

**ISLAND COUNTY FIRE DISTRICT #3**  
**REGULAR MEETING - BAYVIEW STATION**  
**December 13, 2001 - 7:00 P.M.**  
**Minutes**

In Attendance:

Chairman Mike Helland  
Commissioner Bill Benjamin  
Commissioner Bob Elliot  
Chief Don Smith

Audience: Lt. Jerry Beck, DC Les Hagstrom, Lindy Benjamin,  
Dennis Webster, John Carty, AC Paul Busch, DC Don Elliot,  
BC-SS Darin Reid

- I. Call to Order - Chairman Helland called the meeting to order at 7:03 P.M.
- II. Approval of Agenda - Commissioner Benjamin moved to approve the agenda as printed; motion carried.
- III. Public Input - Lt. Jerry Beck thanked Commissioner Benjamin for his commitment to the community and the Fire District, and the great job he has done for the last six years as a commissioner.
- IV. 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
    1. November 8, 2001
    2. November 15, 2001
    3. November 19, 2001
    4. November 29, 2001
    5. December 1, 2001
  - B. Report of Correspondences
  - C. Finance Officer's Report
  - D. Monthly Vouchers -
    1. Payroll - November 1-15, 2001 - \$13,587.05
    2. Payroll - November 16-30, 2001 - \$13,251.00
    3. Payroll - Command \$164.48
    4. November Vouchers \$236,681.70
  - E. Chief's Report
  - F. Resolution 2001-13 2002 Salaries
  - G. Resolution 2001-14 Volunteer Reimbursement
  - H. Resolution 2001-15 Purchasing Procedures for Estimates between \$10,000 and \$50,000

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Commissioner Benjamin moved to approve the Consent Agenda as printed with the correction to Resolution 2001-13; motion carried.

V. Unfinished Business

A. Saratoga Station Project - Chief Smith reported he heard seconded hand that Wescott Floors was contacted to repair the flooring at the new station. A fresh air ventilator is scheduled for installation to remedy the ventilation/exhaust fan oversight.

The Board requested letters of invitation to the dedication be sent to past commissioners Bob McGinty and Bruce Bell.

B. Freeland Station - The contractor contacted the District regarding the bid specifications of a one year warranty on the water line. Freeland Water requires a 2 year warranty. Commissioner Helland moved to authorize Chief Smith to contact Freeland Water District and assure the Water District that the Fire District will be responsible for the second year of the warranty.

Project Consultant John Carty reported that the underground plumbing has been inspected and ready for coverup. The project is on schedule but he expects there will be a few days lost this winter during bad weather. The soil at the building site is the best he has seen in years.

C. Land Acquisition - Chairman Helland volunteered to work with the community on Thompson Road during the District's conceptualization process.

D. Clinton Station Remodel - The architect is writing in the details to the remodeling plans. There is a question of water ~~main~~ meter size. Chairman Helland's advice is to contact Island County Health Department on waste water disposal capacity in making any decision on this matter.

The Board discussed the need for a Project Consultant. Everyone agreed the consultant has relieved the pressure on the staff and board. Chief Smith will refer back to the advertisement used for the Freeland project as to the need to re-advertise for the position.

E. 2002 Expenditure Budget - Commissioner Benjamin moved to approve the 2002 Expenditure Budget as presented; motion carried.

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- F. Organizational Development - As recommended by Chris Kane the Board agreed to revisit the organizational development process with the participating officers at the February 16<sup>th</sup> Officers Meeting.
- VI. New Business
- A. District Policies Annual Review - Tabled for the January 2002 meeting.
  - B. Confirmation of Membership - FF Charles Maddox and FF Alison Neschke - Commissioner Elliot moved to approve the memberships for FF Charles Maddox and FF Alison Neschke; motion carried.
- VII. Announcements -
- Chairman Helland expressed his appreciation for Commissioner Benjamin's services for the past 6 years to the Board of Commissioners and the community of South Whidbey Island.
- He Also wished everyone Happy Holidays.
- Commissioner Elliot shared an article regarding L&I inspections from the WSAFC Newsletter. In his opinion according to the article ICFD3 is in relatively good shape.
- VIII. Varia - Commissioner Benjamin inquired as to the status of SOPs on green lights, and children at drills.
- IX. Executive Session - No Executive Session
- X. Adjournment - Meeting adjourned at 8:25 P.M.

Paula Schuler  
District Secretary