

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**October 10, 2013 - 5:30 PM**

**Minutes**

In Attendance:

Chairman Mike Helland

Commissioner Kenon Simmons

Commissioner Bob Elliot

Chief Rusty Palmer

In audience: DC Cotton, DC Beck, DVC Shields, Sherrye Wyatt, Christina Parker, Andrew Gardner, Ashlon Durham, Brian Boyd.

- I. Call to Order – Chairman Helland called the meeting to order at 5:32pm.
- II. Pledge of Allegiance
- III. Approval of Agenda – Chief Palmer requested the Board add Resolution 2013-08 to the agenda under Real Estate Listing. Commissioner Simmons moved to approve the revised agenda; motion carried.
- IV. 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 September 12<sup>th</sup>, 2013, Special Meeting September 24<sup>th</sup>, 2013
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants – \$59,088.05
    - ii. Vendor Warrants – \$177,957.93

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

- V. Unfinished Business –
  - a. Real Estate Listing – Christina Parker presented the Board with market value sheets and comp values for the Thompson Rd Property. She recommended the Board price the property at 189-199,000; based on the current market. Commissioner Simmons moved to approve Resolution 2013-08 to surplus the Thompson Road property and place it on the market at 199,000; motion carried.
  - a. Update on fire boat fabrication – Chief Palmer informed the Board that the boat build is nearly caught up to the expected time frame and that the first grant reimbursement has been submitted to the Feds. North Cross Aluminum submitted their 4<sup>th</sup> invoice for payment; it will be included in the November checks. North Cross Aluminum also submitted 5 change orders for approval totaling under \$8000.00. Chief Palmer will review them but recommended a special meeting to discuss approval.
- VI. New Business –
  - a. New members – Chief Palmer introduced EMT Andrew Gardner and Academy recruits Ashlon Durham and Brian Boyd to the Board.
  - b. Software Licensing Agreement – Chief Palmer submitted the agreement to the Board recommending

approval of Image Trend software for our Records Management Software. Commissioner Simmons moved to approve the Chief to sign the agreement; motion carried.

- c. Initial budget discussion – Chief Palmer presented the current 2014 budget and a budget change analysis for 2013/14 for the Board to review. Revenues have dropped again for 2014 due to the lower Assessed Valuation and less Federal Grant funds for the upcoming year. The Board will have a Special Meeting on October 17<sup>th</sup> at 5:30pm to discuss the preliminary budget, approve boat change orders, and sign the WGH agreement.
- d. Discussion to move the annual Board meeting date – The Board discussed moving the annual meeting to the third quarter to allow more budget discussion of the upcoming year while the budget is being prepared.
- e. WFCA Health Care Program application – Commissioner Simmons moved to approve; motion carried. Chairman Helland signed the document.

VII. Announcements – none

VIII. Varia – Chairman Helland Signed the VFIS LOSAP contact designation form to change the contact from Vicki Lange to Cindy Rehberg.

IX. Executive Session – none

X. Action taken as result of Executive Session –

XI. Concluded – 6:25

Cindy Rehberg  
District Secretary