

ISLAND COUNTY FIRE DISTRICT #3
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
January 12, 2012– 5:30 P.M.

Minutes

In Attendance:

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

In Audience: AC Busch, DC Cotton, DC Beck, Div. Chief Shields, Gary Gabelein

- I. Call to Order – Chairman Helland called the meeting to order at 5:30pm.
- II. Approval of Agenda – Commissioner Simmons moved to approve the agenda; motion carried.
- III. Oath of Office – Chairman Helland administered the Oath of Office to Commissioner Elliot.
- IV. Annual Organizational Meeting
 - a. Election of Chair – Commissioner Elliot moved to elect Commissioner Simmons as Chairman for 2012; motion carried.
 - b. Election of Vice-Chair – Commissioner Elliot moved to elect Commissioner Helland as Vice Chair for 2012; motion carried.
 - c. Board of Volunteer Fire Fighters Representative – tabled until the Regular February Meeting, Chief Palmer will work on a nomination and election process to fill the position.
- V. Public Input – Gary Gabelein gave recognition to the Volunteers that responded to the fatality incident on Christmas Day.
- VI. So. Whidbey Volunteer FF & EMS – Association closed as of December 31, 2011.
- VII. 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
 - i. Regular Meeting December 15, 2011
 - b. Finance Officer's Reports – December 31, 2011 & January 2012
 - c. Monthly Vouchers –
 - i. Payroll Warrants Dec 2011 - \$27,064.60
 - ii. Vendor Warrants Dec 31, 2011 – \$91,246.47
 - iii. Payroll Warrants Jan 2012 – \$29,86.74
 - iv. Vendor Warrants Jan 2012 – \$100,507.57
 - d. Chief's Report
 - e. Resolution 2012-01 – canceling warrant
 - f. Resolution 2012-02 – canceling warrantCommissioner Elliot moved to approve the consent agenda; motion carried.
- VIII. Unfinished Business
 - a. 2011 Audit Report – The State Auditor exit meeting is scheduled for Tuesday, January 17th at 3:30pm.
 - b. Bayview Fire Station – Chief Palmer gave the Board an update on the permit process. He recently received a response from Carletti Architects to resolve some issues with the Conditional Use Permit. The District is currently waiting for Island County to respond.

Island County Fire District #3
Regular Commissioners Meeting
January 12, 2012 – Minutes

- IX. New Business –
 - a. LOSAP Authorized party signature form – Commissioner Helland moved to approve the changes; motion carried. Chairman Simmons signed the Authorized party form.
 - b. Job Description Amendments – Chief Palmer presented the Board with updated job descriptions for the Officer positions and the Sign Technician position. Commissioner Helland moved to approve the Sign Technician as written; motion carried. Commissioner Helland moved to forum the Officers job descriptions until the February meeting so that they may review them.
- X. Announcements – Chief Palmer announced the Commissioner’s Strategic Planning Retreat, January 21, 2012, 08:30-16:30, Saratoga Inn, Langley
- XI. Varia – none
- XII. Executive Session – none
- XIII. Action taken as result of Executive Session – n/a
- XIV. Adjournment – The meeting was adjourned at 5:58pm.

Cindy Rehberg
District Secretary