital Fund in the accounting software and on the Annual Reports. The Chief will submit a resolution to the Board at the next meeting in September.
- b. Commissioner Helland requested an update on Lexipol. Chief Palmer stated that we are trying to meet a November deadline to release in January 2015.

X. Executive Session – none

XI. Action taken as result of Executive Session – NA

XII. Concluded – 5:55pm

Cindy Rehberg
District Secretary