

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
June 13, 2013 - 5:30 PM**

Minutes

In Attendance:

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

In audience: DC Cotton, Vicki Lange, Gary Gabelein

- I. Call to Order – Chairman Helland called the meeting to order at 5:32pm.
 - 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 May 14, 2013.
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants – \$86,476.89
 - ii. Vendor Warrants – \$339,624.34
 - d. Chief’s Report
- Commissioner Simmons moved to approve the consent agenda; motion carried.
- VI. Unfinished Business –
 - a. Update on fire boat fabrication – Chief Palmer informed the board that the fire boat is almost ready for the first inspection. The second payment is in the vendor warrants for this month.
 - VII. New Business –
 - a. Draft Interlocal Agreement – Whidbey General Hospital for EMS services. The COO has the draft agreement; it passed through the hospital’s legal team without change and should be ready for approval soon.
 - b. Interlocal Agreement – Island County will not move forward with the Fire Inspections agreement without all of the Island County Fire Districts signatures. The District has advised the county that we are not prepared to sign the existing agreement. Chief Palmer recommended the board not sign the agreement as currently written.
 - c. Office Assistant Position – Commissioner Elliot moved to approve a permanent part time Office Assistant to work in the district office for 30 hours per week; motion carried. Funds to cover the wages for the remainder of 2013 were moved from another budget line item that will not be used in 2013.
 - d. Purchasing Agreement – State of Washington Department of Enterprise Service. Commissioner Simmons moved to sign the agreement; motion carried.
 - e. Septic tank issues – Chief Palmer informed the board of septic issues at stations 31 & 35. Station 31 tanks

need replaced, one is sinking and one is collapsing. The bid is currently out, a meeting was set for Tuesday June 25th to approve the winning bid and move forward with work ASAP. Station 35 has tree root intrusion. The situation will be assessed by a professional to remove/replace trees to protect the septic system and repair the current damage.

VIII. Announcements –

- a. Chief Palmer announced that all of our recruits have passed the firefighter academy and will graduate Saturday June 22nd.
- b. Chief Palmer announced all EMT recruits that have taken the state test have passed. Only one remains and is in the process of testing during the meeting.

IX. Varia –

- a. Chief Palmer gave the board information regarding a building to rent in Bayview for the district administration office. The building has enough square footage but would require a remodel of the inside to accommodate the administration staff. Carletti Architects is working on a plan to build the administration building separately as an option for the board to consider until funds are available to build the station and training facilities.
- b. Chief Palmer updated the board on the possibility of an Associate Membership program. The district has received some interest in a program for Associate Members and has received two applications to be involved. The Chief is still looking at the design of the program before bringing it to the board.
- c. Chief Palmer informed the board of a roof issue discovered today at station 36. The roof was leaking during pressure washing; DC Beck will have a Roof Subcontractor evaluate the damage.

X. Executive Session –none

XI. Action taken as result of Executive Session –

XII. Concluded – 6:25pm

Cindy Rehberg
District Secretary