

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5535 Cameron Road, Freeland, Washington  
November 13th, 2014 - 5:30 PM**

**In Attendance:**

**Chairman Simmons  
Commissioner Helland  
Commissioner Elliot  
Chief Palmer**

**In Audience:** Chief Cotton, Chief Beck, Chief Shields, Gary Gabelein, Ben Watanabe, Anne Collins, Ariel Childers.

**Agenda**

- I. Call to Order. Commissioner Simmons called the meeting to order at: 5:30PM.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Helland made a motion to approve the agenda.
- 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. Special Meeting on November 6<sup>th</sup> and Regular Meeting October 14<sup>th</sup>
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$60,221.87
    - ii. Vendor Warrants \$126,892.59

Commissioner Helland made a motion to approve the Consent Agenda.

- VI. Unfinished Business –
  - a. Bayview Facility progress report. Chief Palmer reported the neighborhood meeting was a success. 6 neighbors attended. Also, he provided information on a USDA Loan for rural development. He will gather more information and report back.
  - b. County Hazard Mitigation Plan update. Chief Palmer reported working with Bayview Consultants via DEM to broaden the scope to include all hazards. End result being that we would adopt Island County's plan.
- VII. New Business –
  - a. Discussion of boundary limitations for potential new members. Chief Palmer was given the lee-way to extend the boundary. Commissioner Helland made a motion to suspend the policy on residency requirements for volunteers. Commissioner Elliot seconded the motion.

- b. WFCFA Healthcare Program Enrollment Form Signed By Board Member. Commissioner Helland made a motion to approve the WFCFA Healthcare Program Enrollment form and signed the document.
- c. Volunteer Retention Marketing Consultant Contract Approval. Discussion of the contract with Sherrye Wyatt. New agreement will run from 11/13 to 6/15, no changes, dollar value remains the same. Commissioner Helland made a motion to approve the VRMC Contract, Commissioner Elliot seconded the motion.
- d. Professional Services Contract Approval for Architectural Services—Carletti Architects. This contract will take us through the bidding process. \$300,000 in budget this year came in at \$270,261, with the extra \$30,000 for contingencies. Commissioner Elliot made a motion to approve the VRMC Contract, Commissioner Helland seconded the motion.
- e. Resolution 2014-11 to cancel warrant# 653407 to WiFire Coffee Bar. Commissioner Elliot made a motion to approve Resolution 2014-11, Commissioner Helland seconded the motion.
- f. Resolution 2014-12 to cancel warrant#653348 to American Surveying & Engineering. Commissioner Helland made a motion to approve Resolution 2014-12. Commissioner Elliot seconded the motion.
- g. 2015 Draft Budget presented for Board Review. Commissioner Helland discussed the vacation buy-back for the three Deputy Chief's. Chief Palmer said the new Lexipol Policy Manual makes no provision for vacation buy back. Commissioner Helland said to leave them for the 2015 budget, but know the evolution is they will not be in the 2016 Budget. Further discussion on a shared leave program. Chief Palmer advised there were some legal requirements to be met and will gather the information and present at a later meeting.
  - i. Resolution 2014-13 Levy Certification and Budget Approval. Commissioner Helland made a motion to approve Resolution 2014-13. Commissioner Simmons wanted it noted the 2015 budget is 2.3% less than the 2014 budget, and 63 items were not funded. Commissioner Elliot seconded the motion. All three commissioners expressed their appreciation to all of the staff's hard work on the budget.
  - ii. Resolution 2014-14 Levy Ordinance for 1% Increase, \$27,955.68. Commissioner Helland made a motion to approve Resolution 2014-14. Commissioner Elliot seconded the motion

VIII. Announcements – Commissioner Helland wanted to wish everyone an early “Happy Thanksgiving.”

IX. Varia - none

X. Executive Session – Commissioner Helland asked for a 10 minute Executive Session to discuss a Public Employee's Performance, started at 5:55 p.m.

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- XI. Action taken as result of Executive Session. Meeting called back to order at 6:07 p.m. Commissioner Helland said to amend the approval of the 2015 budget to include a 3.5% raise plus the 1.5% COLA for all employees, including Chief Palmer.
  
- XII. Concluded. Commissioner Helland concluded the meeting at: 6:09 PM.

Vicki Lange for Kay Butler  
District Secretary