

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**Minutes of the Regular Meeting on May 10, 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 #24G for Vouchers 516—531 dated 04/13/16 in the amount of \$18,744.74
- General Batch #25G for Vouchers 532—553 dated 04/20/16 in the amount of \$42,779.85
- Payroll Batch #26D for Vouchers 554—633 dated 04/20/16 in the amount of \$ 57,669.45
- Payroll Batch #27E for Vouchers 16-04 dated 04/20/16 in the amount of \$17,128.34
- Payroll Batch #28P for Vouchers 634-637 dated 04/20/16 in the amount of \$16,939.87
- General Batch #29G for Vouchers 638—653 dated 04/27/16 in the amount of \$ 7,269.82
- Payroll Batch #30P for Voucher 654 dated 04/27/16 in the amount of \$ 1,385.68
- Payroll Batch #31G for Vouchers 655-673 dated 05/04/16 in the amount of \$67,182.76
- Payroll Batch #32G for Vouchers 674-691 dated 05/11/16 in the amount of \$37,007.04

**REVIEW INVESTMENTS**

- After review the Board ratified investments #13 through #17 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 March 2016, which balances to the report from the Island County Treasurer.

**UNFINISHED BUSINESS:**

- Buildings – Ground
  - Valdez Construction Update
    - Chief Brown notified the Board that Valdez Construction has not requested final retainer payment and the District is waiting on final documentation to release it.
    - Chief Brown noted there is a possible generator issue that needs to be resolved.
    - The Board stated that they were pleased with the new building.
  - Admin Bldg HVAC
    - Chief Brown notified the Board that the HVAC system is currently out for bid. The bid opening will be on May 25th, 2016, at 1pm, and no action will be taken at that time.
- Personnel
  - EMT Class/Recruit Academy
    - Chief Brown announced that six academy students and six EMT students would be graduating this year. The graduation ceremony will be on May 19th at 6pm.
  - MSAR
    - The District received twenty external applications for the MSAR program.
    - Island County MSAR Academy will start on May 31<sup>st</sup> for selected applicants.
    - The Board reviewed and approved the updated MSAR policy; a question was asked about how the BVFF point system will work for MSAR only District members. The District Secretary will research and report to the Board.

**NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS**  
**Administration Building, 770 NE Midway Blvd., #1, Oak Harbor, Washington**  
**Minutes of the Regular Meeting on May 10, 2016 at 19:00**

UNFINISHED BUSINESS continued:

- Personnel Leaving:
  - Chief Brown announced the following personnel leaving:
    - \* Cook, James
    - \* McWilliams, Dakota
    - \* Mellenthin, Brian
    - \* Nelson, David
    - \* Smith, Justin

**NEW BUSINESS**

- Resolution 413 to Cancel Warrant 00505638
  - By mutual consent, Resolution 413 was cancelled.
- Resolution 414 for Surplus Auction List
  - The Board reviewed and approved Resolution 414.

**CHIEF'S REPORT**

- Future Planning Meeting Date
  - Chief Brown and the Board set a tentative date of June 28<sup>th</sup>, 2016, as discussed at the Special Meeting.
- Oak Harbor Surplus Auction
  - Chief Brown reminded the Board that the Surplus Auction would be held on June 11th. The Board decided that no District vehicles would be placed in the Auction at this time.
- PPE Donation
  - Chief Brown asked the Board to donate old PPE items that are no longer usable to the District. The Board agreed by mutual consent.
- Policy Updates
  - The Board reviewed and approved Policy 16-01: MSAR Program by mutual consent.
  - The Board review and approved Policy 04-09: Volunteer Shift and Pay by mutual consent.
- Admin Building Roof
  - Chief Brown notified the Board that a roofer would be coming to the administrative building to inspect the leaks.

**COMMISSIONER REPORTS**

- Chairman Carman reported that he attended an ICOM meeting on Monday and that their July meeting is being moved to July 5<sup>th</sup>, 2016.

**ADJOURN MEETING**

- There being no further business and by mutual consent, the regular meeting of the Board adjourned at 19:47.

Attest:

---

Sarah Pedersen, Secretary to the Board