

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5535 Cameron Road, Freeland, Washington  
November 12th, 2015 - 5:30 PM**

**Minutes**

**In Attendance: Chairman Helland, Commissioner Simmons, Commissioner Elliot, Chief Palmer**

**In Audience: Chief Busch, Chief Beck, Chief Cotton, Chief Moffatt, Sherrye Wyatt, Gary Gabelein, Evan Thompson, Mari St Amand.**

- I. Call to Order. Chairman Helland called the meeting to order at 5:30 P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Elliot moved to approve the agenda, motion carried.
- IV. Public Input. Sherrye Wyatt thanked SWFE for their preparedness in regards to the high wind warning for the day and night.
- 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 on October 8th, 2015
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$89,976.40
    - ii. Vendor Warrants \$120,509.46

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

- VI. New Business –
  - a) WFCA Healthcare Program Enrollment Form Signed By Board Member. Chairman Helland signed the enrollment form.
  - b) 2016 Draft Budget presented for Board Review. Chief Palmer mentioned that there weren't many changes to the budget that was previously presented other than the revenue worksheet was updated, the new Deputy Chief position was added, and that since the two tenders wouldn't be finished this year they would have to be added back into the 2016 budget.
    - i. Resolution 2015- 15 Levy Certification and Budget Approval. Commissioner Simmons moved to approve Resolution 2015-15, motion carried.
    - ii. Resolution 2015- 16 Levy Ordinance for 1% Increase. Commissioner Elliot moved to approve Resolution 2015-16, motion carried.
  - c) Resolution 2015-17: Surplus Property for Disposal. Commissioner Elliot moved to approve Resolution 2015-17, motion carried.
  - d) Resolution 2015-18: Fund Transfers. Commissioner Simmons moved to approve Resolution 2015-18, motion carried.

- a) Bid Award for HVAC Upgrades for Stations 31 & 32. Two bids were received for the HVAC Upgrades. True Mechanical was the lowest bidder with a bid of \$58,386 which included the option for an extra heat pump. Commissioner Simmons moved to approve the bid award to True Mechanical with the low bid of \$58,386 including an extra heat pump, motion carried.

VII. Announcements:

- Audit Exit Interview Scheduled for November 19<sup>th</sup>, 2015 at 4:00P.M. Station 31.
- Chairman Helland wished everyone a Happy Thanksgiving.
- Sherrye Wyatt wanted to announce that there was a special section in the South Whidbey Record that was a “Salute to the Firefighters/EMT’s.”

VIII. Varia: None.

IX. Executive Session: N/A

X. Action taken as result of Executive Session: N/A

XI. Conclude. Chairman Helland concluded the meeting at 5:53 P.M.

Kay Cope,  
District Secretary