

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**Minutes of the Regular Meeting on June 14, 2016 at 19:00**

**CALL TO ORDER**

- Chairman Bruce Carman called the meeting to order at 19:00. Also in attendance were Commissioner Larry Wall, Commissioner Jerry Goen, Chief Michael Brown, Secretary Sarah Pedersen and other interested parties.

**PUBLIC COMMENT**

- None

**APPROVE MINUTES OF REGULAR MEETING HELD APRIL 12, 2016**

- By mutual consent, the Board approved the minutes of the Regular Meeting held April 12, 2016, and Special Meeting Minutes held April 7, 2016.

**APPROVE EXPENDITURES:**

- General Batch #33G for Vouchers 692—717 dated 05/18/16 in the amount of \$4,832.83
- General Batch #34G for Vouchers 718—732 dated 05/25/16 in the amount of \$5,591.68
- Payroll Batch #35D for Vouchers 733—809 dated 05/25/16 in the amount of \$ 55,362.21
- Payroll Batch #36E for Vouchers 16-05 dated 05/25/16 in the amount of \$16,741.12
- Payroll Batch #37P for Vouchers 810-813 dated 05/25/16 in the amount of \$16,481.33
- General Batch #38G for Vouchers 814—828 dated 06/01/16 in the amount of \$ 9,578.74
- Payroll Batch #39G for Vouchers 829-842 dated 06/08/16 in the amount of \$6,173.28
- Payroll Batch #40G for Vouchers 843-863 dated 06/15/16 in the amount of \$33,481.40

**REVIEW INVESTMENTS**

- After review the Board ratified investments #18 through #23 made by Investment Officer Michael Brown or Alternate Investment Officer Sarah Pedersen.

**FINANCIAL REPORT**

- The Board reviewed the Financial Report showing district equity for Cash Activity during April 2016, which balances to the report from the Island County Treasurer.

**UNFINISHED BUSINESS:**

- Buildings – Ground
  - Valdez Construction Update
    - Chief Brown notified the Board the District will be finalizing documentation to the state in preparation of the release of the retainage to Valdez Construction.
  - Admin Bldg HVAC
    - Chief Brown notified the Board the District received two bids for the HVAC replacement; Barron Heating and Air Conditioning for of \$317,290.95, and Blythe Plumbing and Heating for \$775,465.80.
    - Chief Brown recommended that the Board award the contract to Barron Heating and Air Conditioning for the lesser of the two heating systems presented in the bid.
    - The Board approved the contract to Barron Heating and Air Conditioning by mutual consent.
    - Financing options for the project will discussed at the next regular meeting.
- Personnel
  - Personnel Leaving:
    - Chief Brown announced the following personnel leaving:
      - \* Anema, James
      - \* Armstrong, Rebecca
      - \* Koorn, Marvin
      - \* Lawson, George

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**UNFINISHED BUSINESS, CONTINUED**

\* Simmons, Andrea

**NEW BUSINESS**

- None

**CHIEF'S REPORT**

- Future Planning Meeting Date
  - Chief Brown and the Board set the date of the next Future Planning Meeting to June 28<sup>th</sup>, 2016.
- MSAR Academy update
  - Chief Brown notified the Board that the MSAR academy has been completed and students will receive an orientation regarding membership in the District.
- Island County Road Project
  - Chief Brown presented the Commissioners with a road map for the potential County plans. The Board has authorized Chief Brown to sign any documentation relating to the project.
- Safety House update
  - Chief Brown notified the Board that the floor is down and the walls are being constructed. The District is hoping for an August completion.
- ST21 Open House
  - Chief Brown noted that the public response at the open house was positive.

**COMMISSIONER REPORTS**

- Chairman Carman reported that he attended the WFCAs Saturday Series Conference in Chelan with Commissioner Goen.
- Commissioner Goen notified Chief Brown that he would like to see options for a pickup to tow the marine boat.
- Commissioner Wall made a motion to approve the Chief to hire two lieutenants; there was no second motion. Motion was tabled until the Special Meeting on June 28<sup>th</sup>.

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 19:48.

Attest:

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Sarah Pedersen, Secretary to the Board