



CITY COUNCIL AGENDA

865 SE Barrington Drive, Oak Harbor, WA 98277

March 17, 2014

6:00 p.m.

- 1. CALL TO ORDER**
 - Invocation/Pledge of Allegiance
 - Excuse Absent Councilmembers

- 2. HONORS AND RECOGNITIONS**
 - a. Recognition of Firefighter Andrew Moon for outstanding service

- 3. PRESENTATIONS**
 - a. Navy League – Butch Bailey (President)

- 4. APPROVAL OF AGENDA**

- 5. CITIZEN COMMENT PERIOD**

- 6. CONSENT AGENDA**
 - a. Minutes of the Regular and Special City Council meeting held on March 3, 2014
 - b. Approval of Accounts Payable and Check Numbers
 - c. Interlocal Agreement with Oak Harbor School District for 2015 Marathon Bus Services
 - d. Copier Contract Renewals with Xerox to upgrade Copiers in Development Services and the Senior Center
 - e. Purchase Authorization for Traffic Paint via State Contract #01312 from Alpine Products for the Streets Division
 - f. Professional Services Agreement with Gray & Osborne, Inc. for the Deception and Canoe Pass water line inspection and assessment

- 7. STAFF, MAYOR AND COUNCIL COMMENTS**
 - a. City Administrator
 - b. Mayor
 - c. Councilmembers

- 8. ORDINANCE AND RESOLUTIONS**



865 SE Barrington Drive, Oak Harbor, WA 98277

March 17, 2014

6:00 p.m.

-
9. **PUBLIC HEARINGS/PUBLIC MEETINGS**
 - a. Ordinance 1716: 1000 SE City Beach Street Rezoning
 - b. Resolution 15-06: Authorizing the Marina to Auction Delinquent Vessels

 10. **UNFINISHED BUSINESS**

 11. **NEW BUSINESS**
 - a. Planning Commission Annual Report for 2014
 - b. Fire Department Annual Report for 2014

 12. **ADJOURNMENT**

As a courtesy to Council and the audience, PLEASE TURN YOUR CELL PHONES OFF before the meeting begins. During the meeting's Public Comments section, Council will listen to your input regarding subjects of concern or interest that are not on the agenda.

For scheduled public hearings, if you wish to speak, please sign your name to the sign-up sheet, located in the Council Chambers. The Council will take all information under advisement. To ensure your comments are recorded properly, state your name and address clearly into the microphone. Please limit your comments to three minutes in order that other citizens have sufficient time to speak.

Thank you for participating in your City Government!

To assure disabled persons the opportunity to participate in or benefit from City services, please provide 24-hour advance notice to the City Clerk at (360) 279-4539 for additional arrangements to reasonably accommodate special needs.

Oak Harbor City Council
Regular Meeting Minutes
March 3, 2015

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 6:00 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tem Paggao
Councilmember Joel Servatius
Councilmember Jim Campbell
Councilmember Rick Almberg
Councilmember Bob Severns
Councilmember Beth Munns

Staff Present:

City Administrator Dr. Cort
Finance Director Dr. Merriman
City Attorney Nikki Esparza
Chief of Fire Ray Merrill
Public Works Director Cathy Rosen
Development Services Director Steve Powers
Deputy Chief of Police/Captain Teri Gardner
Executive Assistant to Mayor Kellye Mazzoli
City Clerk Anna Thompson
Fire Department Personnel

Councilmember Hizon was absent.

PLEDGE OF ALLEGIANCE/INVOCATION

Pastor Ron Lawler of Family Bible Church gave the Invocation and Mayor Scott Dudley led Pledge of Allegiance.

HONORS AND RECOGNITIONS

Councilmember Severns read the Proclamation of St. Patrick's Day. Mike Thelen on behalf of The Irish Wildlife Society accepted the Proclamation.

The Irish Wildlife Society passed out invitations to Mayor and City Council to the St. Patrick's Day Parade scheduled for March 17, 2015.

Motion: Councilmember Munns moved to excuse Councilmember Hizon, seconded by Councilmember Almberg. Motion unanimously approved.

Fire Chief Ray Merrill recognized the following Fire Department Employee for Years of Service:

- Steve McCalmont – 25 years
- Angela Braunstein – 10 years
- Shannon Holcomb – 10 years

PRESENTATIONS

Dutch Strehle, Commandant of the Marine Corp League, provided a brief presentation of the Whidbey Island Marine Corp League.

Elks Lodge Representative Melissa Riker, 2015 Race Director, provided the Council with an update on the 2015 Whidbey Island Marathon.

APPROVAL OF AGENDA

Motion: Councilmember Servatius moved to move Consent Agenda Item 6.d to New Business Item 11.c, second by Councilmember Munns, unanimously approved.

Motion: Councilmember Servatius moved to approve the Agenda as amended, Seconded by Councilmember Severns, unanimously approved.

CITIZEN COMMENT PERIOD

Mayor Scott Dudley opened the citizen comment period at 6:39.

Citizen Speaking

Jason Tritt of the Main Street Merchants Association

Mayor Dudley closed the public comment period at 6:41 p.m.

CONSENT AGENDA

- a. Minutes of the Special City Council meeting held on February 20, 2015 and Workshop held February 25, 2015
- b. Approval of Accounts Payable and Check Numbers
- c. Update to the Transportation Element of the Comprehensive Plan - Consultant Request for Proposal
- d. ~~Wastewater Treatment Plant - Request for Proposals for Construction Management~~
- e. Authorization to Bid - One (1) Front Load Refuse Truck
- f. Application for For Hire (Taxi) License - All Island Express Taxi, LLC
- g. Whidbey Pedestrian Crossing - Consultant Request for Proposal Note
- h. Waterfront Trail Repair - Consultant Request for Proposal
- i. Authorize the Mayor to sign CWSRF Funding Agreements with Department of Ecology

Councilmember AlMBERG pulled item Consent Agenda Item 6.g

Motion: Councilmember Servatius moved to approve Consent Agenda Items 6 (a) through (c) and (e), (f), (h) and (i). Motion seconded by Councilmember Severns, unanimously approved.

Consent Agenda Item 6.g Whidbey Pedestrian Crossing – Consultant Request for Proposal

Councilmember AlMBERG asked Deputy Chief of Police/ Captain Teri Gardner what measures the Police Department has taken to censure the increasing number of jaywalkers on Whidbey Avenue as suggested by the Engineer's opinion letter regarding the proposed Whidbey Avenue Pedestrian Crosswalk.

Motion: Councilmember AlMBERG moved to suspend the Council Rules, seconded by Councilmember Munns, unanimously approved.

Discussion among Council and Mayor regarding additional Police Department traffic patrol in the relevant area.

Motion: Councilmember AlMBERG moved to approve the Consent Agenda Item 6.g, Motion seconded by Councilmember Munns, unanimously approved.

STAFF, MAYOR AND COUNCIL COMMENTS

City Administrator

Dr. Cort suggested re-scheduling the Workshop previously set for March 17, 2015 at 4:00 p.m. due to the St. Patrick's Day Parade.

Councilmember Servatius suggested moving the iPad Workshop to the March 25, 2015 regularly scheduled Workshop.

The Council agreed to move the iPad Workshop to March 25, 2015 on the regularly scheduled workshop.

Dr. Cort assured the Council and citizens that the City is working to build a Waste Water Treatment Plant at the State's standards and to best serve the community. Staff proposes to schedule a Workshop Meeting on April 7, 2015 at 2:00 p.m. to provide the most current information regarding the Waste Water Treatment Plan.

The Council agreed to schedule the Waste Water Treatment Plant Workshop on April 7, 2015 at 2:00 p.m.

Mayor

Mayor Dudley encouraged transparency regarding the Waste Water Treatment Plant project and added that nothing is final as the facility design is just at 30%.

The Mayor expressed concern about closing the RV Park during the construction phase of the Waste Water Treatment Plant. He hopes to be able to relocate the construction work space in another location in order to keep the RV Park open.

Mayor Dudley announced new art in Council Chambers, created by Sharon Tryon.

Councilmembers

Mayor Pro Tem Paggao spoke to the concern of the rising Waste Water Treatment Plant costs.

Councilmember Campbell stated that a citizen may have an available lot to lend to the RV Park on a temporary basis.

Councilmember Almberg explained that staff has answered as many questions as possible regarding the Waste Water Treatment Plant but at this time so early in the design phase, not all questions are known.

Councilmember Munns noted the success of the City Action Days in Olympia.

Councilmember Severns opined that Council needs to become more involved in the management of the Waste Water Treatment Plant project. He added that he plans to work toward keeping the RV Park open.

Councilmember Servatius stated that he would like Council to be provided with information regarding the Waste Water Treatment Plant as soon as possible and to be involved in the process.

Mayor Scott Dudley called a 5 minute recess at 7:25 p.m. and reconvened the meeting at 7:35 p.m.

ORDINANCE AND RESOLUTIONS

Resolution 1501: Approval of Fairway Point Final Plat, Division 3

Senior Planner Cac Kamak provided the staff report.

Mayor Dudley opened the meeting for public comment at 7:39 p.m., no comments, closed at 7:39 p.m.

Council asked questions about the proposed final plant and the Applicant Brian Gentry answered Council's questions.

Mayor Pro Tem Paggao asked about the buffer between the residential homes and the golf course. Development Services Director Steve Powers answered his questions.

Resolution 1501: Approval of Fairway Point Final Plat, Division 3

Motion: Councilmember Servatius moved to approve Resolution 1501, seconded by Councilmember Severns, unanimously approved.

PUBLIC HEARINGS/PUBLIC MEETINGS

Resolution 1503: 2015 Comprehensive Plan Amendment Docket

Senior Planner Cac Kamak provided the staff report.

Mayor Scott Dudley opened the Public Hearing at 7:50 p.m., no comments, closed at 7:50 p.m.

Resolution 1503: 2015 Comprehensive Plan Amendment Docket

Motion: Councilmember Severns moved to approve Resolution 15-03 a resolution adopting the 2015 Comprehensive Plan Amendment Docket, seconded by Councilmember Munns, unanimously approved.

UNFINISHED BUSINESS

NEW BUSINESS

Economic Development Coordinator – Action to Approve Position Description
City Administrator Dr. Cort provided the staff report.

Mayor Dudley opened the item for public comment at 7:58 p.m., no comment, closed at 7:58 p.m.

Questions and discussion among the Councilmembers.

Economic Development Coordinator – Action to Approve Position Description

Motion: Councilmember Servatius moved to approve the Position Description for a full-time Economic Development Coordinator, motion seconded by Councilmember Munns, unanimously approved.

Approve Contract with Ameresco for Lighting Upgrade Project
Public Works Director Cathy Rosen provided the staff report.

Mayor Dudley opened the item for public comment at 8:13 p.m., no comment, closed at 8:13 p.m.

Approve Contract with Ameresco for Lighting Upgrade Project

Motion: Councilmember Severns moved to authorize the Mayor to sign the Energy Service Proposal (Professional Services Contract) with Ameresco for lighting upgrades, motion seconded by Councilmember Servatius, motion unanimously approved.

Motion: Councilmember Severns moved to authorize the Mayor to sign the acceptance of the Department of Commerce Grant in the amount of \$210,000. Motion seconded by Councilmember Almborg, motion passed unanimously.

11.c. Wastewater Treatment Plant – Request for Proposals for Construction Management
City Engineer Joe Stowell provided the staff report.

Mayor Dudley opened the item for public comment at 8:21 p.m., no comment, closed at 8:21 p.m.

11.c Wastewater Treatment Plant – Request for Proposals for Construction Management

Motion: Councilmember Servatius moved to authorize staff to solicit proposals from Construction Management companies to support City staff during construction of the new waste water treatment plant project. Motion seconded by Councilmember Munns, motion passed unanimously.

Waste Water Treatment Plant - Request for Progress Reports

Main Motion: Councilmember Severns moved that City staff, through the City administrator, provide regular progress reports after April 7, 2015 related to the WWTP, in narrative and written form which shall include but not be limited to:

- 1) Permit acquisitions;
- 2) Cost estimates;
- 3) Project design information;
- 4) Scheduling, including any extensions and delays;
- 5) A list of approved grants and other outside funding sources that will be available to contribute to the costs of the WWTP;
- 6) Any other significant developments in the project that could affect the cost of the project or the time of its completion.

These progress reports should be submitted in written form ~~consisting of 1-2 pages~~ and provided to Council members prior to the council meetings held on first and third Tuesday of each calendar month. Oral progress reports shall also be provided by the City Administrator or a staff member designated by him at each Council meeting held on the first and third Tuesday of each calendar month. Progress reports in this form shall be submitted until the completion of the project or further vote of the Council to modify this requirement.

Main Motion seconded by Councilmember Almberg.

Discussion among Mayor and Councilmembers.

Motion to Amend: Councilmember Campbell moved to amend the Main Motion to strike the language “consisting of 1 - 2 pages,” seconded by Councilmember Servatius. Motion to Amend approved unanimously.

Main Motion as Amended passed unanimously.

ADJOURNMENT

Councilmember Campbell moved to adjourn, second by Councilmember Almberg, and unanimously approved.

The meeting adjourned at 8:46 p.m.

Anna M. Thompson, City Clerk

Oak Harbor City Council
Special Meeting Minutes – 5:00 p.m.
March 3, 2015

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 5:00 p.m.

ROLL CALL

City Council Present:

Mayor Scott Dudley
Mayor Pro Tem Danny Paggao
Councilmember Rick Almberg
Councilmember Jim Campbell
Councilmember Bob Severns
Councilmember Beth Munns
Councilmember Joel Servatius

Staff Present:

City Administrator Dr. Cort
Finance Director Dr. Merriman
City Attorney Nikki Esparza
Development Services Director Steve Powers
Development Services Assistant Kathy Gifford
Public Works Director Cathy Rosen
Chief of Fire Ray Merrill
Executive Assistant to the Mayor Kellye Mazzoli
City Clerk Anna Thompson

Councilmember Tara Hizon was absent.

AGENDA

Granicus, Inc. Media Services Presentation

Finance Director Dr. Merriman announced the item for discussion and then Granicus Representative Josh Hurni provided the power point presentation remotely via GoToMeeting.

Questions and discussion among Councilmembers, staff and Mr. Hurni.

Councilmembers Almberg and Severns asked to see cost breakdown of the products.

ADJOURNMENT

Mayor Scott Dudley adjourned the meeting at 5:50 p.m.

Anna M. Thompson, City Clerk

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.b
Date: March 17, 2015
Subject: Approval of Accounts Payable
and Check Numbers

FROM: Dr. Merriman, Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

I move to approve:

Accounts Payable Vouchers and Payroll Checks, see Voucher Numbers and Check Numbers listed in the Background/ Summary Information section below.

BACKGROUND / SUMMARY INFORMATION

Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (vouchers) payment. The documentation that regularly supports the signature coversheets is attached. Claim coversheets will be prior prior to the City Council meeting for appropriate Council signatures.

The following Voucher and Chekc Numbers are submitted for approval:

Accounts Payable Voucher Numbers:

-Voucher Numbers 161576 through 161731 in the amount of \$487,317.24.

Payroll Check Numbers:

- Direct Deposit check numbers 33926 through 34055.
- EFT check numbers 693 through 695.
- Payroll check numbers 97870 through 97884.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Voucher Listing \(1\)](#)
2. [Voucher Listing \(2\)](#)

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161576	3/6/2015	0000950 LICENSING, WASHINGTON STATE DEPT OF	030315		CONCEALED WEAPONS PERMITS	633.00
					Total :	633.00
161577	3/9/2015	0000066 AWC EMPLOYEES BENEFITS TRUST	030915		PREMIUMS	41.67
					Total :	41.67
161578	3/9/2015	0000860 STANDARD INSURANCE COMPANY	022815		LONG TERM DISABILITY	4,547.86
					Total :	4,547.86
161579	3/11/2015	0006845 48 NORTH	33988		MAR 2015 ADVERTISING	555.00
					Total :	555.00
161580	3/11/2015	0007449 A-1 PERFORMANCE, INC	22295 22374		JANITORIAL SERVICES JANITORIAL SERVICES	320.32 2,848.42
					Total :	3,168.74
161581	3/11/2015	0000007 AA ELECTRIC	9005		FIRE ALARM PANEL	186.57
					Total :	186.57
161582	3/11/2015	0000028 ALL ISLAND LOCK & KEY	23644 23679 49584 53670		KEYS KEYS COMBINATION CHANGE KEYS	10.87 15.58 157.07 15.65
					Total :	199.17
161583	3/11/2015	0006984 AMERICAN PETROLEUM	3504021815		OIL	350.01
					Total :	350.01
161584	3/11/2015	0000042 ANACORTES, CITY OF	900-9080-00 901-9080-01 901-9080-02		FEB 2015/WATER PURCHASED FEB 2015/WATER PURCHASED FEB 2015/WATER PURCHASED	118,345.00 954.07 8,331.07
					Total :	127,630.14
161585	3/11/2015	0002044 ANACORTES.NET/HOW IT WORKS	35880		FEB 2015/WEB HOSTING	75.00
					Total :	75.00
161586	3/11/2015	0005001 ARAMARK	1987650716		UNIFORM SERVICES	58.34

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161586	3/11/2015	0005001 ARAMARK	(Continued)			
			1987742635		UNIFORM SERVICES	58.34
			1987799671		UNIFORM SERVICES	38.22
			1987799674		UNIFORM SERVICES	58.58
			1987806317		UNIFORM SERVICES	12.76
			1987806318		UNIFORM SERVICES	30.12
			1987806319		UNIFORM SERVICES	12.84
			1987806320		UNIFORM SERVICES	22.71
			1987806321		UNIFORM SERVICES	20.03
			1987806322		UNIFORM SERVICES	42.31
			1987806323		UNIFORM SERVICES	11.89
			1987811108		UNIFORM SERVICES	58.52
			1987817765		UNIFORM SERVICES	14.12
			1987817766		UNIFORM SERVICES	30.12
			1987817767		UNIFORM SERVICES	12.13
			1987817768		UNIFORM SERVICES	22.71
			1987817769		UNIFORM SERVICES	20.03
			1987817770		UNIFORM SERVICES	173.88
			1987817771		UNIFORM SERVICES	11.89
			1987822505		UNIFORM SERVICES	38.22
			1987822508		UNIFORM SERVICES	58.34
			1987829084		UNIFORM SERVICES	18.47
			1987829085		UNIFORM SERVICES	30.12
			1987829086		UNIFORM SERVICES	49.83
			1987829087		UNIFORM SERVICES	22.71
			1987829088		UNIFORM SERVICES	20.03
			1987829089		UNIFORM SERVICES	42.31
			1987829090		UNIFORM SERVICES	11.89
			1987833834		UNIFORM SERVICES	58.58
			1987840380		UNIFORM SERVICES	26.89
			1987840381		UNIFORM SERVICES	30.12
			1987840382		UNIFORM SERVICES	12.44
			1987840383		UNIFORM SERVICES	22.71
			1987840384		UNIFORM SERVICES	20.03
			1987840385		UNIFORM SERVICES	42.31
			1987840386		UNIFORM SERVICES	11.89
			1987845130		UNIFORM SERVICES	38.22

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161586	3/11/2015	0005001 ARAMARK	(Continued) 1987845133		UNIFORM SERVICES	58.70
					Total :	1,323.35
161587	3/11/2015	0006865 ARMADA	022715		FEE/37-990127-01/04-017000-01/32-0260	1,084.23
					Total :	1,084.23
161588	3/11/2015	0000053 ARROW PEST CONTROL, INC	158553		PEST CONTROL	108.70
					Total :	108.70
161589	3/11/2015	0004256 ARSON INVESTIGATORS, INTERNATIONAL A 71441			MEMBERSHIP	140.00
					Total :	140.00
161590	3/11/2015	0004019 ASSOCIATED PETROLEUM PRODUCTS	0709047-IN		FUEL	5,053.62
					Total :	5,053.62
161591	3/11/2015	0000055 ASSOCIATION OF WASHINGTON	021815		2015 DRUG ALCOHOL TESTING CONSC	2,099.00
					Total :	2,099.00
161592	3/11/2015	0000159 AT&T MOBILITY	287249477751X0224201		AIRCARDS	485.20
					Total :	485.20
161593	3/11/2015	0000065 AVOCET ENVIRONMENTAL TESTING	1500549-IN		TESTING	105.00
					Total :	105.00
161594	3/11/2015	0004733 BARRON HEATING & AIR COND, INC	160028		PILOT PARTS	473.05
					Total :	473.05
161595	3/11/2015	0000109 BLUMENTHAL UNIFORMS	119254 119794		SHIRT/ESPARZA GLOVES/YZAGUIRRE	140.20 42.28
					Total :	182.48
161596	3/11/2015	0000118 BOSTEC, INC	30540		TESTING SUPPLIES	205.44
					Total :	205.44
161597	3/11/2015	0000627 CAPITAL ONE COMMERCIAL	134356895211 142864895211		SUPPLIES SUPPLIES	1,716.92 2,051.46

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161597	3/11/2015	0000627 0000627 CAPITAL ONE COMMERCIAL	(Continued)			Total : 3,768.38
161598	3/11/2015	0000157 CDW GOVERNMENT, INC	SQ23908 SQ93544		UPS SMART ONLINE 2U RM SVN 3Y CE	803.41 45.21 Total : 848.62
161599	3/11/2015	0000160 CENTRAL WELDING SUPPLY	A26887		EDGE REGULATOR	593.40 Total : 593.40
161600	3/11/2015	0000188 CODE PUBLISHING COMPANY	49117		MUNICIPAL CODE UPDATES	265.54 Total : 265.54
161601	3/11/2015	0005773 COMCAST	022415 8498300270032002 8498300270032028 8498300271046803		DENTAL SERVICES CABLE XFINITY INTERNET	342.00 124.89 13.47 235.89 Total : 716.25
161602	3/11/2015	0000197 CONCRETE NORWEST	111457 112016 112317		R/M PRODUCTS WASHED ROCK CY 0155A	21.74 223.84 348.39 Total : 593.97
161603	3/11/2015	0007724 CONNECT HEARING	329		HEARING TESTS	25.00 Total : 25.00
161604	3/11/2015	0007737 CORE PROFESSIONAL SERVICES, LL	030215		BUSINESS LICENSE REFUND	25.00 Total : 25.00
161605	3/11/2015	0000202 COREY OIL COMPANY	79590		FUEL	9.74 Total : 9.74
161606	3/11/2015	0000220 CUMMINS NORTHWEST, INC	001-45075 005-9618		WATER PUMP ANNUAL RENEWAL	191.71 375.02 Total : 566.73
161607	3/11/2015	0000222 CUSTOM ENGRAVING	15-157		OAK LEAF	34.78

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161607	3/11/2015	0000222 0000222 CUSTOM ENGRAVING			(Continued)	Total : 34.78
161608	3/11/2015	0000256 DAY WIRELESS SYSTEMS	379736		PART	269.11
						Total : 269.11
161609	3/11/2015	0000247 DIAMOND RENTALS	1-500608-38		PORTABLES	49.95
			1-500619-38		PORTABLES	49.95
			1-509920-22		PORTABLES	49.95
			1-515826-13		PORTABLES	49.95
			1-521401-5		PORTABLES	49.95
			1-521402-5		PORTABLES	99.90
			1-522682-4		PORTABLES	49.95
			1-524882		RAILROAD TIES	273.92
			1-525338		CAP	20.10
						Total : 693.62
161610	3/11/2015	0000257 DUTCH MAID CLEANERS	022815		FEB 2015/LAUNDRY SERVICES	304.83
			1084		UNIFORM CLEANING	25.00
						Total : 329.83
161611	3/11/2015	0000273 EDGE ANALYTICAL, INC	15-03465		TESTING	18.00
						Total : 18.00
161612	3/11/2015	0006209 ELLIOTT TIRE & SERVICE, INC	094868		TIRES	1,337.55
						Total : 1,337.55
161613	3/11/2015	0001666 ENVIRO-CLEAN EQUIPMENT	4821085		STANDARD HEAD SKID	927.16
						Total : 927.16
161614	3/11/2015	0005826 ESPARZA, NIKKI	TRAVEL ADVANCE		TRAVEL ADVANCE	94.50
						Total : 94.50
161615	3/11/2015	0007350 EVAN PILCHIK PHOTOGRAPHY	W-7		PHOTOGRAPHY SERVICES	4,027.50
						Total : 4,027.50
161616	3/11/2015	0002900 FASTENAL	WAOAK19363		IC WB CAUTN BLU/HIVIS YLW	18.83
			WAOAK19368		VISOR	14.70
			WAOAK19390		HDG	13.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161616	3/11/2015	0002900 FASTENAL	(Continued) WAOAK19429		PULLER	241.54
Total :						288.91
161617	3/11/2015	0000355 FRONTIER	240-2350 279-1060 675-1568 675-1669 675-5190 675-6858 679-0500 679-1640 679-1651 679-1789 679-2530 679-2628 679-3902 679-8477		CURRENT PHONE CHARGES CURRENT PHONE CHARGES	1,327.42 69.32 231.06 63.84 47.11 63.84 68.01 63.99 63.84 63.99 69.17 360.35 69.54 89.37
Total :						2,650.85
161618	3/11/2015	0000329 GALLS	002760507 002760510 003075944 003111413 003139681 003145927		PANTS HI-VIS REFLECTIVE PUBLIC SAFETY J/ BOOTS/HOPKINS SPEAKERS SHIRTS/MERRILL NAMEPLATES	-69.99 -252.00 135.88 178.27 118.41 16.64
Total :						127.21
161619	3/11/2015	0001706 GARDNER, PAT	EXP REIMB EXP REIMB		EXP REIMB EXP REIMB	1,499.00 2,180.50
Total :						3,679.50
161620	3/11/2015	0002767 GATEWAY CONTROLS, INC	2015040		SINGLE DOOR CONTROLLER	810.36
Total :						810.36
161621	3/11/2015	0000349 GRAINGER	9672301380		SUMP PUMP	694.05
Total :						694.05

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161622	3/11/2015	0000999 GRCC/WW	139277A 139278A		REGISTRATION/PRICE REGISTRATION/SHELLEY	360.00 175.00 Total : 535.00
161623	3/11/2015	0000999 GRCC/WW	02122015		CERTIFICATION EXAM/PRICE	145.00 Total : 145.00
161624	3/11/2015	0000345 GREATER OAK HBR CHAMBER OF COM	30186		MARCH 2015 OPERATIONS	8,333.34 Total : 8,333.34
161625	3/11/2015	0004974 GREEN LIGHT SOLUTIONS	8317		MAINTENANCE & INSPECTIONS	940.00 Total : 940.00
161626	3/11/2015	0002747 GUARDIAN SECURITY	568500		ALARM SERVICE	221.75 Total : 221.75
161627	3/11/2015	0007756 HARLEY EXTERIORS	030415		DUMPSTER DEPOSIT REFUND	841.74 Total : 841.74
161628	3/11/2015	0000694 HD SUPPLY WATERWORKS	D528807		SAFETY FLG KIT/STEM/HYD EXT/PIN	624.88 Total : 624.88
161629	3/11/2015	0005515 HDR ENGINEERING, INC	00435179-H		PROF SVC/UTILITY RATE AND FEE UPI	1,382.43 Total : 1,382.43
161630	3/11/2015	0003562 HIGH PERFORMANCE SIGNS	19284		LETTERS	1,287.00 Total : 1,287.00
161631	3/11/2015	0003095 HOME DEPOT CREDIT SERVICES	1020731 1024460 1043554 2044176 3021668 4021544 43912 4592035 5043749 5591490		HENRY T/SHEET METAL/SCREW COMBO SAW/SQUARE/PROVAC/MAGN CHISEL/ROTHAMR WD/LUBRICANT/DUCT TAPE/WHITE GROUT/WHITE/THINSET/SOAP DISH/W TESTER/DOORSTOP/CLOSER 40W48T12DX/EHC SAFETY HASP BLNK GFCI WH 40W48T12DX/EHC	40.74 264.55 232.60 58.00 644.90 86.35 157.50 6.92 17.38 35.31

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161631	3/11/2015	0003095 HOME DEPOT CREDIT SERVICES	(Continued)			
			572983		60ADJCLGT	171.76
			6022534		NSFPE	101.67
			6583270		MAS GRN/PSA40G/3MN95	44.45
			7023718		TIE DOWNS/PLUG/BUN/DRVNG SET	39.23
			8021093		PUMP/HOSE/FLEXRITE	156.88
			8021114		BRASS FTG	5.34
			8023534		AMAZG GOOP	4.98
			8023555		14 GLPROVAC	107.62
			8023583		EHC/W48T12DX/PLC7WPL-S	81.94
			9572338		FILTER	38.03
			9590811		WHITE	0.15
			9591809		CLOG	4.34
			9591810		ANGLE OFFSET/WW	20.66
			9591812		LRG WHT STRP/HVYDUTYPIC/EZ TAP	9.17
					Total :	2,330.47
161632	3/11/2015	0000394 HUMAN RESOURCE SERVICES	022415		MARCH 2015/UNEMPLOYMENT SERVIC	110.00
					Total :	110.00
161633	3/11/2015	0007413 HUNT, BILL	030315		KRAKEN/FINAL INSTALLMENT	10,000.00
					Total :	10,000.00
161634	3/11/2015	0000396 I-COM	15-UFQ2-7		2ND QTR 2015/USER FEES	7,321.90
			15-UFQ2-8		2ND QTR 2015/USER FEES	90,346.11
					Total :	97,668.01
161635	3/11/2015	0000417 INDUSTRIAL BOLT & SUPPLY	580971-2		NYLON VACUUM CONN	12.25
			582436-1		PRIMER/PAINT/SURF DISC/WASHERS/E	628.36
					Total :	640.61
161636	3/11/2015	0007465 INKTECHNOLOGIES.COM	0800812-IN		TONER CARTRIDGES	231.00
					Total :	231.00
161637	3/11/2015	0001307 INSIGHT PUBLIC SECTOR	1100405539		LICENSES	1,138.49
			1100406930		PRIVACY FILTER	102.73
					Total :	1,241.22

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161638	3/11/2015	0000410 ISLAND COUNTY SOLID WASTE	022815		FEB 2015/TIPPING FEES	68,325.56
Total :						68,325.56
161639	3/11/2015	0000411 ISLAND COUNTY TREASURER	030315		CRIME VICTIM COMPENSATION	231.78
Total :						231.78
161640	3/11/2015	0000415 ISLAND DISPOSAL	030215		FEB 2015/RECYCLING	4,263.20
Total :						4,263.20
161641	3/11/2015	0000433 ISLAND DRUG	114507211354		INMATE MEDS	11.24
Total :						11.24
161642	3/11/2015	0000454 JET CITY EQUIPMENT RENTAL	20153 20161 20176 20196		CONCRETE DUMPING CONCRETE DUMPING CONCRETE DUMPING CONCRETE DUMPING	30.52 60.65 21.74 21.74
Total :						134.65
161643	3/11/2015	0007768 JOHNSON, JONATHAN	1660		MOORAGE REFUND	55.00
Total :						55.00
161644	3/11/2015	0002227 LABORATORY CORPORATION OF	47250448		PRE-EMPLOYMENT	97.00
Total :						97.00
161645	3/11/2015	0000889 LANGUAGE EXCHANGE	02		INTERPRETER SERVICES	922.00
Total :						922.00
161646	3/11/2015	0007251 LEWIS, ERIN	TRAVEL ADVANCE		TRAVEL ADVANCE	94.50
Total :						94.50
161647	3/11/2015	0004502 LEXISNEXIS RISK DATA MANAGE	1404645-20150228		FEB 2015/MINIMUM COMMITMENT	54.35
Total :						54.35
161648	3/11/2015	0000515 LOGGERS & CONTRACTORS, INC	00062960 00063060 00063061		SURPLUS HOSE HOSE/COUPLINGS/SHOVEL	-1,087.00 777.17 2,720.93
Total :						2,411.10

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161649	3/11/2015	0000530 MAILLIARD'S LANDING NURSERY	94530		YARD WASTE	135.00
			94536		YARD WASTE	20.00
			94549		YARD WASTE	104.90
			94553		YARD WASTE	15.00
			94569		YARD WASTE	115.50
			94587		YARD WASTE	130.00
			94612		YARD WASTE	107.00
					Total :	627.40
161650	3/11/2015	0000660 MARKET PLACE FOOD & DRUG	190824		GROCERIES	236.82
			591775		GROCERIES	502.24
					Total :	739.06
161651	3/11/2015	0005025 MASCOTT EQUIPMENT	327992		SAFETY HUB	358.47
					Total :	358.47
161652	3/11/2015	0006072 MASTER'S TOUCH, LLC	P38645		FEB 2015/POSTAGE FOR STATEMENTS	467.08
			P38646		FEB 2015/POSTAGE FOR STATEMENTS	2,931.18
					Total :	3,398.26
161653	3/11/2015	0006072 MASTER'S TOUCH, LLC	38645		FEB 2015/MAILING SERVICES FOR LAT	273.49
			38646		FEB 2015/MAILING SERVICES FOR STA	891.12
					Total :	1,164.61
161654	3/11/2015	0000040 MATRIX	608330296		LONG DISTANCE	416.63
					Total :	416.63
161655	3/11/2015	0006028 MCI COMM SERVICE	679-3902		LONG DISTANCE	37.41
					Total :	37.41
161656	3/11/2015	0000561 MERRIMAN, DOUGLAS	EXP REIMB		EXP REIMB	750.70
					Total :	750.70
161657	3/11/2015	0003369 MICRON CONSUMER PRODUCTS GROUP	250945661		PINS	59.98
					Total :	59.98
161658	3/11/2015	0004423 MUNICIPAL EMERGENCY SERVICES	00607919_SNV		SHIRTS	101.19

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161658	3/11/2015	0004423 0004423 MUNICIPAL EMERGENCY SERVICES	(Continued)			Total : 101.19
161659	3/11/2015	0000608 NC MACHINERY COMPANY	MVCS0244137		PIN/SPRING	246.36
						Total : 246.36
161660	3/11/2015	0000612 NELSON PETROLEUM	0545089-IN		FUEL	28.41
						Total : 28.41
161661	3/11/2015	0000616 NEW PIG CORPORATION	4664016-00		ABSORBENT MAT PADS	730.10
						Total : 730.10
161662	3/11/2015	0000651 NORTHWEST REGIONAL COUNCIL	3821		2015 MEMBERSHIP FEE	1,500.00
						Total : 1,500.00
161663	3/11/2015	0005767 NORTHWEST RUNNER MAGAZINE	1043		MARCH 2015/ADVERTISING	760.00
						Total : 760.00
161664	3/11/2015	0006855 NORTHWEST YACHTING MAGAZINE	45863		ADVERTISING	540.00
						Total : 540.00
161665	3/11/2015	0000672 OAK HARBOR ACE	251694		FASTENERS	1.35
			251825		MT PT 7/8 X 2	4.34
			251934		CASTR HOOD	18.46
			251935		DECKSCREWS	8.14
			251937		PLIERS/BUSHING	21.71
			251969		CHAIN LOOP	23.90
			252000		CAP	5.97
			252001		CAP	-5.97
			252017		WIRE/STUDS/INSERTS/FUSES	17.70
			252051		DRILL BITS/MARKER/THREADLOCKER	37.87
			252056		SCREWS/HEXKEY	11.84
			252123		HOSE	4.34
			252142		COUPLING	7.60
			252157		AEROSOL	17.38
			2521843		CASTER	10.86
			252191		PAINT TRAY/ROLLER/COVER/PRIMER	40.02
			252309		QUICK LINK SS	19.54
			252316		VALVE REPAIR	8.69

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161665	3/11/2015	0000672 OAK HARBOR ACE	(Continued)			
			252317		CABLE TIES	33.68
			252377		STRIPING PAINT	18.46
			252384		DRILL BITS	24.41
			252427		ANCHORS/FASTENERS	25.19
					Total :	355.48
161666	3/11/2015	0000668 OAK HARBOR AUTO CENTER	001-230533		FILM	127.49
			001-230781		FILTERS	26.64
			001-230971		FILTERS	8.72
			001-231025		AUTOMOTIVE XL VB	21.55
			001-231031		FILTERS	15.87
			001-231132		VISORS	61.96
			001-231133		VISORS	61.96
			001-231134		VISORS	61.96
			001-231246		FILTERS	9.00
			001-232139		WASHER FLUID	6.67
					Total :	401.82
161667	3/11/2015	0000681 OAK HARBOR SCHOOL DISTRICT	0000140078		FEB 2015/COMPUTER NETWORK SUPP	6,708.33
					Total :	6,708.33
161668	3/11/2015	0000665 OFFICEMAX, INC	678477		ENVELOPE	15.31
					Total :	15.31
161669	3/11/2015	0001377 ORCA INFORMATION	384215		PRE-EMPLOYMENT/ANDERSON	75.00
			384471		PRE-EMPLOYMENT/KIDDER	75.00
			385126		PRE-EMPLOYMENT/AMUNDSON	75.00
			385662		PRE-EMPLOYMENT/ARVIDSON	75.00
			385776		PRE-EMPLOYMENT/ARVIDSON	40.00
					Total :	340.00
161670	3/11/2015	0007027 ORSWELL EVENTS, LLC	2015014		MARATHON SUPPORT	16,500.00
					Total :	16,500.00
161671	3/11/2015	0001618 PACIFIC NORTHWEST CLEAN WATER	2015-OKH		MEMBERSHIP DUES	30.00
					Total :	30.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161672	3/11/2015	0002985 PACIFIC TIRE CO. INC	0085162 0085190		TIRES TIRES	506.19 786.99 Total : 1,293.18
161673	3/11/2015	0000696 PAGGAO, DANNY	TRAVEL REIMB		TRAVEL REIMB	172.48 Total : 172.48
161674	3/11/2015	0007769 PARADISE POINT RESORT & SPA	031015		RESERVATION #85T4QT	799.48 Total : 799.48
161675	3/11/2015	0000724 PONY MAILING & BUSINESS CENTER	238811		SHIPPING	50.00 Total : 50.00
161676	3/11/2015	0000730 POWELL, JANIS	1		DRIVING SERVICES	98.00 Total : 98.00
161677	3/11/2015	0000743 PUGET SOUND ENERGY	200003131170 200004839284 200010549943 300000007421		ELECTRICITY/#7 ELECTRICITY/1019 SW SWANTOWN AV ELECTRICITY/#6 ELECTRICITY/FT NUGENT RD	13.32 97.12 13.32 13,317.33 Total : 13,441.09
161678	3/11/2015	0002997 QUINTON DESIGN & ELECTRICAL	2665		ELECTRIC SERVICES	783.73 Total : 783.73
161679	3/11/2015	0007608 RESTORER, LLC	4175		ROCK CHIP REPAIR	43.48 Total : 43.48
161680	3/11/2015	0002508 RINEY PRODUCTION SERVICES	10-1412		TAPING SERVICES	1,988.06 Total : 1,988.06
161681	3/11/2015	0000799 SCOTTIES PLUMBING AND REPAIR	39032 39037		URINAL INSTALLATION STORM DRAIN MAINTENANCE	1,194.23 152.17 Total : 1,346.40
161682	3/11/2015	0000801 SEA WESTERN, INC	182238		COATS/PANTS	4,224.73 Total : 4,224.73

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161683	3/11/2015	0003782 SHARP ELECTRONICS CORPORATION	C824351-701		JAN 2015/MAINTENANCE CONTRACT	9.01
Total :						9.01
161684	3/11/2015	0000831 SIX ROBBLEES', INC	14-300340 14-300341 14-300943		R-12/BRAKE VALVE PRG KIT 22 GOODYEAR	172.51 104.04 27.45
Total :						304.00
161685	3/11/2015	0000814 SKAGIT FARMERS SUPPLY	3656 421900 422163		TANK RENTAL FEE PROPANE SPRAY GUN	55.44 33.99 21.73
Total :						111.16
161686	3/11/2015	0000846 SOUND PUBLISHING	WCW616303 WCW617177		CITY APPLICATIONS CITY NOTICES	140.80 69.78
Total :						210.58
161687	3/11/2015	0000851 SPRINT	140239187		LONG DISTANCE	8.89
Total :						8.89
161688	3/11/2015	0000860 STANDARD INSURANCE COMPANY	02182015		LIFE/POCFF	258.13
Total :						258.13
161689	3/11/2015	0003883 STAPLES BUSINESS ADVANTAGE	3255060044 3255060052 3255060053 3256245417 3256245418 3256245420 3256245422 3256876533 3256876535 3257385606 3257956324		MOP INK INK TONER/RIBBON TONER TONER FOLDERS 2015 AAG PURPLE FLORAL 2YR 3X6 CARD FILE/MARKER BOARD TONER/ENVELOPES PENS	65.21 37.69 138.60 92.06 1,544.85 123.87 299.84 7.16 41.41 102.85 32.83
Total :						2,486.37
161690	3/11/2015	0005786 STOWES SHOES & CLOTHING	0008668		BOOTS/WELSHANS	156.74

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161690	3/11/2015	0005786 0005786 STOWES SHOES & CLOTHING	(Continued)			Total : 156.74
161691	3/11/2015	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	132.00
			1		DRIVING SERVICES	84.00
			1		DRIVING SERVICES	132.00
			1		DRIVING SERVICES	126.00
					Total :	474.00
161692	3/11/2015	0000874 SURETY PEST CONTROL	1046715		PEST EXTERMINATION	30.44
			1046717		PEST EXTERMINATION	43.48
			1046718		PEST EXTERMINATION	38.05
			1046722		PEST EXTERMINATION	43.48
			1046737		PEST EXTERMINATION	30.44
			1047577		PEST EXTERMINATION	59.79
					Total :	245.68
161693	3/11/2015	0007568 THYSSENKRUPP ELEVATOR CORP	3001426809		ELEVATOR SERVICE	294.78
					Total :	294.78
161694	3/11/2015	0001053 TREASURER, WASHINGTON STATE	030315		COURT/BC FEES	10,087.44
					Total :	10,087.44
161695	3/11/2015	0006331 ULINE	65229322		STRAPS	139.55
					Total :	139.55
161696	3/11/2015	0000923 UNITED PARCEL SERVICE	0000A0182W075		SHIPPING	13.63
					Total :	13.63
161697	3/11/2015	0007757 UNIVERSAL	030415		DUMPSTER DEPOSIT REFUND	2,572.68
					Total :	2,572.68
161698	3/11/2015	0000922 UNUM LIFE INSURANCE COMPANY	021815		LONG TERM CARE	269.78
					Total :	269.78
161699	3/11/2015	0004903 US BANK	4485591000611990		CREDIT CARD PURCHASES	3,461.03
					Total :	3,461.03
161700	3/11/2015	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	3,146.62

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161700	3/11/2015	0004903 0004903 US BANK			(Continued)	Total : 3,146.62
161701	3/11/2015	0004903 US BANK	4485591000222970		CREDIT CARD PURCHASES	1,929.74
						Total : 1,929.74
161702	3/11/2015	0004903 US BANK	4485590002304661		CREDIT CARD PURCHASES	1,225.00
						Total : 1,225.00
161703	3/11/2015	0004903 US BANK	4485590002304679		CREDIT CARD PURCHASES	1,047.98
						Total : 1,047.98
161704	3/11/2015	0004903 US BANK	4485590002431076		CREDIT CARD PURCHASES	946.02
						Total : 946.02
161705	3/11/2015	0004903 US BANK	4485591000646855		CREDIT CARD PURCHASES	718.01
						Total : 718.01
161706	3/11/2015	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	420.34
						Total : 420.34
161707	3/11/2015	0000969 WASHINGTON STATE FERRIES	022415		PAYMENT REIMBURSEMENT	1,760.35
						Total : 1,760.35
161708	3/11/2015	0006853 WEED, GRAAFSTRA & BENSON, INC, LAW OI 33			PROF SVC/GENERAL	5,446.00
						Total : 5,446.00
161709	3/11/2015	0001039 WESTERN PETERBILT, INC	E216079 S846683		DCA GASKET	75.44 89.00
						Total : 164.44
161710	3/11/2015	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1279		FEB 2015/ANIMAIL SHELTER	8,333.37
						Total : 8,333.37
161711	3/11/2015	0001000 WHIDBEY AUTO PARTS, INC.	239286 239688		RADIATOR CAP HOSE/SWIVEL/MALE RIG/CRIMP FEE	7.86 105.61
						Total : 113.47
161712	3/11/2015	0001007 WHIDBEY CLEANERS	266841		GARMENTS	13.46

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161712	3/11/2015	0001007 WHIDBEY CLEANERS	(Continued) 267185 267472		GARMENTS GARMENTS	10.33 19.56 Total : 43.35
161713	3/11/2015	0000675 WHIDBEY COMMUNITY PHYSICIANS	021215-81		PHYSICAL/PLACE	150.00 Total : 150.00
161714	3/11/2015	0001017 WHIDBEY PRINTERS	47502		SUMMER STATEMENTS	580.19 Total : 580.19
161715	3/11/2015	0001010 WHIDBEY TELECOM	3828303		CURRENT NET CHARGES	1,937.38 Total : 1,937.38
161716	3/11/2015	0007755 WORLDWIDE MOVERS, INC	1-01-038755		MOVING SERVICES	1,080.00 Total : 1,080.00
141 Vouchers for bank code : bank						Bank total : 485,371.48
141 Vouchers in this report						Total vouchers : 485,371.48

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161717	3/12/2015	0001799 ACORN PROPERTY MANAGEMENT	Ref000222265		UB Refund Cst #00154160	63.66
Total :						63.66
161718	3/12/2015	0007765 BALOGG, MARTIN	Ref000222266		UB Refund Cst #00157186	284.00
Total :						284.00
161719	3/12/2015	0007764 BERNARDINI, DONNA	Ref000222263		UB Refund Cst #00152668	14.45
Total :						14.45
161720	3/12/2015	0005773 COMCAST	8498300270032002 8498300270032028 8498300271046803		CABLE XFINITY INTERNET	124.89 13.47 235.89
Total :						374.25
161721	3/12/2015	0007767 HENDRICKSON, MARY	Ref000222268		UB Refund Cst #00158937	117.60
Total :						117.60
161722	3/12/2015	0007758 HIGGINS, SONNY	Ref000222255		UB Refund Cst #00120450	13.42
Total :						13.42
161723	3/12/2015	0007763 HUDSON, SHARON	Ref000222261		UB Refund Cst #00124506	13.92
Total :						13.92
161724	3/12/2015	0003699 ISLAND BROKERS	Ref000222256		UB Refund Cst #00160364	42.89
Total :						42.89
161725	3/12/2015	0000483 KOETJE AGENCY	Ref000222264		UB Refund Cst #00153868	115.52
Total :						115.52
161726	3/12/2015	0007762 RYAN, JAMES OR SHARON	Ref000222260		UB Refund Cst #00122671	129.58
Total :						129.58
161727	3/12/2015	0007761 SAXMAN, CHRISTOPHER	Ref000222259		UB Refund Cst #00122612	406.40
Total :						406.40
161728	3/12/2015	0007760 TRINDLE, ERIN	Ref000222258		UB Refund Cst #00165607	54.14

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
161728	3/12/2015	0007760 0007760 TRINDLE, ERIN	(Continued)			Total : 54.14
161729	3/12/2015	0007766 WILSON, CYNTHIA	Ref000222267		UB Refund Cst #00158599	49.06
						Total : 49.06
161730	3/12/2015	0001391 WINDERMERE	Ref000222262		UB Refund Cst #00124677	91.46
						Total : 91.46
161731	3/12/2015	0007759 WITZMAN, ASHTON	Ref000222257		UB Refund Cst #00165446	175.41
						Total : 175.41
15 Vouchers for bank code : bank						Bank total : 1,945.76
15 Vouchers in this report						Total vouchers : 1,945.76

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.c
Date: March 17, 2015
Subject: Interlocal Agreement with Oak Harbor School District for 2015 Marathon Bus Services

FROM: Larry Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize the Mayor to sign the interlocal agreement with Oak Harbor School District No. 201 for marathon bus support for an estimated cost of \$427.60.

BACKGROUND / SUMMARY INFORMATION

This agenda bill requests City Council approval of an Interlocal Agreement with Oak Harbor School District No. 201 to assist the City with bus support for the 2015 Whidbey Island Marathon and Half Marathon.

In 2009, the City Council approved the purchase of the Whidbey Island Marathon and Half Marathon. In 2014 there were 2800 participants altogether, with 453 individuals signed up for the Marathon specifically. The 2015 Marathon has attracted over 1100 participants for all races to date and 189 runners have signed up for the Marathon. The Marathon is an established event that promotes economic development for the City of Oak Harbor.

The City conducted a competitive request for proposals to private permitted transportation businesses. Whidbey SeaTac Shuttle submitted the only cost effective proposal to provide most of the shuttle services needed but it is necessary to supplement bus support for an event of this size. The Oak Harbor School District has assisted the City with bus support for the Whidbey Island Marathon since 2009.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: \$ Estimated \$427.60

Appropriation Source: Fund #006 – Whidbey Island Marathon

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Oak Harbor School District Letter and Proposal](#)
2. [Interlocal Agreement with Oak Harbor School District for Bus Services](#)



OAK HARBOR PUBLIC SCHOOLS

Dr. Lance Gibbon, Superintendent
Steven King, Assistant Superintendent

"A Caring Community Educating Every Student for Success"

March 2, 2015

From: Transportation Director, Oak Harbor School District
To: Mr. Larry Cort, City Administrator

Subj: 2015 Whidbey Island Marathon-Use of school buses for shuttle services on
April 19, 2015

Ref: (a) Your letter February 23, 2015

Encl: (1) Breakdown of Bid Services

1. Per reference (a), enclosure (1) are forwarded for consideration. .
2. Again, thank you for the opportunity to serve our great city and the wonderful people that live here. Please don't hesitate to contact me, if you have any additional questions.

Sincerely,


Francis Bagarella
Transportation Director

Cc:
Mrs. Vicki Williams, Business Manager w/encl

TRANSPORTATION DEPARTMENT
OAK HARBOR SCHOOL DISTRICT

PROPOSAL FOR WHIDBEY ISLAND MARATHON

This is a proposal based on utilization of four (4) Oak Harbor School Buses for the Shuttle Service from Windjammer Park to Deception Pass Park for transportation of approximately 50-112 passengers (56 passengers per bus) for approximately 2 hours of service.

Cost Summary:

Totals

Driver Hourly Fee: $\$30.95 \times 4 = \123.80 (Minimum 2 hrs) x 4 Driver =	\$247.60
Mileage cost $\$1.25 \times 36$ miles 4 (Buses) one way = $\$45.00 \times 4$ Buses =	<u>\$180.00</u>
	\$427.60 Total Cost

Estimated Total: \$427.60*

Note:

(1) All the above proposals are best estimates of projected usage and mileage. Actually charges may change once all shuttles have been accounted for including final driver's time and final mileage is added.

(2) Last year actual cost for services was \$627.85

Respectfully submitted for consideration:



Francis Bagarella
Transportation Director
Oak Harbor School District No. 201

Cc:

Mrs. Vicki Williams, Business Manager

RETURN TO:

City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

INTERLOCAL AGREEMENT

BETWEEN: Oak Harbor School District No. 201 and the City of Oak Harbor.

REGARDING: Use of school buses for shuttle services on April 19, 2015 for the purpose of shuttling Whidbey Island Marathon participants from Windjammer Park to Deception Pass State Park.

This Agreement is entered into by and between the Oak Harbor School District No. 201 (hereinafter referred to as the "District") and the City of Oak Harbor (hereinafter referred to as the "City").

WHEREAS, the City desires to have two shuttle buses with the capacity of 30-50 passengers to shuttle up to 200 passengers for continuous shuttle service beginning at 6:00 a.m. and concluding at 8:00 a.m. from Windjammer Park to Deception Pass State Park; and

WHEREAS, sufficient City resources are not available to provide such services; and

WHEREAS, the District is qualified and possesses the necessary equipment to perform the services set forth in this Agreement; and

WHEREAS, the City of Oak Harbor conducted a competitive requisition process in compliance with RCW 28A.160.120 for allowing use of public transportation services with private WUTC permitted transportation businesses.

NOW, THEREFORE, enter into this Agreement and agree as follows:

1. Compensation and Method of Payment. The City shall pay the District for work performed under the Agreement an estimated lump sum of four hundred twenty- seven dollars and sixty cents (\$427.60) within 30 days of receipt of invoice. Actual charges may change once all shuttles have been accounted for including final driver time and mileage.
2. Hold Harmless/Indemnification.
 - 2.1 The City shall defend, indemnify and hold the District its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the DISTRICT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

- 2.2 The District shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the City in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.
- 2.3 For purposes of this indemnification and hold harmless agreement, the DISTRICT waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The parties expressly agree that this waiver of workers' compensation immunity has been negotiated.
- 2.4 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

3. Insurance.

The DISTRICT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the DISTRICT, its agents, representatives, or employees.

- 3.1 Minimum Scope of Insurance. SERVICE PROVIDER shall obtain insurance of the types described below:
 - a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- 3.2 Minimum Amounts of Insurance. SERVICE PROVIDER shall maintain the following insurance limits:
 - a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of One Million Dollars (\$1,000,000) per accident.
- 3.3 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:
 - a. The DISTRICT'S insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the DISTRICT'S insurance and shall not contribute with it.

b. The DISTRICT'S insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the CITY.

3.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

3.5 Verification of Coverage. DISTRICT shall furnish the CITY with original certificates and a copy of the amendatory endorsements including, but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of the DISTRICT before commencement of the work.

IN WITNESS WHEREOF, the parties have executed this Agreement in triplicate, dated this _____ day of _____, 2015.

**OAK HARBOR SCHOOL DISTRICT
NO. 201**

Superintendent

CITY OF OAK HARBOR

Mayor

ATTEST:

City Clerk, City of Oak Harbor

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.d
Date: March 17, 2015
Subject: Copier Contract Renewals

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion authorizing the Mayor to enter into a 60 month contract with Xerox to upgrade the copier in Development Services in the amount of \$374.39 per month and at the Senior Center in the amount of \$157.05 a month.

BACKGROUND / SUMMARY INFORMATION

Xerox has presented proposals to upgrade the current machine in Development Services and at the Senior Center before the contract expiration. The proposals submitted will save the City a total of \$188.49 a month.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Xerox Agreement](#)

Lease Agreement



Customer: OAK HARBOR, CITY OF

Bill To: OAK HARBOR SENIOR CENTER
51 SE JEROME ST
OAK HARBOR, WA 98277-3770

Install: OAK HARBOR SENIOR CENTER
51 SE JEROME ST
OAK HARBOR, WA 98277-3770

State or Local Government Negotiated Contract : 072635500

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. 5955APT (WORKCENTRE 5955)	<ul style="list-style-type: none"> - 3 Hole Punch Kit - Convenience Stapler - Off Finisher 50sheet - Customer Ed - Analyst Services 	Lease Term: 60 months Purchase Option: FMV	- Xerox W5655PTD S/N WTD085452 Trade-In as of Payment 60	4/7/2015

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. 5955APT	\$157.05	1: BW	All Prints	\$0.0082	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$157.05	Minimum Payments (Excluding Applicable Taxes)			

Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.		Thank You for your business! This Agreement is proudly presented by Xerox and Ted Renkert (360)676-8406 For information on your Xerox Account, go to www.xerox.com/AccountManagement	
Signer: Sandra Place Signature: _____	Phone: (360)279-4757 Date: _____		

Terms and Conditions

INTRODUCTION:

1. NEGOTIATED CONTRACT. The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

GOVERNMENT TERMS:

2. REPRESENTATIONS & WARRANTIES. This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function, and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

3. FUNDING. This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which

your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement and must certify that the canceled Equipment is not being replaced by equipment performing similar functions during the ensuing fiscal year. You will return the Equipment, at your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

PRICING PLAN/OFFERING SELECTED:

4. FIXED PRICING. If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

GENERAL TERMS & CONDITIONS:

5. REMOTE SERVICES. Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox or transmitted to or from Xerox by the Equipment connected to Customer's network ("Remote Data") via electronic transmission to a secure off-site location ("Remote Data Access"). Remote Data Access also enables Xerox to transmit to Customer Releases for Software and to remotely diagnose and modify Equipment to repair and correct malfunctions. Examples of Remote Data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. Remote Data may be used by Xerox for billing, report generation, supplies replenishment, support services, recommending additional products and services, and product improvement/development purposes. Remote Data will be transmitted to and from Customer in a secure manner specified by Xerox. Remote Data Access will not allow Xerox to read, view or download the content of any Customer documents or other information residing on or passing through the Equipment or Customer's information management systems. Customer grants the right to Xerox, without charge, to conduct Remote Data Access for the purposes described above. Upon Xerox's request, Customer will provide contact information for Equipment such as name and address of Customer contact and IP and physical addresses/locations of Equipment. Customer will enable Remote Data Access via a method prescribed by Xerox, and Customer will provide reasonable assistance to allow Xerox to provide Remote Data Access. Unless Xerox deems Equipment incapable of Remote Data Access, Customer will ensure that Remote Data Access is maintained at all times Maintenance Services are being performed.

Lease Agreement



Customer: OAK HARBOR, CITY OF

Bill To: CITY OF OAK HARBOR
865 SE BARRINGTON
OAK HARBOR, WA 98277-3257

Install: CITY OF OAK HARBOR
CITY HALL
865 SE BARRINGTON
OAK HARBOR, WA 98277-3257

State or Local Government Negotiated Contract : 072535000

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. W7970P (WORKCENTRE 7970)	<ul style="list-style-type: none"> - Br Finisher 2/3 Hole - Convenience Stapler - Customer Ed - Analyst Services 	Lease Term: 60 months Purchase Option: FMV	- Xerox COLORQUBE 1 TIER PLAN S/N BRE000974 Trade-In as of Payment 60	4/7/2015

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. W7970P	\$374.39	1: BW 2: Color	All Prints All Prints	\$0.0066 \$0.0606	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$374.39	Minimum Payments (Excluding Applicable Taxes)			

Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page		Thank You for your business! This Agreement is proudly presented by Xerox and	
Signer: Sandra Place	Phone: (360)279-4757	Ted Renkert (360)676-8406	
Signature: _____	Date: _____	For information on your Xerox Account, go to www.xerox.com/AccountManagement	



Terms and Conditions

INTRODUCTION:

1. NEGOTIATED CONTRACT. The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

GOVERNMENT TERMS:

2. REPRESENTATIONS & WARRANTIES. This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms, (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine, (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function, and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

3. FUNDING. This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which

your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement and must certify that the canceled Equipment is not being replaced by equipment performing similar functions during the ensuing fiscal year. You will return the Equipment, at your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

PRICING PLAN/OFFERING SELECTED:

4. FIXED PRICING. If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

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**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.e
Date: March 17, 2015
Subject: Purchase Authorization-Traffic
Paint

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion to authorize the purchase of traffic paint off of State Contract #01312 from Alpine Products to be used by the Streets Division in the amount not to exceed \$17,000.00

BACKGROUND / SUMMARY INFORMATION

Annually the Streets Division purchases paint to update the yellow centerlines, fog lines, crosswalks, stop bars, speed hump markings, turn pockets, pedestrian markings, parking stalls, ADA parking areas and bike sharrows. A truck mounted paint applicator and a walk behind airless painter with stencils is used to apply the paint. The Street Division staff will begin to paint in May and therefore, staff will need to procure the paint necessary as determined by past usage.

The paint is procured using State Contract #01312, which provides agencies the opportunity to obtain the best price available without having to formally bid.

Formal bids are not required for this acquisition; however, council approval is required per OHMC 2.390.010. Therefore, staff is requesting authorization to purchase traffic paint from Alpine Products in the amount not to exceed \$17,000.00

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Quote for Paint](#)

ALPINE PRODUCTS INC

800-591-9466
 550 3RD ST. SW BLDG. C
 AUBURN, WA 98001

ESTIMATE

DATE	INVOICE #
2/12/2015	7350

BILL TO
OAK HARBOR CITY OF ACCOUNTS PAYABLE 865 S.E. BARRINGTON DRIVE OAK HARBOR, WA 98277

Cancel

P.O. NUMBER	TERMS	REP	F.O.B.	CHECK
QUOTE	Net 30	JFC		

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	Total
325	985691-SA-CR**	HWVW1-WHITE, LOW-VOC SOLV PAINT-325 GAL TOTE-985691-SA-CR*****	13.65	4,436.25T
325	985697-SA-CR**	HWVY3-YELLOW 150 VOC LF TRAFFIC PAINT, 325 GAL TOTE-985697-SA*****	14.78	4,803.50T
100	HWVY3-50	YELLOW LF LOW-VOC PAINT- 50 GAL DRUM	16.26	1,626.00T
55	TH1-55**	TH-1 SOLVENT/THINNER, 55 GAL DRUM***** (PRICED PER GALLON)	8.92	490.60T
5	STENCIL KOTE-...	STENCIL GUARD,5 GAL PAIL (PRICE PER GAL)*****	28.90	144.50T
96	AC-603360-50 L...	AC-110 (STATE CONTRACT) GLASS BEADS, 50 LB BAG (48 PER PALLET) (LTL)*****	18.18	1,745.28T
1	FC	SHIPPING/FREIGHT CHARGE	633.10	633.10T
		Rick, We are told the paint price MIGHT increse after April 14th "per State Contract" as long as we ship before the increse this is your cost! so you might want to push this through to save! Call me if you have any questions. Joe Oak Harbor Sales Tax	8.70%	1,207.49
Total				\$15,086.72

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.f
Date: March 17, 2015
Subject: Professional Services Agreement
with Gray & Osborne, Inc. for
the Deception and Canoe Pass
Water Line Inspection and
Assessment

FROM: Cathy Rosen, Public Works Director and Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion to:

- 1) Approve the Professional Services Agreement With Gray & Osborne, Inc. to conduct Structural Inspections on the water mains suspended from the Deception Pass and Canoe Pass bridges in an amount not to exceed \$17,300.
- 2) Authorize the Mayor to sign the Professional Service Agreement with Gray & Osborne

BACKGROUND / SUMMARY INFORMATION

The Oak Harbor water supply is conveyed across the Deception Pass and Canoe Pass bridges by a pair of water mains suspended under the bridges. The City of Oak Harbor conducts daily visual inspections of the water lines and hangers as recommended by WSDOT. Several of the hangers attaching the mains to the bridge have visible corrosion but the extent and structural effects of the corrosion are unknown. This agenda bill proposes hiring a structural engineering team from Gray & Osborne to examine and assess the condition of the pipe hanger system and make recommendations for future maintenance and correction of deficiencies if any are found.

Washington State Department of Transportation will be conducting their routine bridge inspections on the Deception and Canoe Pass bridges the week of March 30, 2015. They will utilize their under bridge inspection boom truck to do this inspection. The City of Oak Harbor Water Division also needs to inspect the water lines under the bridges. The Water Division water line inspections in coordination with WSDOT's bridge inspection will make more efficient use of equipment and manpower and reduce the amount of time the traffic on the bridge is disrupted. The City will provide a structural engineer to inspect the water lines and hangers. WSDOT will supply the inspection truck, truck operator and a boom

operator as well as conduct the traffic control on the bridges.

The City purposes to enter into an agreement with Gray & Osborne to:

- Conduct a preliminary inspection based on remote video provided by the City of the water lines and support hangers and identify the areas that need to be inspected more closely.
- With WSDOT's assistance, field inspect the mains suspended from the bridges.
- Provide a technical memoranda describing the pipe and hanger system, the field inspection results and recommendations for repairs and maintenance of the pipe hanger system.

The time line is scheduled for the week of March 30th to April 3rd and April 6th - 10th which is the planned WSDOT bridge inspection window.

FISCAL IMPACT

The Professional Services Agreement with Gray & Osborne, Inc. will not exceed \$17,300. Funds for this service are included in the Water Division 2015 budget.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item has not been presented at a Council workshop.

ATTACHMENTS

1. [PSA with Gray & Osborne, Inc.](#)

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF OAK HARBOR, WASHINGTON
AND GRAY & OSBORNE, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Oak Harbor, a Washington State municipal corporation ("City"), and Gray & Osborne, Inc., a Washington Corporation ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding the inspection of the City's 10-inch and 16-inch water mains that are underneath the Deception Pass Bridge and prepare a technical memorandum describing their condition as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on _____ and shall terminate at midnight, June 5, 2015. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

III.6 INDEMNITY. Indemnification/Hold Harmless Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation. The minimum insurance requirements shall be as follows:

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. \$300,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

b. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

c. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

d. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

e. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

f. **No Limitation.** Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the recourse to any remedy available at law or in equity.

g. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in

RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City on a time and materials basis for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$17,300.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month. At a minimum, invoices shall include (1) a summary of previous invoices; (2) current invoice amount; (3) total current monthly billing; (4) amount authorized under this agreement; and (5) total authorized amount still remaining under the agreement. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

Arnold Peterschmidt, P.E.
Project Engineer
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98239

Notices to the Consultant shall be sent to the following address:

Thomas M. Zerkel, P.E.
President
Gray & Osborne, Inc.
701 Dexter Ave. N, Suite 200
Seattle, WA 98109-4352

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to

conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2015.

CITY OF OAK HARBOR, WASHINGTON

GRAY & OSBORNE, INC

By _____
Scott Dudley, Mayor

By 
Thomas M. Zerkel, President

Approved as to form:

City Attorney

EXHIBIT A

SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Oak Harbor (City) has two water mains, one 10-inch and one 16-inch, mounted underneath the Deception Pass Bridge on hangers. The 10-inch main is suspended under the west bridge sidewalk and the 16-inch main is suspended under the east bridge sidewalk. The City is contracting with Gray & Osborne, Inc. (G&O) to perform a condition assessment of water main hangers. The City plans to perform preinspection to remove the pipe insulation around the hangers and to provide pictures and/or video of the main. From this pre-inspection work, G&O will formulate an inspection plan to closely inspect the condition of these facilities.

The City has contracted with WSDOT separately to provide access to the mains and hangers underneath the bridge.

The condition assessment will be delivered to the City in the form of a technical memorandum. The memorandum will describe the hanger system and the condition of the exposed segments of water main. Any other items of note will be included within the memorandum.

SCOPE OF WORK

Gray & Osborne will perform the following tasks:

Task 1 – Project Management

Objective: Provide overall project management and oversight of the project work by the Project Manager and senior staff members.

Provide overall project management and oversight services, to include:

- A. Procure sufficient staff resources to dedicate to the project.
- B. Manage and control project budget and schedule.
- C. Manage and provide monthly progress reports and invoices.

Deliverables:

None.

Task 2 – Inspection

Objective: Visually inspect the 10-inch and 16-inch water mains and hangers to determine their condition with the intent of providing the condition assessment within a technical memorandum format.

- A. Visually inspect the hanger system and selected segments of both the 10-inch and 16-inch water mains as allowed by the City and WSDOT personnel.
- B. Document corrosion, joint deflection, and other issues as noted in the field.
- C. Gray & Osborne will attend one review meeting at the District for each submittal (two meetings total).

Deliverables:

None.

Assumptions:

City will perform pre-inspection and uncover areas to be inspected by G&O. City will contract with others (WSDOT) to provide equipment to access the water mains. G&O will provide two inspectors for three – 8-hour work days.

Task 3 – Technical Memorandum

Objective: Create a technical memorandum to provide the results of the field inspection described in Task 2.

- A. Provide draft and final technical memoranda containing a description of the pipe hanger system, the field inspection results, photographs, and recommendations for repairs and maintenance of the water main hangers.
- B. Provide internal QA/QC of both the draft and final memoranda.

Deliverables:

Three hard copies and one .PDF copy of the draft and final technical memoranda, including photos.

Assumptions:

None.

Task 4 – Quality Assurance/Quality Control

Objective: Oversee one in-house, quality assurance/quality control (QA/QC) meeting at G&O's office during the course of the project. The meeting will include senior project staff, and City staff (as required and/or desired). QA/QC meeting will take place prior to the submittal of the draft technical memorandum.

Not included within this Scope of Work are the following:

- Suveying;
- Permitting;
- Destructive testing;
- Condition assessment of the water main;
- Equipment for accessing the water mains or hangers.

EXHIBIT "B"

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Deception Pass Bridge Water Main Inspection

Tasks	Principal Hours	Project Engineer Hours	AutoCAD Tech. Hours
1 Project Management	4	4	
2 Field Inspection	2	54	
3 Technical Memorandum	2	34	18
4 QA/QC	8	4	
Hour Estimate:	16	96	18
Fully Burdened Billing Rate Range:*	\$112 to \$182	\$110 to \$139	\$45 to \$90
Estimated Fully Burdened Billing Rate:*	\$145	\$135	\$90
Fully Burdened Labor Cost:	\$2,320	\$12,960	\$1,620

Total Fully Burdened Labor Cost:	\$ 16,900
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ \$0.57/mile)	\$ 280
Printing	\$ 120
TOTAL ESTIMATED COST:	\$ 17,300

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 9.a
Date: March 17, 2015
Subject: Ordinance 1716: 1000 SE City
Beach Street Rezoning

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

- Conduct the public hearing.
- Adopt Ordinance No. 1716, approving the rezoning of 1000 SE City Beach Street from R-4, Multi-Family Residential to PF, Public Facilities.

BACKGROUND / SUMMARY INFORMATION

PURPOSE

This agenda bill presents an ordinance to rezone [\[1\]](#) property located at 1000 SE City Beach Street from R-4, Multi-family Residential to PF, Public Facilities.

SUMMARY STATEMENT

The property at 1000 SE City Beach Street is owned by the City and was previously designated as High Density Residential on the Comprehensive Plan Future Land Use Map. The property was included on the 2013 Comprehensive Plan amendment docket for a land use map amendment since the City determined that the High Density Residential land use designation would never be realized under City ownership. The City has since determined a use for the property.

The intended future use of the site requires the PF designation. Per a Memorandum of Settlement with the Swinomish Indian Tribal Community the property is slated to be a private burial ground/cemetery to accommodate the cultural resources that were discovered during the reconstruction of Pioneer Way. For all the reasons mentioned above, the City Council approved the change in land use map designation amendment with the 2014 Comprehensive Plan Amendments on December 2, 2014.

The change in land use designation does not automatically change the zoning designation. Therefore, this rezoning effort is necessary to implement the 2014 Comprehensive Plan Amendment and prepare the property for its intended use.

REVIEW PROCESS AND CRITERIA

Oak Harbor Municipal Code (OHMC) Section 18.20.270 establishes that rezones made in conjunction with yearly updates to the Comprehensive Plan are Review Process V decisions, which are legislative in nature. The review criteria found in OHMC Chapter 19.75, Map Amendments and Contract Rezones, may be used to review the proposed legislative rezoning. Staff reviewed the proposed rezonings against the applicable criteria and presented that review in the Planning Commission report of February 24, 2015 (Attachment 1).

CITY COUNCIL REVIEW

Review Process V decisions are those that require a legislative decision by the City Council. Per OHMC 18.20.270(1) the City Council may conduct a public hearing on these legislative matters. Since the City Council has historically done so, this item has been advertised as a public hearing. At the conclusion of the public hearing it is recommended that the City Council approve the change in zoning for the site from R-4, High Density Residential to PF, Public Facilities. A draft ordinance is provided that will change the site's zoning and amend the zoning map as necessary (Attachment 3).

[1] Please note the proposed rezoning is a legislative action (and not a quasi-judicial action) because it implements a Comprehensive Plan land use map amendment (see OHMC 18.20.270(1) and (2)(a)).

LEGAL AUTHORITY

The authority to establish land use control is provided by Chapter 36.70A.040. The Growth Management Act requires the City to plan and to have development regulations (as defined by RCW 36.70A.040) that are consistent with the Comprehensive Plan.

FISCAL IMPACT

Funds Required: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

The Planning Commission conducted a public hearing on the proposed rezoning on February 24, 2015 in accordance to OHMC 18.20.270 (1). At the conclusion of the public hearing the Planning Commission recommended to the City Council approval of the proposed rezoning. The minutes from that meeting are included as Attachment 2.

ATTACHMENTS

1. [Planning Commission report dated February 24, 2015](#)
2. [Minutes from February 24, 2015 Planning Commission meeting](#)
3. [Ordinance No. 1716](#)

**City of Oak Harbor
Report to the Planning
Commission**

Date: February 24, 2015
Subject: Rezoning 1000 SE City Beach Street

FROM: **Cac Kamak, AICP
Senior Planner**

Purpose

The Planning Commission is requested to consider, through a public hearing process, the rezoning of property located at 1000 SE City Beach Street from R4, Multifamily Residential to PF, Public Facilities. The Land Use¹ designation for this property was changed from High Density Residential to Public Facilities in 2014.

This rezoning process follows through on the 2014 Comprehensive Plan Future Land Use amendment and, if approved by the City Council, will officially amend the zoning map to implement the changes made in 2014 to the Comprehensive Plan.

Public Notice and Comment

Public notices of the hearing before the Planning Commission were done in accordance with the requirements of the Oak Harbor Municipal Code Chapter 18.20. These notices included site posting, letters sent to the affected property owners and owners of properties within 300 feet of the affected properties, and publishing in the local newspaper.

Background

The property at 1000 SE City Beach Street is owned by the City and was designated as High Density Residential on the City's Future Land Use Map. The property was placed on the 2013 docket for a land use change since the City determined that the High Density Residential land use designation will never be realized under City ownership.

At the time this property was placed on the Comprehensive Plan Amendment Docket, the property was also under consideration for a private burial ground/cemetery to accommodate the cultural resources that were uncovered during the construction of Pioneer Way. Work on recovering the cultural resources was still in progress and no decision was made on whether this land may be needed for that purpose. However, since then, a Memorandum of Settlement has been reached between the City and the Swinomish Indian Tribal Community, and this property was included in the memorandum to accommodate the archaeological and cultural resources uncovered during the Pioneer Way project.

¹ "Land Uses" vs. "Zoning" – "Land Uses" are designated by the Future Land Use Map in the Comprehensive Plan and is considered a planning tool. "Zoning" is designated by the Zoning Map and is an implementation tool along with the Zoning Ordinance.

From a Comprehensive Plan Land Use designation perspective, the intended use of the property fits well with the Public Facilities designation. The intended use would be similar to a cemetery. Existing cemeteries (Maple Leaf and Fircrest) within Oak Harbors Urban Growth Area are designated as Public Facilities, and therefore it seemed logical to designate 1000 SE City Beach Street as such. The proposed designation would accommodate the needs of the Swinomish Indian Tribal Community, and if approved would exclusively be used for spiritual and cultural purposes, including the burial ground/cemetery, and if the Tribe elects, a cultural center and/or memorial.

In 2014, the amendment to the Future Land Use map to change the designation to Public Facilities moved forward for consideration. The Planning Commission conducted a public hearing on the land use change on June 24, 2014. After review and deliberation, the Planning Commission forwarded the Amendments to the City Council with a recommendation for approval. The City Council, at its Dec 2, 2014 meeting, approved the amendment.

Discussion

While the long term land use vision of the proposed sites is embodied in the Future Land Use Map designation of the Comprehensive Plan, the specific zoning of the site must be changed to correspond with this vision. Therefore, since the land use designation was changed to Public Facilities, the corresponding zoning district PF, Public Facilities, in accordance with OHMC 19.12.010, must also be adopted. In considering this rezoning change, the request is reviewed against the criteria listed in OHMC 19.75.020.

- (i) The proposed rezone is in the best interest of the residents of the city;
The rezoning of this property will allow the property to be used for private/burial ground for the Swinomish Indian Tribal Community and thus accommodate the archaeological and cultural resources uncovered during the Pioneer Way project. Making changes to accommodate this use indicates the City's interest and respect for the rich history and culture that comes with living in this area. Therefore the proposed change is in the best interest of all residents of the City.
- (ii) The proposed rezone is appropriate because either:
 - (A) Conditions in the immediate vicinity of the subject property or within the city have so significantly changed since the property was given its present zoning that, under those changed conditions, a rezone is within the public interest; or
 - (B) The rezone will correct a zone classification or zone boundary that was inappropriate when established; or
 - (C) The proposed rezone is consistent with the comprehensive plan; or
This criteria is more applicable than the other criteria since the Comprehensive Plan was amended in December 2014 and this process is following through with

the City Council's approval and implementing the zoning based on the amended land use.

- (D) The proposed rezone is consistent with all applicable provisions of this title including any specific design criteria;
- (iii) The proposed rezone bears a substantial relation to the public health, safety, and welfare;
The proposed rezone will not adversely impacts the public health, safety and welfare. Cemeteries and burial grounds are passive uses and are compatible with the current uses adjacent to the site.
- (iv) A site plan of the proposed project, if considered, is designed to minimize all significant adverse impacts on other properties;
Not applicable
- (v) A site plan, if considered, is designed to minimize impacts upon the public facilities, services and utilities;
Not applicable
- (vi) The proposal is not inconsistent with the surrounding area;
Cemeteries and burial grounds are passive uses and are compatible with the current zoning designation adjacent to the site.
- (vii) If applicable, that there is a means of developing, preserving, and maintaining open space;
Not applicable
- (viii) All conditions necessary to lessen any impacts of the proposed use can be monitored and enforced.
The zoning ordinance and development regulations should be sufficient to address any impacts that the proposed use may have on adjacent properties.

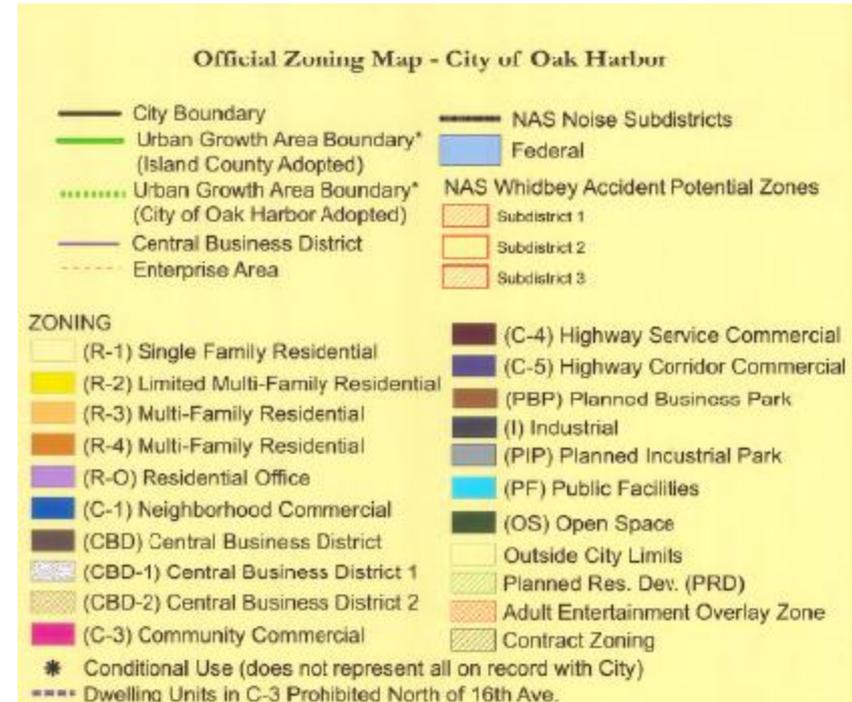
Recommendations

1. Conduct public hearing
2. Forward a recommendation to the City Council.

Attachments:

Exhibit A: Location Map of property

1000 City Beach Street – Zoning Designation Change from R-4, Multifamily Residential to PF, Public Facilities



**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
February 24, 2015**

ROLL CALL: Present: Greg Wasinger, Bruce Freeman, Sandi Peterson, Ana Schlecht, Mike Piccone, Cecil Pierce and Jes Walker-Wyse
Staff Present: Development Services Director, Steve Powers; Senior Planner, Cac Kamak and Associate Planner Ray Lindenburg

Vice Chairman Wasinger called the meeting to order at 7:35 p.m.

MINUTES: MS. PETERSON MOVED, MS. WALKER-WYSE SECONDED, MOTION CARRIED TO APPROVE THE JANUARY 27, 2015 MINUTES AS PRESENTED.

PUBLIC COMMENT:

None.

REZONE 1000 SE CITY BEACH STREET – R4, HIGH DENSITY RESIDENTIAL TO PF, PUBLIC FACILITIES – Public Hearing

Mr. Wasinger opened the public hearing.

Mr. Kamak reported that this rezoning process follows through on the 2014 Comprehensive Plan Future Land Use amendment.

Mr. Kamak reviewed the background information on the property, the review criteria and recommended that the Planning Commission conduct the public hearing and forward a recommendation to the City Council.

Mr. Wasinger asked for public comment, seeing none the public hearing was closed.

ACTION: MR. FREEMAN MOVED, MR. PIERCE SECONDED MOTION CARRIED TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE REZONING OF THE PROPERTY LOCATED AT 1000 SE CITY BEACH STREET FROM R4, MULTIFAMILY RESIDENTIAL TO PF, PUBLIC FACILITIES.

DRAFT COUNTYWIDE PLANNING POLICIES (CWPP) – Public Meeting

Mr. Powers displayed a PowerPoint presentation (PC Attachment 1). Mr. Powers reported the CWPP is a document that is required by the Growth Management Act. The CWPP establishes a set of consistent policies that the County and the municipalities within the County agree to follow when working on our individual comprehensive plans. The Planning Commission has reviewed the purpose, applicability, definitions, goals, general provisions, Joint Planning Area (JPA), Urban Growth Area (UGA) policies and Urban Development policies during their December 2014 and January 2015 business meetings. Mr. Powers indicated that tonight the Planning Commission would review the discuss population projection and land capacity analysis policies.

Mr. Powers explained that population projection is the foundation by which we need to work on the Comprehensive Plan. Under the Growth Management Act, our obligation is to plan for the

ORDINANCE NO. 1716

AN ORDINANCE REZONING CERTAIN PROPERTY FROM R-4 (MULTI FAMILY RESIDENTIAL) TO PF (PUBLIC FACILITIES).

WHEREAS, the City of Oak Harbor is the owner of property located at 1000 SE City Beach Street, Oak Harbor, WA; and

WHEREAS, the property was the subject of a Comprehensive Plan Future Land Use Designation Map amendment in 2014 changing the its designation from High Density Residential to Public Facilities; and

WHEREAS, a SEPA checklist was prepared for the land use map amendment (and rezoning) and was submitted on September 17, 2014 with appropriate notice to the public; and

WHEREAS, a SEPA Determination of Nonsignificance was issued on October 8, 2014 with a 14 day appeal period ending on October 24, 2014, which received no substantive comment; and

WHEREAS, the City has initiated a rezoning the subject property to implement the above noted Future Land Use Designation Map amendment; and

WHEREAS, a public hearing on this property rezoning was held before the Planning Commission of the City of Oak Harbor on February 24, 2015, and said hearing was published as required by law; and

WHEREAS, the zone change has been recommended for approval by the Planning Commission on February 24, 2015; and

WHEREAS, the City Council conducted a public hearing on the proposed rezoning on March 17, 2015; and

NOW THEREFORE, the City Council of the City of Oak Harbor do ordain as follows:

Section One: The following described property situated in the County of Island, State of Washington, is rezoned from R-4 (Multi-Family Residential) to PF (Public Facilities):

Legal Description

PARCEL A:

Beginning at a concrete monument at the Southwest corner of Ely's West Side Addition to Oak Harbor, said point is 30 feet East of C. W. Summer's Donation Land Claim's West Line, according to the Plat thereof recorded in Volume 4 of Plats, Page 3, records of Island County, Washington;

Thence North 73°25' East along the Southerly margin of Ely's Westside Addition to Oak Harbor a distance of 810.44 feet to the point of beginning;

Thence continuing along Southerly margin of said plat, North 73°25' East 264.00 feet;
Thence South 0°30' West 165 feet to the Northerly margin of said Ely's Addition to the Town of Oak Harbor, recorded in Volume 2, Page 27, records of Island County, Washington;

Thence South 73°25' West along the Northerly margin of said Ely's Addition, 264.00 feet;

Thence North 0°30' East 165 feet to the point of beginning.

Situated in the County of island, State of Washington.

AND

PARCEL B:

Beginning at a concrete monument at the Southwest comer of Ely's West Side Addition to Oak Harbor, said point is 30 feet East of C. W. Summer's Donation Land Claim's West Line, according to the Plat thereof recorded in Volume 4 of Plats, Page 3, records of Island County, Washington;

Thence North 73°25' East along the Southerly margin of Ely's Westside Addition to Oak Harbor a distance of 1334.14 feet to the point of beginning;

Thence South 0°30' West 165 feet to the Northerly margin of said Ely's Addition to the Town of Oak Harbor, recorded in Volume 2, Page 27, records of Island County, Washington;

Thence South 73°25' West along the Northerly margin of said Ely's Addition 259.7 feet;
Thence North 0°30' East 165 feet, to said Southerly margin of Ely's Westside Addition;
Thence North 73°25' East 259.7 feet along the Southerly margin of Ely's Westside Addition, to the point of beginning;

Situated in the County of Island, State of Washington.

Section Two: The official zoning map shall be changed accordingly.

Section Three: Effective Date. This ordinance shall be in full force and effect five days after the date of publication.

PASSED by the City Council and approved by its Mayor this 17th day of March, 2015.

CITY OF OAK HARBOR

Approved () _____
Vetoed () Scott Dudley, Mayor

Date

ATTEST:

Approved as to Form:

City Clerk

City Attorney

Published:_____

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 9.b
Date: March 17, 2015
Subject: Resolution 15-06: Authorization
to sell Vessels with ID Nos.
WN3628H, WN4700JR and
WN901BA

FROM: Steve Powers, Development Services Director

FROM: Chris Sublet, Harbor Master

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

- Conduct a public meeting
- Approve Resolution No. 1506 authorizing the sale of the vessels with identification numbers WN3628H, WN4700JR and WN901BA.

BACKGROUND / SUMMARY INFORMATION

PURPOSE

This agenda bill requests City Council approval of a resolution authorizing the sale of three vessels in order to collect unpaid moorage charges.

SUMMARY STATEMENT

The owners of the vessels Troy Harmon, William & Patricia Schiller and John Schisel have not made moorage payments and the accounts are now delinquent. The owners have been notified of the delinquent account status via letters. As a result of this non-payment, these vessels have been secured by the Marina as provided for by OHMC 6.36.040(1). The owners were notified by registered mail of this action. Please see Attachments A1-A4, B1-B4 and C1-C4 for the various notification letters.

After securing the vessel, the City must wait for 90 days before seeking authorization to sell the vessel as provided for by OHMC 6.36.040(5). The 90 day waiting period has now elapsed.

The vessel owners were notified by letter of the March 17, 2015 Council meeting. A memo summarizing the above actions was sent to the Mayor and City Council as required by City policy. The next step in

the process requires City Council authorization for the Harbormaster to conduct an auction for sale of the vessels. A resolution directing the Harbormaster to take this action is included as Attachment E.

It should be noted that because this action involves the sale of personal property, the RCW and the OHMC require compliance with a number of steps ensure due process is followed. Completing these steps requires a considerable amount of time. In the past the City Council has expressed concern with the possible relationship between the length of time necessary to complete the process and the loss of potential revenue to the Marina. However, as these vessels are in areas of the marina where moorage is not in high demand there has not been a loss of revenue while the due process has been performed.

Attachment D summarizes the information associated with the three delinquent accounts.

LEGAL AUTHORITY

RCW 53.08.320 and Oak Harbor Municipal Code (OHMC) Section 6.36.040 authorize the City to secure vessels for non-payment of charges. Following proper notice to the owner, 90 additional days without payment and subsequent City Council action, the Marina is authorized to conduct a sale of the vessel to recover its costs.

FISCAL IMPACT

Funds Required: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

N/A

ATTACHMENTS

1. [Harmon letters \(Attachments A1 - A4\)](#)
2. [Schiller letters \(Attachments B1 - B4\)](#)
3. [Schisel letters \(Attachments C1 - C4\)](#)
4. [Delinquent Accounts Summary Information](#)
5. [Resolution No. 1506](#)



Marina

September 12, 2014

Troy Harmon
PO BOX2313
Oak Harbor, WA 98277

REGISTERED MAIL AND FIRST CLASS MAIL
RETURN RECEIPT REQUESTED

RE: Past Due Moorage—Oak Harbor Marina
Account No. 7072
Vessel No. WN3628H, E-25

Dear Mr. Harmon,

This account is again more than sixty (60) days past due. The amount owed as of September 12, 2014 is \$1459.99.

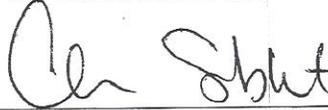
You should be aware that if this amount is not paid within fifteen (15) days of the date of this letter, your vessel, described above, is subject to seizure by the City of Oak Harbor. You have a right to a hearing to adjudicate whether the amount owed is correct or the securing of the vessel is proper by filing a lawsuit in a court of competent jurisdiction within fifteen (15) days from the date of this letter.

If the full payment is not made or no such lawsuit is filed, the City will seize the vessel and hold it until payment is made and, if payment is not made, may sell the vessel. The city will not accept partial payment.

We hope this will not be necessary. If you have any questions regarding your account please contact the marina office at (360) 279-4575.

Sincerely,

CITY OF OAK HARBOR

By 

Oak Harbor Marina Harbormaster, Chris Sublet

Attachment A1



Marina

October 02, 2014

**FIRST CLASS AND REGISTERED MAIL
RETURN RECEIPT REQUESTED**

Troy Harmon
16014 Ash Way
Lynnwood, WA 98087

Re: Past Due Moorage - - Oak Harbor Marina
Account No. 7072 Slip # E-25
Vessel ID WN3628H

Dear Mr. Harmon:

The above-referenced vessel has been secured at the Oak Harbor Marina for non-payment of Marina charges. Enclosed is a copy of the notice fastened to your vessel.

Your vessel will be released at such time as all outstanding fees and charges, including legal fees incurred as a result of the seizure, have been paid in full. Alternatively, if you contest the amount of charges owing, you can post a cash bond or other acceptable security with the City in an amount sufficient to cover all Marina charges owing, including costs of collection. Such bond or security will be held by the City until agreement is reached or disposition is made by a court. You have a right to a hearing to contest these charges. In order to obtain that hearing, you must commence legal proceedings against the City of oak Harbor for the return of your vessel.

The amount owing to date is \$1831.60. Failure to pay this amount *in full* or to commence legal proceedings for the return of your vessel within ninety (90) days of the above-stated date may result in your vessel being offered for sale at public auction.

Because of the ongoing delinquency of your account, partial payment will no longer be accepted. Your vessel will remain secured and procedures for sale of your boat will continue until and unless the balance owing on your account is paid in full.

We look forward to the prompt payment of outstanding charges and satisfactory resolution of the issues.

Yours truly,

CITY OF OAK HARBOR

By 
Chris Sublet, OH Harbormaster

Attachment A2



MEMORANDUM

TO: Mayor and City Council
FROM: Chris Sublet, Harbormaster
RE: Delinquent Accounts

The vessels described below are at the Oak Harbor Marina, by agreement with the owners. Rent for the moorage of these vessels has not been paid.

In Marina	Owners	Address	Item	Monthly Cost	Unpaid Since	Delinquent Account Letter sent on	Secured On	Secured Letter Sent On	Current Amount Owed
4/14/2013	Troy Harmon	16014 Ash Way Lynnwood, WA 98087	Boat	\$305.53	06/2014	9/12/2014	10/02/2014	10/02/2014	\$3195.07
05/31/2012	William & Patricia Schiller	2187 Heritage Way Oak Harbor, WA 98277	Boat	\$266.00	02/2014	05/07/2014	05/23/2014	05/23/2014	\$3829.06
11/05/2012	John Schisel	32 Shorebird Lane Coupeville WA 98239	Boat	\$55.00	12/2013	01/08/2014	02/12/2014	02/12/2014	\$1371.56

A letter was sent by both regular and registered mail, return receipt requested, to the owners at the above addresses advising that if the moorage account was not brought current, the vessel would be secured and not released until payment was made.

These vessels have been secured by authorized personnel of the Oak Harbor Marina. A Notice was attached to the vessels advising of the seizure. A letter was sent by both regular mail and certified mail, return receipt requested, with a copy of the Notice advising that if the Marina charges were not paid within ninety (90) days the vessel would be sold at public auction.

More than ninety (90) days have elapsed since the date of mailing the Notice and the owners have not paid the Marina charges and the vessels are now presumed to be abandoned. Therefore, I will be requesting at a future City Council meeting, that you authorize the sale of these vessels at auction so that the City may recover the "Marina charges".

It should be noted that because this action involves the sale of a person's personal property, both the RCW and OHMC have a number of steps in ensuring due process is followed. Completing these steps requires a considerable amount of time.

Attachment A☐



These vessels are in areas of the marina where moorage is not in demand and there are not any waiting lists, therefore there has not been a loss of revenue while the due process has been performed.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

02/27/2015 Oak Harbor Marina
Date and Place of Signing



Chris Sublet, Harbormaster



February 27, 2015

**VIA First Class and REGISTERED MAIL
RETURN RECEIPT REQUESTED**

Troy Harmon
16014 Ash Way
Lynnwood, WA 98087

Re: Vessel ID WN3628H

Dear Mr. Harmon:

The public meeting of the City Council has been scheduled for March 17, 2015, so that the City Council can consider selling the above-referenced boat at public auction to recover "Marina charges".

Very truly yours,

Chris Sublet
Harbormaster

Attachment A3

May 22



Marina

May 07, 2014

William Schiller & Patricia Schiller
2187 Heritage Way
Oak Harbor, WA 98277

REGISTERED MAIL AND FIRST CLASS MAIL
RETURN RECEIPT REQUESTED

RE: Past Due Moorage—Oak Harbor Marina
Account No. 6064
Vessel No. WN4700JR, NAMASTE D-14

Dear Mr. Schiller,

This account is again more than sixty (60) days past due. The amount owed as of May 7, 2014 is \$1148.37.

You should be aware that if this amount is not paid within fifteen (15) days of the date of this letter, your vessel, described above, is subject to seizure by the City of Oak Harbor. You have a right to a hearing to adjudicate whether the amount owed is correct or the securing of the vessel is proper by filing a lawsuit in a court of competent jurisdiction within fifteen (15) days from the date of this letter.

If the full payment is not made or no such lawsuit is filed, the City will seize the vessel and hold it until payment is made and, if payment is not made, may sell the vessel. The city will not accept partial payment.

We hope this will not be necessary. If you have any questions regarding your account please contact the marina office at (360) 279-4575.

Sincerely,

CITY OF OAK HARBOR

By Chris Sublet
Oak Harbor Marina Harbormaster, Chris Sublet

Attachment 1

Marina

May 23, 2014

**REGISTERED AND FIRST CLASS MAIL
RETURN RECEIPT REQUESTED**

William Schiller & Patricia Schiller
2187 Heritage Way
Oak Harbor, WA 98277

RE: Past Due Moorage—Oak Harbor Marina
Account No. 6064
Vessel No. **, NAMASTE D-14

Dear Mr. & Mrs. Schiller:

The above-referenced vessel has been secured at the Oak Harbor Marina for non-payment of Marina charges. Enclosed is a copy of the Notice fastened to your vessel.

Your vessel will be released at such time as all outstanding fees and charges, including legal fees incurred as a result of the seizure, have been paid in full. Alternatively, if you contest the amount of charges owing, you can post a cash bond or other acceptable security with the City in an amount sufficient to cover all Marina charges owing, including costs of collection. Such bond or security will be held by the City until agreement is reached or disposition is made by a court. You have a right to a hearing to contest these charges. In order to obtain that hearing, you must commence legal proceedings against the City of oak Harbor for the return of your vessel.

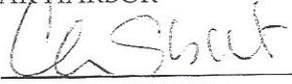
The amount owing to date is \$1188.00. Failure to pay this amount *in full* or to commence legal proceedings for the return of your vessel within ninety (90) days of the above-stated date may result in your vessel being offered for sale at public auction.

Because of the ongoing delinquency of your account, partial payment will no longer be accepted. Your vessel will remain secured and procedures for sale of your boat will continue until and unless the balance owing on your account is paid in full.

We look forward to the prompt payment of outstanding charges and satisfactory resolution of the issues.

Yours truly,

CITY OF OAK HARBOR

By 
Chris Sublet, Harbor Master

Attachment 2



MEMORANDUM

TO: Mayor and City Council
FROM: Chris Sublet, Harbormaster
RE: Delinquent Accounts

The vessels described below are at the Oak Harbor Marina, by agreement with the owners. Rent for the moorage of these vessels has not been paid.

In Marina	Owners	Address	Item	Monthly Cost	Unpaid Since	Delinquent Account Letter sent on	Secured On	Secured Letter Sent On	Current Amount Owed
4/14/2013	Troy Harmon	16014 Ash Way Lynnwood, WA 98087	Boat	\$305.53	06/2014	9/12/2014	10/02/2014	10/02/2014	\$3195.07
05/31/2012	William & Patricia Schiller	2187 Heritage Way Oak Harbor, WA 98277	Boat	\$266.00	02/2014	05/07/2014	05/23/2014	05/23/2014	\$3829.06
11/05/2012	John Schisel	32 Shorebird Lane Coupeville WA 98239	Boat	\$55.00	12/2013	01/08/2014	02/12/2014	02/12/2014	\$1371.56

A letter was sent by both regular and registered mail, return receipt requested, to the owners at the above addresses advising that if the moorage account was not brought current, the vessel would be secured and not released until payment was made.

These vessels have been secured by authorized personnel of the Oak Harbor Marina. A Notice was attached to the vessels advising of the seizure. A letter was sent by both regular mail and certified mail, return receipt requested, with a copy of the Notice advising that if the Marina charges were not paid within ninety (90) days the vessel would be sold at public auction.

More than ninety (90) days have elapsed since the date of mailing the Notice and the owners have not paid the Marina charges and the vessels are now presumed to be abandoned. Therefore, I will be requesting at a future City Council meeting, that you authorize the sale of these vessels at auction so that the City may recover the "Marina charges".

It should be noted that because this action involves the sale of a person's personal property, both the RCW and OHMC have a number of steps in ensuring due process is followed. Completing these steps requires a considerable amount of time.

Attachment



These vessels are in areas of the marina where moorage is not in demand and there are not any waiting lists, therefore there has not been a loss of revenue while the due process has been performed.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

02/27/2015 Oak Harbor Marina
Date and Place of Signing



Chris Sublet, Harbormaster

Attachment



February 27, 2015

**VIA First Class and REGISTERED MAIL
RETURN RECEIPT REQUESTED**

William & Patricia Schiller
2187 Heritage Way
Oak Harbor, WA 98277

Re: Vessel ID WN4700JR

Dear Mr. & Mrs. Schiller:

The public meeting of the City Council has been scheduled for March 17, 2015, so that the City Council can consider selling the above-referenced boat at public auction to recover "Marina charges".

Very truly yours,

A handwritten signature in black ink, appearing to read "Chris Sublet".

Chris Sublet
Harbormaster

Attachment B4



Marina

January 8, 2014

John Schisel
32 Shorebird Ln
Coupeville, WA 98239

REGISTERED MAIL AND FIRST CLASS MAIL
RETURN RECEIPT REQUESTED

RE: Past Due Moorage—Oak Harbor Marina
Account No. 6973
Vessel No. WN901BA, ALLICAT, A-47

Dear Mr. Schisel,

This account is again more than sixty (60) days past due. The amount owed as of January 8, 2014 is \$190.65.

You should be aware that if this amount is not paid within fifteen (15) days of the date of this letter, your vessel, described above, is subject to seizure by the City of Oak Harbor. You have a right to a hearing to adjudicate whether the amount owed is correct or the securing of the vessel is proper by filing a lawsuit in a court of competent jurisdiction within fifteen (15) days from the date of this letter.

If the full payment is not made or no such lawsuit is filed, the City will seize the vessel and hold it until payment is made and, if payment is not made, may sell the vessel. The city will not accept partial payment.

We hope this will not be necessary. If you have any questions regarding your account please contact the marina office at (360) 279-4575.

Sincerely,

CITY OF OAK HARBOR

By Chris Sublet
Oak Harbor Marina Harbormaster, Chris Sublet

Attachment C1



Marina

February 12, 2014

**REGISTERED AND FIRST CLASS MAIL
RETURN RECEIPT REQUESTED**

John Schisel
32 Shorebird Ln
Coupeville, WA 98239

RE: Past Due Moorage—Oak Harbor Marina
Account No. 6973
Vessel No. WN901BA, ALLICAT , a-47

Dear Mr. Schisel:

The above-referenced vessel has been secured at the Oak Harbor Marina for non-payment of Marina charges. Enclosed is a copy of the Notice fastened to your vessel.

Your vessel will be released at such time as all outstanding fees and charges, including legal fees incurred as a result of the seizure, have been paid in full. Alternatively, if you contest the amount of charges owing, you can post a cash bond or other acceptable security with the City in an amount sufficient to cover all Marina charges owing, including costs of collection. Such bond or security will be held by the City until agreement is reached or disposition is made by a court. You have a right to a hearing to contest these charges. In order to obtain that hearing, you must commence legal proceedings against the City of oak Harbor for the return of your vessel.

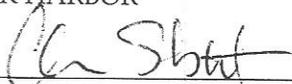
The amount owing to date is \$288.79. Failure to pay this amount *in full* or to commence legal proceedings for the return of your vessel within ninety (90) days of the above-stated date may result in your vessel being offered for sale at public auction.

Because of the ongoing delinquency of your account, partial payment will no longer be accepted. Your vessel will remain secured and procedures for sale of your boat will continue until and unless the balance owing on your account is paid in full.

We look forward to the prompt payment of outstanding charges and satisfactory resolution of the issues.

Yours truly,

CITY OF OAK HARBOR

By 
Chris Sublet, Harbor Master

Attachment C2



MEMORANDUM

TO: Mayor and City Council
FROM: Chris Sublet, Harbormaster
RE: Delinquent Accounts

The vessels described below are at the Oak Harbor Marina, by agreement with the owners. Rent for the moorage of these vessels has not been paid.

In Marina	Owners	Address	Item	Monthly Cost	Unpaid Since	Delinquent Account Letter sent on	Secured On	Secured Letter Sent On	Current Amount Owed
4/14/2013	Troy Harmon	16014 Ash Way Lynnwood, WA 98087	Boat	\$305.53	06/2014	9/12/2014	10/02/2014	10/02/2014	\$3195.07
05/31/2012	William & Patricia Schiller	2187 Heritage Way Oak Harbor, WA 98277	Boat	\$266.00	02/2014	05/07/2014	05/23/2014	05/23/2014	\$3829.06
11/05/2012	John Schisel	32 Shorebird Lane Coupeville WA 98239	Boat	\$55.00	12/2013	01/08/2014	02/12/2014	02/12/2014	\$1371.56

A letter was sent by both regular and registered mail, return receipt requested, to the owners at the above addresses advising that if the moorage account was not brought current, the vessel would be secured and not released until payment was made.

These vessels have been secured by authorized personnel of the Oak Harbor Marina. A Notice was attached to the vessels advising of the seizure. A letter was sent by both regular mail and certified mail, return receipt requested, with a copy of the Notice advising that if the Marina charges were not paid within ninety (90) days the vessel would be sold at public auction.

More than ninety (90) days have elapsed since the date of mailing the Notice and the owners have not paid the Marina charges and the vessels are now presumed to be abandoned. Therefore, I will be requesting at a future City Council meeting, that you authorize the sale of these vessels at auction so that the City may recover the "Marina charges".

It should be noted that because this action involves the sale of a person's personal property, both the RCW and OHMC have a number of steps in ensuring due process is followed. Completing these steps requires a considerable amount of time.

Attachment C



These vessels are in areas of the marina where moorage is not in demand and there are not any waiting lists, therefore there has not been a loss of revenue while the due process has been performed.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

02/27/2015 Oak Harbor Marina
Date and Place of Signing



Chris Sublet, Harbormaster



February 27, 2015

**VIA First Class and REGISTERED MAIL
RETURN RECEIPT REQUESTED**

John Schisel
32 Shorebird Ln.
Oak Harbor, WA 98277

Re: Vessel ID WN901BA

Dear Mr. Schisel:

The public meeting of the City Council has been scheduled for March 17, 2015, so that the City Council can consider selling the above-referenced boat at public auction to recover "Marina charges".

Very truly yours,

Chris Sublet
Harbormaster

Attachment C4

SUMMARY INFORMATION
DELINQUENT ACCOUNTS

In Marina	Owners	Monthly Cost	Current Amount Owed	Moorage Unpaid Since	Delinquent Account Letter sent on	Secured On	Secured Letter Sent On	Memo to Mayor and City Council	City Council Action Notice Sent On
4/14/2013	Troy Harmon	\$305.53	\$3195.07	06/2014	9/12/2014	10/02/2014	10/02/2014	02/27/15	02/27/15
05/31/2012	William & Patricia Schiller	\$266.00	\$3829.06	02/2014	05/07/2014	05/23/2014	05/23/2014	02/27/15	02/27/15
11/05/2012	John Schisel	\$166.00	\$1371.56	12/2013	01/08/2014	02/12/2014	02/12/2014	02/27/15	02/27/15

ATTACHMENT D

RESOLUTION NO. 1506

RESOLUTION AUTHORIZING SALE OF VESSELS FOR “MARINA CHARGES”

WHEREAS, the City Council duly held a public meeting on March 17, 2015, wherein the City Council considered whether or not the vessels located in the Oak Harbor Marina with vessel identification numbers WN3628H, WN4700JR and WN901BA are abandoned; and

WHEREAS, having found that the vessels were moored or stored at the Oak Harbor Marina; and

WHEREAS, storage charges owing on the vessels were not paid in full within 90 days from the time the owners of the vessels were notified by registered mail of the delinquent charges; and

WHEREAS, the owners were notified of their right to commence legal proceeding to contest that such charges are owing; and

WHEREAS, the owners have not commenced legal proceedings; and

WHEREAS, the vessels are presumed to have been abandoned by the owners; and

WHEREAS, the procedures required by RCW 53.08 have been complied with; now, therefore,

BE IT RESOLVED by the City Council of the City of Oak Harbor that the vessels above-described which have been abandoned by its owners shall be sold at public auction at a time and place to be fixed by the Harbormaster after giving due notice to the listed owners at the last known address and listing the same in a newspaper of general circulation in Island County at least ten (10) days and not more than twenty (20) days before the sale.

PASSED and approved by the City Council this 17th day of March, 2015.

THE CITY OF OAK HARBOR

Scott Dudley, Mayor

Attest:

City Clerk

Approved as to form:

Nikki Esparza, City Attorney

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 11.a
Date: March 17, 2015
Subject: Planning Commission 2014
Report

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

No action is required – this item is for information only.

BACKGROUND / SUMMARY INFORMATION

Staff will present the Planning Commission 2014 Annual Report to the City Council. Members of the Planning Commission may be in attendance at the Council meeting.

LEGAL AUTHORITY

Oak Harbor Municipal Code (OHMC) Chapter 18.04 establishes the Planning Commission and its responsibilities. OHMC Section 18.04.070 requires the Planning Commission to make an annual report to the City Council.

FISCAL IMPACT

Funds Required: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

The Planning Commission reviewed the annual report at their January 2015 meeting and at their February 2015 meeting recommended that it be forwarded to the City Council.

ATTACHMENTS

1. [Planning Commission 2014 Report](#)



City of Oak Harbor

Planning Commission's Annual Report to the City Council

2014



Photo
Courtesy of Cac Kamak

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Appendix: Planning Commission

2014 Action Details.....Page 10

2014 Planning Commission Members

Keith Fakkema, Chair
Greg Wasinger, Vice Chair
Kristi Jensen
Dave Fikse
Bruce Freeman
Ana Maria Schlecht
Sandi Peterson
Mike Piccone
Cecil Pierce

**Planning Commission's Annual Report to the City Council
2014**

Section 1: Accomplishments

Summary of 2014 Accomplishments

- Comp Plan Amendments
 - Sponsored Amendment
 1. Land use change for 1000 SE City Beach Street from High Density Residential to Public Facilities – continued from 2013
 - Mandated Items
 1. 2015-2020 Capital Improvements Plan
 2. 2016 Comprehensive Plan Update – preliminary review of revised Countywide Planning Policies as part of the 2016 update
 - Discretionary Amendments
 - Land use map - amendment/corrections to UGA boundaries to reflect the County's decision on the 2005 amendments
 - Scenic Views – amend Comprehensive Plan Goal 5 of the Urban Design element to add scenic view corridors for protection
- Public Participation Plan – reviewed and forwarded recommendation to City Council for approval
- Six-Year Transportation Improvement Program
- Code Amendments
 - Water System Plan and Water Use Efficiency program – reviewed draft and forwarded are recommendation to City Council for approval
 - Draft Zoning Regulations for Maritime Zone – began review of draft regulations
 - Electronic Message Center Sign Code Update – considered additional information provided by the International Sign Association forwarded recommendations for draft code establishing new regulations for EMC signs; including size, placement and brightness standards
 - Marijuana Related Uses Code Amendment Project – reviewed draft code to establish appropriate zoning and standards for marijuana related uses and provided recommendations to City Council
- Development Review
 - Beckett Landing Subdivision
 - Permit Extension for Adult Day Care Conditional Use Permit
- Economic Development Strategy - Reviewed strategy and forwarded recommendations to City Council
- Training
 - Public Officials Training – Land Use
 - Open Public Meetings Act
- Annual Report to City Council
 - 2015 Planning Commission work program
 - Planning Commission accomplishments in 2014

**Planning Commission's Annual Report to the City Council
2014**

Section 2: 2015 Proposed Work Program

Proposed 2015 Work Program Schedule

Work Program Items	2015											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015 Comprehensive Plan Amendment Docket												
2015 Comprehensive Plan Amendments												
2015 TIP Updates												
Capital Facilities Plan/Capital Improvement Plan Update												
2016 Comprehensive Plan Amendments <ul style="list-style-type: none"> • Land capacity analysis • Revise Countywide Planning Policies • Land Use Element • Housing Element • Transportation Element • Miscellaneous amendments 												
Maritime Uses Zoning Regulations												
Rezone 1000 SE City Beach Street												
Homeless Encampment Code Amendment												
Medical Marijuana Regulations												

Note: The above schedule is approximate and subject to change as necessary.

Description of 2015 Proposed Work Program Items

2015 Comprehensive Plan Amendment Docket

Review of any items on the Comprehensive Docket and consideration whether to propose any item as a potential amendment to the Comprehensive Plan.

2015 Comprehensive Plan Amendments

- 2016 Updates to the Comprehensive Plan - *Mandated*
 - Land Use Element
 - Population and Projections
 - Land Use inventory
 - Population densities and Building intensities
 - Updates to Critical Areas
 - Housing Element
 - Inventory and analysis on existing housing
 - Projected housing needs based on projections
 - Sufficient land for housing
 - Policies regarding manufactured home
 - Transportation Element
 - Update the Transportation Plan
- Capital Improvements Plan update - *Mandated*
- Facility Plan for the wastewater treatment plant – *Mandated*
- Land Use change from Low Density Residential to Medium Density Residential for 3 lots on SW 3rd Avenue (R132034884830, R132034884940, and R132034885060) – *Sponsored Amendment*

Zoning Regulations for Maritime Zone

Continue review and discussion of draft zoning regulation for the Maritime zoning district that was created with the adoption of the 2012 Comprehensive Plan Amendments. The Planning Commission will discuss the types of uses to be accommodated in the Maritime zoning district along with any conditions or process to consider them by.

2015 TIP Updates

Updates to the 6-year Transportation Improvement Program and the Capital Improvement Plan Improvement Plan for adoption into the Comprehensive Plan

Continue work in preparation of 2016 Comprehensive Plan Amendments

The Planning Commission will consider information related to and make recommendations on the land capacity of the Oak Harbor Urban Growth Area. The Commission will assist in reviewing and amending the County-Wide Planning Policies.

Description of 2015 Proposed Work Program Items
Continued

Rezoning of 1000 SE City Beach Street

The Planning Commission will rezone 1000 SE City Beach Street to implemented land use change approved as part of the 2014 Comprehensive Plan.

Homeless Encampment Code Amendment

The Planning Commission will review draft code to establish appropriate regulation standards for homeless encampment requests and provided recommendations to City Council.

Medical Marijuana Regulations

The Planning Commission with reviewed draft code to establish appropriate zoning and standards for medical marijuana and provided recommendations to City Council

**Planning Commission's Annual Report to the City Council
2014**

**Section 3: Planning Commission
General Recommendations to City Council**

Planning Commission General Recommendations to City Council

1. The Planning Commission would like to express their appreciation for staff's work and professionalism. The detailed research and thorough explanations staff supplies the Planning Commission make the Planning Commission's job possible.

**Planning Commission's Annual Report to the City Council
2014**

**Appendix: Planning Commission
2014 Action Details**

**DETAIL
2014
Planning Commission
Actions**

JANUARY

January 28, 2014

MARIJUANA RELATED USES – CODE AMENDMENT PROJECT – Public Hearing

The public hearing on the draft code, establishing appropriate zoning and standards for marijuana related uses, was continued from the December 10, 2013 meeting. After accepting additional public testimony at this meeting the Planning Commission closed the hearing and made the following recommendations to the City Council.

ACTION: MS. SCHLECHT MOVED, MR. FIKSE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL APPROVE ORDINANCE No. 1685 WITH THE CORRECTION TO USE THE DEFINITION OF GAME ARCADE UNIFORMLY THROUGHOUT THE ORDINANCE, MOTION CARRIED.

ACTION: MS. SCHLECHT MOVED, MS. PETERSON SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL EXTEND THE MORATORIUM FOR ANOTHER SIX MONTHS TO SEE WHAT HAPPENS AT THE STATE LEVEL.

2014 COMPREHENSIVE PLAN AMENDMENT DOCKET – Public Hearing

The Planning Commission held a public hearing on the Preliminary 2014 Comprehensive Plan Amendments Docket. The 2014 amendments include updates to the Capital Improvements Plan, continued work on the 2016 Update and amendments to the Future Land Use Map to correct the 2005 UGA boundaries based on Island County's actions. The preliminary docket also continues previous amendments such as the land use changes to 1000 SE City Beach Street and Scenic View Study. At the conclusion of the public hearing the Planning Commission forwarded the following recommendation to the City Council.

ACTION: MS. PETERSON MOVED, MS. SCHLECHT SECONDED A MOTION TO RECOMMEND THE CITY COUNCIL APPROVE THE 2014 COMPREHENSIVE PLAN DOCKET AS PRESENTED.

PUBLIC PARTICIPATION PLAN – Public Meeting

A draft Public Participation Plan was provided to the Planning Commission in October 2013. The Planning Commission discussed the Public Participation Plan further at the January meeting. The Planning Commission will tentatively make a recommendation to the City Council on the Public Participation Plan at its February meeting.

YEARLY REPORT TO CITY COUNCIL – Public Meeting

The Planning Commission discussed and reviewed their yearly report to the City Council. The yearly report is a summary of Planning Commission's accomplishments in 2013 and proposed work program for 2014. Ms. Schlecht volunteered to prepare general recommendations and provide them to staff before the February 25, 2014 meeting.

FEBRUARY

February 25, 2014

ELECTRONIC MESSAGE CENTERS CODE UPDATE – Public Hearing

The Planning Commission considered additional information provided by the International Sign Association on electronic message centers. At the conclusion of the public hearing the Planning Commission forwarded the following recommendations to the City Council.

DURATION

ACTION: MS. JENSEN MOVED, MR. PETERSON SECONDED A MOTION TO LEAVE THE DRAFT CODE LANGUAGE AS IS - "MESSAGES, TEXT, GRAPHICS, IMAGES, AND VIDEOS, MUST REMAIN ON-SCREEN FOR A MINIMUM OF TWO SECONDS."

VOTE: 4 IN FAVOR AND 1 OPPOSED (WASINGER)

ANIMATION

ACTION: MS. PETERSON MOVED, JENSEN SECONDED A MOTION TO LEAVE THE DRAFT CODE LANGUAGE AS IS - "ANIMATION AND VIDEO CANNOT PORTRAY ACTION OR MOVEMENT AT SPEEDS FASTER THAN WHAT OCCURS IN REAL LIFE."

VOTE: 4 IN FAVOR AND 1 OPPOSED (FREEMAN)

TRANSITION TIME

ACTION: MR. FIKSE MOVED, MR. WASINGER SECONDED DIRECT STAFF TO REVISE THE LANGUAGE IN SECTION 19.36.030 (5)(G)(VIII) TO DELETE “WHEN THE SIGN IS TRANSITIONING BETWEEN COLORS, GRAPHICS, IMAGES OR TEXT THE TRANSITION TIME MUST OCCUR WITHIN ONE SECOND AND NO LESS THAN .5 SECONDS.”

VOTE: 4 IN FAVOR 1 OPPOSED (PETERSON)

SCROLLING OR MOVING TEXT

ACTION: MS. JENSEN MOVED, MR. FREEMAN SECONDED A MOTION TO: LEAVE THE DRAFT CODE LANGUAGE AS IS - “SCROLLING OR MOVING TEXT IS PROHIBITED.”

VOTE: UNANIMOUS

BRIGHTNESS

ACTION: FIKSE MOVED, JENSEN SECONDED A MOTION TO: DIRECT STAFF TO REVISE THE LANGUAGE IN SECTION 19.36.030 (5)(G)(XII) SO THAT THE SECOND SENTENCE READS “DIGITAL SIGNS SHALL COME EQUIPPED WITH PHOTO CELL AUTOMATIC DIMMING TECHNOLOGY.”

VOTE: UNANIMOUS

ACTION: PETERSON MOVED FREEMAN SECONDED A MOTION TO: DIRECT STAFF TO REVISE THE BRIGHTNESS STANDARDS TO 90% BRIGHTNESS IN NITS DURING THE DAYTIME AND NO GREATER THAN 7% BRIGHTNESS IN NITS AT NIGHT WITH A MAXIMUM CAP OF 1000 NITS AT NIGHT.

VOTE: UNANIMOUS

PUBLIC PARTICIPATION PLAN – Public Hearing

A draft of the Public Participation Plan was provided to the Planning Commission for review in January 2014. The Planning Commission will discuss Public Participation Plan further at the February meeting. The Planning Commission is expected to make a recommendation to the City Council on the adoption of the Public Participation Plan.

ACTION: MS. PETERSON MOVED, MR. WASINGER SECONDED A MOTION TO FORWARD THE PUBLIC PARTICIPATION PLAN TO THE CITY COUNCIL WITH A RECOMMENDATION FOR APPROVAL. MOTION CARRIED.

ANNUAL REPORT TO CITY COUNCIL – Public Meeting

The Planning Commission will discuss the general recommendations portion of their annual report to the City Council. The report is a summary of Planning Commission’s accomplishments in 2013 and proposed work program for 2014. At the conclusion of the meeting the Planning Commission forwarded the report to the City Council.

MARCH

March 25, 2014
Meeting Cancelled

APRIL

April 22, 2014

2014 COMPREHENSIVE PLAN AMENDMENT – SCENIC VIEWS – Public Meeting

Staff will resurrect the discussion related to Scenic Views within Oak Harbor. The last discussion related to this topic identified the scenic views that may warrant preservation. Staff provided a refresher presentation to the Planning Commission. **NO ACTION**

MARITIME USES – Public Meeting

The City’s Comprehensive Plan was amended in 2012 to include Maritime Uses as a land use category. The lands adjacent to the Marina are now designated as Maritime. Staff provided an overview of the land use designation and discuss a framework for creating zoning regulations for this land use category. **NO ACTION**

MEDICAL MARIJUANA – Public Meeting

A moratorium is presently in place prohibiting the establishment of medical marijuana collective gardens and marijuana dispensaries in Oak Harbor. Staff presented preliminary research to the Planning Commission that will begin the process of determining what permanent regulations should govern these uses. **NO ACTION**

MAY

MAY 27, 2014

BECKETT LANDING SUBDIVISION– Public Hearing

“Beckett Landing” is a proposed subdivision on 4.90 acres located south of the terminus of NW Prow Street, north of the existing and proposed Island Place development, and west of the Paragon Place development and Heller Road. The applicant proposes 22 single-family detached lots, with associated street and utility improvements and native vegetation areas. The Planning Commission conducted a public hearing made the following recommendation to City Council.

ACTION: MR. FREEMAN MOVED, MR. WASINGER SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PRELIMINARY PLAT AND CRITICAL AREAS PERMIT FOR BECKETT LANDING SUBJECT TO THE CONDITIONS OF APPROVAL IN ATTACHMENT B AS WRITTEN, MOTION CARRIED BY A VOTE OF 3 IN FAVOR (FAKKEMA, WASINGER AND FREEMAN) AND 2 OPPOSED (JENSEN AND PETERSON).

ACTION: MR. FREEMAN MOVED, MR. WASINGER SECONDED A MOTION TO ADOPT THE PLANNING COMMISSION’S FINDING OF FACT, CONCLUSIONS OF LAW RECORD OF DECISION IN ATTACHMENT H. MOTION CARRIED BY A VOTE OF 4 IN FAVOR AND 1 OPPOSED (JENSEN).

WATER SYSTEM PLAN – Public Hearing

The City of Oak Harbor is updating its Water System Plan of which the Water Use Efficiency program is a part. A Water System Plan and Water Use Efficiency program is required to be adopted by the City every six years by the Washington State Department of Health for all public water systems. The purpose of the Plan and Efficiency program is to preserve state water resources and provide long-term maintenance of public water supplies. Staff presented information on the city water supply, current status of the Water Use Efficiency program and the goals proposed for the program as it continues to the public and the Commission. An essential component of the program is the water rate structure. Public comment was invited especially from water system customers. None were forthcoming.

ACTION: MS. JENSEN MOVED, MS. PETERSON SECONDED A MOTION TO FORWARD A RECOMMENDATION FOR APPROVAL OF THE DRAFT WATER PLAN AND THE WATER USE EFFICIENCY GOALS. MOTION CARRIED.

2014 COMPREHENSIVE PLAN AMENDMENT – SCENIC VIEWS – Public Meeting

Staff planned to continue the discussion related to Scenic Views within Oak Harbor. Staff planned to present various goals and policies currently within the Comprehensive Plan that either support or conflict with ideas surrounding the preservation of scenic views.

Mr. Kamak asked the Commission to continue this item to the next Planning Commission meeting. Planning Commission agreed. **NO ACTION**

MEDICAL MARIJUANA – Public Meeting

A moratorium is presently in place prohibiting the establishment of medical marijuana collective gardens and marijuana dispensaries in Oak Harbor. Last month staff briefed the Planning Commission on the current status of medical marijuana law in Washington state. Mr. Powers reported that there was nothing new to report since last month. **NO ACTION**

JUNE

June 4, 2014

PLANNING COMMISSION ATTENDED TRAINING:

Public Officials Training – Land Use

Trainer: Michael C. Walter, Regional Defense Attorney of Keating Bucklin & McCormack, Inc. P.S.

Description: The presentation will focus on key rules, regulation and decision concerning:

- **Land Use Regulations for Decision Making**
Administrative, Legislative and Quasi-judicial actions
Arbitrary & Capricious Decision Making
- **Land use Rules of Engagement for Public Officials**
Appearance of Fairness
High Risk Words and the Consequences
Emails & Other Forms of Communication

- **Land Use Recommendations for Risk Management of:**
 Permit Applications & Processing
 Zoning & Regulations
 Takings and Exactions
 Vesting Rights
 Annexations
 Moratoria

June 24, 2014

COMPREHENSIVE PLAN LAND USE MAP AMENDMENT – Public Meeting

Staff introduced the topic and provided background information on the Comprehensive Plan Land Use Map amendment proposed for 1000 City Beach Street. The property is owned by the City and is currently designated as High Density Residential. The proposal is to change the land use designation to Public Facilities. **NO ACTION**

2014 COMPREHENSIVE PLAN AMENDMENT – SCENIC VIEWS – Public Meeting

Staff presented various goals and policies currently within the Comprehensive Plan that either support or conflict with ideas surrounding the preservation of scenic views. **NO ACTION**

JULY

July 22, 2014

2014 COMPREHENSIVE PLAN AMENDMENT - LAND USE MAP AMENDMENT – Public Hearing

The Planning Commission conducted a public hearing on a proposed land use amendment for 1000 SE City Beach Street. The property is owned by the City and is currently designated as High Density Residential. The proposal is to change the land use designation to Public Facilities. The Planning Commission made the following recommendation to the City Council:

ACTION: MR. FREEMAN MOVED, MS. PETERSON SECONDED, MOTION CARRIED TO RECOMMEND THAT CITY COUNCIL APPROVE THE AMENDMENT TO THE FUTURE LAND USE MAP CHANGING THE DESIGNATION OF 1000 SE CITY BEACH STREET FROM HIGH DENSITY RESIDENTIAL TO PUBLIC FACILITIES.

2014 COMPREHENSIVE PLAN AMENDMENT – AMENDMENT/CORRECTIONS TO THE URBAN GROWTH AREAS (UGA) – Public Meeting

The Planning Commission was introduced to the amendments proposed to correct the City’s UGA boundaries to reflect the County’s decision on the 2005 amendments. This is a correction to the City’s Future Land Use Map which will remove areas that were added in 2005. Additions to the UGA are not proposed at this time. The City plans to conduct a formal Public Hearing with the Planning Commission on this amendment in the next two months and make a recommendation to the City Council. The City Council will consider this amendment along with other 2014 Comprehensive Plan Amendments at the end of this year. **NO ACTION**

AUGUST

August 26, 2014

2014 COMPREHENSIVE PLAN AMENDMENT – AMENDMENT/CORRECTION TO THE URBAN GROWTH AREAS (UGA) – Public Hearing

The Planning Commission conducted a public hearing on amendments proposed to correct the City’s UGA boundaries to reflect the County’s decision on the 2005 amendments. This is a correction to the City’s Future Land Use Map which will remove areas that were added in 2005. Additions to the UGA are not proposed at this time. The Planning Commission was introduced to the topic at the July 22, 2014 meeting. The Planning Commission made the following recommendation to the City Council:

ACTION: MS. PETERSON MOVED, MR. WASINGER SECONDED, MOTION CARRIED TO RECOMMEND THAT CITY COUNCIL APPROVE THE AMENDMENTS TO THE FUTURE LAND USE MAP TO BE CONSISTENT WITH THE COUNTY’S DECISION ON THE 2005 UGA AMENDMENTS.

2014 COMPREHENSIVE PLAN AMENDMENT – SCENIC VIEWS – Public Hearing

The Planning Commission conducted a public hearing to amend the Comprehensive Plan and add scenic views identified in a study that was initiated in 2012. The Study went through a public participation process and a criteria based review of several views from and within the City. The Planning Commission has identified 4 viewsheds (Northbound SR 20 – Scenic Heights to Erie, Waterfront Trail, Regatta Drive– SE 8th to Pioneer Way, Southbound SR 20 and NE 16th Ave) to be considered for protection. The Planning Commission made the following recommendation to the City Council:

ACTION: MR. FREEMAN MOVED, MS. SCHLECHT SECONDED, MOTION CARRIED TO RECOMMEND THAT CITY COUNCIL APPROVE AMENDING COMPREHENSIVE PLAN GOAL 5 OF THE URBAN DESIGN ELEMENT WITH LANGUAGE AS PROPOSED IN EXHIBIT A OF THE STAFF REPORT.

SEPTEMBER

September 23, 2014

PERMIT EXTENSION FOR ADULT DAY CARE CONDITIONAL USE PERMIT – Public Hearing

The Planning Commission held a public hearing to consider extending for two years a previously approved conditional use permit held by the Oak Harbor Senior Center to operate various programs out of a modular building at 917 E. Whidbey Avenue (Island County Parcel Number S7600-00-02604-0). This is a final decision of the Planning Commission.

ACTION: MR FREEMAN MOVED, MR.PICCONE SECONDED, MOTION CARRIED TO ADOPT THE FINDINGS, CONCLUSIONS AND RECORD OF DECISION AND APPROVE THE TWO-YEAR EXTENSION FOR THE USE OF AN EXISTING MODULAR STRUCTURE IN THE PUBLIC FACILITIES ZONING DISTRICT.

2015 – 2020 CAPITAL IMPROVEMENT PLAN – Public Meeting

Staff introduced the 2015 – 2020 Capital Improvement Plan to the Planning Commission. The Capital Improvement Plan identifies necessary capital projects to serve the community such as streets, waterlines and sewer lines. **NO ACTION**

OCTOBER

October 28, 2014

PREMEETING TRAINING

Open Public Meetings Act Training (RCW 42.30)

SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – Public Hearing

The Planning Commission conducted a public hearing to consider the updates to the Six-Year Transportation Improvement Program for the years 2015-2020. The Planning Commission made the following recommendation to the City Council:

ACTION: MS. PETERSON MOVED, MR. FREEMAN SECONDED, MOTION CARRIED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2015-2020 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM.

2014 COMPREHENSIVE PLAN AMENDMENT: 2015 – 2020 CAPITAL IMPROVEMENT PLAN – Public Hearing

The Planning Commission conducted a public hearing on the 2015-2020 Capital Improvement Plan. The Capital Improvement Plan identifies necessary capital projects to serve the community such as streets, waterlines and sewer lines. The Planning Commission made the following recommendation to the City Council: The Planning Commission also forward their recommendations on all of the 2014 amendments to the City Council.

ACTION: MS. SCHLECHT MOVED, MS. PETERSON SECONDED, MOTION CARRIED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2014 COMPREHENSIVE PLAN AMENDMENTS THAT INCLUDE UPDATES TO THE CAPITAL IMPROVEMENTS PLAN (CIP), AMENDMENTS TO THE FUTURE LAND USE MAP TO CORRECT THE UGA BOUNDARIES AND CHANGE THE DESIGNATION OF 1000 SE CITY BEACH STREET FROM HIGH DENSITY RESIDENTIAL TO PUBLIC FACILITIES, AND AMENDING GOAL 5 OF THE URBAN DESIGN ELEMENT TO ADD SCENIC CORRIDORS IDENTIFIED THROUGH A SCENIC VIEW STUDY.

DRAFT COUNTYWIDE PLANNING POLICIES – Public Meeting

Staff introduced the draft CWPP to the Planning Commission. The Countywide Planning Policies (CWPP) are policy statements adopted by Island County and the jurisdictions within intended to establish a countywide framework from which county and city comprehensive plans are developed. Adoption of the CWPP is required by the Growth Management Act and they are being revised as part of the 2016 update to the Comprehensive Plan. **NO ACTION**

NOVEMBER

November 25, 2014

DRAFT COUNTYWIDE PLANNING POLICIES – Public Meeting

The Countywide Planning Policies (CWPP) are policy statements adopted by Island County and the jurisdictions within intended to establish a countywide framework from which county and city comprehensive plans are developed. Adoption of the CWPP is required by the Growth Management Act and they are being revised as part of the 2016 update to the Comprehensive Plan. Staff briefed the Planning Commission on the current status of this project. **NO ACTION**

2015 COMPREHENSIVE PLAN AMENDMENT – Public Meeting

The process for the annual amendments for the 2015 Comprehensive Plan Amendment cycle was initiated in

October with a notice to the newspaper. Applications for sponsored amendments are due on December 1, 2015. A major portion of 2015 will be dedicated to updating the Comprehensive Plan for the 2016 major update. Staff initiated a discussion with the Planning Commission on potential amendments for the 2015 Comprehensive Plan amendment cycle. **NO ACTION**

DECEMBER

December 9, 2014

DRAFT COUNTYWIDE PLANNING POLICIES – Public Meeting

Staff discussed the current status of the project with the Planning Commission. **NO ACTION**

2015 COMPREHENSIVE PLAN AMENDMENT – Public Meeting

Staff discussed the potential amendments for the 2015 Comprehensive Plan amendment cycle with the Planning Commission. **NO ACTION**

MARITIME USES – Public Meeting

The City's Comprehensive Plan was amended in 2012 to include Maritime Uses as a land use category. The lands adjacent to the Marina are now designated as Maritime. Staff discussed a framework for creating zoning regulations for this land use category with the Planning Commission. **NO ACTION**

DECEMBER

December 9, 2014

DRAFT COUNTYWIDE PLANNING POLICIES – Public Meeting

The Countywide Planning Policies (CWPP) are policy statements adopted by Island County and the jurisdictions within intended to establish a countywide framework from which county and city comprehensive plans are developed. Adoption of the CWPP is required by the Growth Management Act and they are being revised as part of the 2016 update to the Comprehensive Plan. Staff continued the discussion with the Planning Commission on the current status of this project. **No Action**

2015 COMPREHENSIVE PLAN AMENDMENT – Public Meeting

The process for the annual amendments for the 2015 Comprehensive Plan Amendment cycle was initiated in October with a notice to the newspaper. Applications for sponsored amendments are due on December 1, 2015. A major portion of 2015 will be dedicated to updating the Comprehensive Plan for the 2016 major update. Staff continued the discussion with the Planning Commission on potential amendments for the 2015 Comprehensive Plan amendment cycle. **No Action**

MARITIME USES – Public Meeting

The City's Comprehensive Plan was amended in 2012 to include Maritime Uses as a land use category. The lands adjacent to the Marina are now designated as Maritime. Staff discussed a framework for creating zoning regulations for this land use category with the Planning Commission. **No Action**



Agenda Item 11.b

11.b 2014 Fire Department Annual Report

Chief of Fire, Ray Merrill

Attachments

2014 Annual Report

OAK HARBOR FIRE DEPARTMENT

2014
ANNUAL REPORT





2014 Annual Report of the City of Oak Harbor Fire Department
Published March 2015, Oak Harbor, Washington
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RCW 35.103.040 — Annual evaluations
Annual report.

(1) Every city and town shall evaluate its level of service and deployment delivery and response time objectives on an annual basis. The evaluations shall be based on data relating to level of service, deployment, and the achievement of each response time objective in each geographic area within the jurisdiction of the city or town.

(2) Beginning in 2007, every city and town shall issue an annual written report which shall be based on the annual evaluations required by subsection (1) of this section.

(a) The annual report shall define the geographic

areas and circumstances in which the requirements of this standard are not being met.

(b) The annual report shall explain the predictable consequences of any deficiencies and address the steps that are necessary to achieve compliance.

[2005 c 376 § 104.]

*Cover Photo: Lieutenant Paul Schroer during live-fire practice burn.
(OHFD Photo / Laura Titherington, May 2014)*



Oak Harbor Fire Department Directory

Headquarters, Station 81.....	(360) 279-4700
Administrative Staff	
Fire Chief Ray Merrill	279-4701
Deputy Chief Mike Buxton.....	279-4702
Administrative Assistant Angela Braunstein.....	279-4703
Maintenance Division	
Lieutenant Mike Engle	279-4705
Training Division	
Lieutenant Craig Anderson	279-4706
Suppression Division	279-4707
Lieutenant Don Baer, E Shift	
Lieutenant Paul Schroer, F Shift	
Lieutenant Mike Engle, G Shift	

2014 Annual Report

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MAYOR
Scott Dudley

MAYOR PRO TEM
Danny Paggao

COUNCIL MEMBERS
Rick Almberg

James M. Campbell

Beth Munns

Robert (Bob) Severns

Tara Hizon

Joel Servatius

*Firefighter Otto Haffner at practice live-burn, May 2014.
(OHFD Photo / Laura Titherington)*

City of Oak Harbor Vision Statement

Oak Harbor... Whidbey Island's
Premier Waterfront Community

City Mission Statement

The staff of the City of Oak Harbor is committed to delivering the highest possible level of service to its citizens, improving economic opportunity, quality of life and fostering community partnerships

City Goals

- Goal 1: Promote a healthy and growing business community
- Goal 2: Improve the appearance and livability of the community
- Goal 3: Encourage a safe community
- Goal 4: Build and enhance community partnerships
- Goal 5: Deliver superior quality service to our customers
- Goal 6: Protect and enhance capital investment in the City
- Goal 7: Promote a healthy work environment and employee excellence
- Goal 8: Annual review of the City's overall performance

OBJECTIVES of your Oak Harbor Fire Department:

- To respond to fire, rescue, medical and hazardous incidents on land or water;
- To conduct fire and life safety inspections of existing businesses, multi-family dwellings, and public assembly facilities;
- To review plans and conduct on-site inspections of new developments and buildings to ensure fire and life safety code compliance;
- To provide public education in the areas of fire prevention, CPR, first aid, life safety, accident prevention, and disaster planning preparedness;
- To provide disaster equipment such as generators, lighting, mobile command units, and multiple casualty units during natural and manmade disasters;
- To provide training and technical support to fire and city personnel;
- To provide classroom facilities and assist with the instruction of the Juvenile Fire-Setter Intervention Program;
- To provide career opportunities with a Firefighter Pilot Program for high school students;
- To provide training facilities and assist with the Island County Recruit Academy;
- To conduct investigations of all fires to determine their cause and origin;
- To maintain the mutual aid agreement with all emergency service providers on Whidbey Island;
- To maintain and operate an Emergency Operations Center for the City and as back-up for the Island County;
- To conduct and participate in county-wide training at the department's training facility; and
- To provide meeting facilities for non-profit organizations.



VISION STATEMENT

To continue to be recognized as consistently providing quality services in an efficient manner to our growing community.

MISSION STATEMENT

To provide professional and cost effective services by maintaining highly trained and highly motivated career and paid-on-call staff, combined with sufficient apparatus, equipment and facilities.



Paid-On-Call Firefighter Dwayne Jansen on scene at a residential structure fire operating L81's aerial ladder, March 2014. (OHFD Photo / Mike Buxton)

We minimize injuries, death, and property loss related to fires, medical emergencies, and other disasters through the efficient delivery of effective fire suppression and pre-hospital treatment.

Oak Harbor Fire Department Organizational Overview

Oak Harbor Fire Department is committed to creating a healthy community for residents and visitors by delivering the highest quality of emergency services to the City of Oak Harbor. Your 44 firefighters (10 career and 34 paid-on-call) operate from one station staffed 24 hours per day.

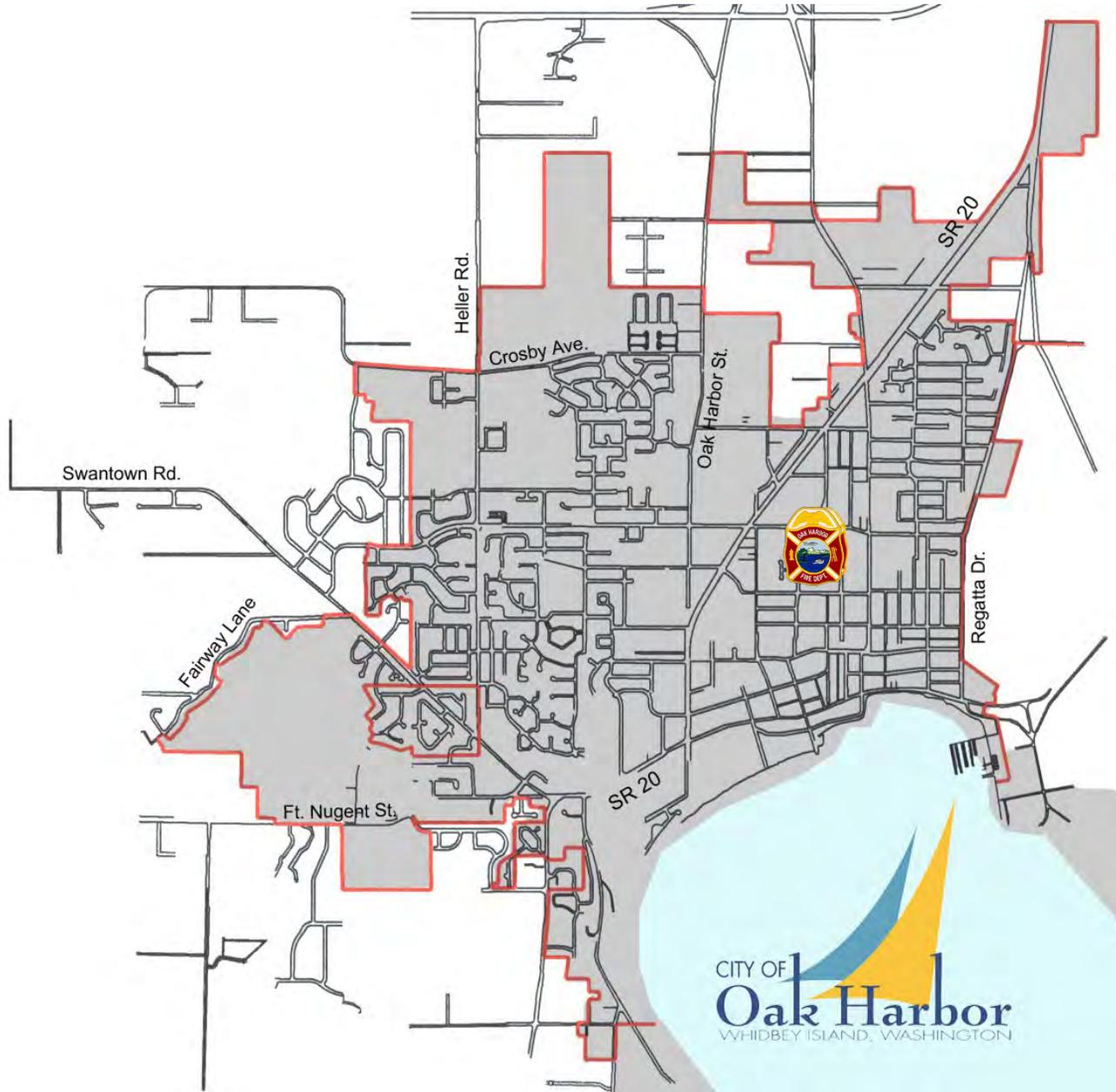
The department is responsible for fire suppression, emergency medical services, rescue services, hazardous emergency response, enforcement of fire and safety codes, environmental protection, and fire cause/arson investigation.

Emergency Management Services enhance the community's overall level of emergency preparedness by providing an emergency operations plan and emergency operation center.

Our community of over 22,136 residents in 9.714 square miles valued at over \$1.5 billion, is protected by one fire department with an annual operating budget of \$1.9 million. Residents and businesses enjoy lower property insurance premiums due to the City's Washington Survey and Rating Bureau (WSRB) / Insurance Services Office (ISO) rating of 4.

Personnel in your fire department are committed to customer service, both internally and externally, and provide services with an attitude of professionalism. We believe that training is a critical component necessary to providing high quality services. We take pride in the dedication of our personnel and their ability to provide the highest quality emergency services to the Oak Harbor community.

Oak Harbor Fire Department Service Area



2014 Statistics

General

Area Served in Square Miles
9.714

Miles of city streets
68.81

Population (as of 4/2013)
22,136

Assessed Valuation
\$1,590,666,301

Emergency Incident Responses

Fire Insurance Rating
4

Average Response Time
4 minutes, 8 seconds

Incident Responses
All Types
1,123

Fire Incidents
68 (6%)

Medical Incidents
546 (49%)

Fire Loss
\$285,220

Injuries
2 minor civilian injuries
(lacerations at scene of structure fire)



Ray Merrill
Fire Chief
Director of Emergency Services
24 years of service
Member Since 1989

Chief's Report for 2014

Welcome to the Oak Harbor Fire Department's 2014 Annual Report.

People first: The City of Oak Harbor is fortunate to have all of our dedicated firefighters on staff. Your fire department is comprised of 10 career firefighters (including myself), 1 administrative assistant, and approximately 34 paid-on-call firefighters. This type of staffing is considered to be a combination department and has saved the City's General Fund hundreds of thousands of dollars over the years. All of our members are dedicated, enthusiastic, and passionate about their part of the department. Later in this annual report you'll 'meet' those members.

Seven (7) Oak Harbor firefighters graduated from the 2014 Island Recruit Academy. Those members spent approximately 160 hours of classroom and hands-on training in order to become firefighters. Upon graduation from the Academy all became nationally certified as a firefighter, but their training has not stopped. They continue to learn

new skills and tasks while obtaining required certifications.

Four (4) department members attended Washington State Emergency Medical Technician (EMT) training. This is a 180 hour course on emergency medical care. All did very well with the training and earned both National and State Emergency Medical Certification.

Some of our members have attended specialized training at the Emergency Management Institute, a division of the National Fire Academy in Emmitsburg, Maryland. The courses they attended provided education in advanced disaster preparedness, duties of government during disasters, and safety of our citizens.

During 2014 our department responded to 1,123 calls for assistance. The following pages of this report will detail some of those incidents. The department did respond to 68 fire calls including 17 confirmed structure fires.

As we have seen around the country

violence in places where people gather, such as schools and malls, has been increasing. The fire department has taken the approach of being prepared if this ever happens in Oak Harbor. We now have an "Active Shooter" medical team that actively trains with the Oak Harbor Police Department and will enter active emergency events to provide immediate medical support. The words "Active Shooter" bring all forms of images and our goal is to provide the best possible and quickest medical care during an emergency.

In 2013 the Washington Surveying and Rating Bureau conducted a review of our service level. They provide the rating structure for insurance companies; the lower protection class rating a department receives the better insurance rates home owners and commercial occupancies pay. Currently the City has a Class 4 rating – we were hoping to obtain a Class 3 rating. We missed the lower rating by a mere 161 points. The review revealed steps

ADMINISTRATION

creating a safe and healthy community

we can take to help lower our deficiency points and improve the City's rating. Some have been easy to implement, others will be more costly. As an example, we get no deficiency for having a ladder truck; we do get 16 deficiency points for not having a *reserve* ladder truck. And those 16 points equates to 10% of our 161 points away from a Class 3 rating. Am I advocating purchasing a new ladder truck? No. Am I looking at a multi-purpose vehicle that does more than one job and meets the Rating Bureau's requirements? Absolutely.

2015 and beyond; as growth has taken place and the City continues to grow the time is fast approaching that we consider a new fire station in the Southwest section of the City. There is an area of land by Fort Nugent Park that was set aside a few years ago for a future fire station. We will soon begin the process of selecting a design team, sharing the vision with the public, obtaining input, and hopefully begin the actual construction of a facility. This will require a voter approved bond for the construction phase. As a note, it has been 25 years since the fire department has requested a bond for any construction. The last bond, which was retired six years ago, funded the current fire station that was constructed in 1992.

Along with the construction of the fire station we will look for creative ways to fully staff the station. This too plays a key role in our Surveying and Rating Bureau protection classi-

fication. Later in the year we will begin public forums and informational meetings to obtain public input and direction.

So 2015 will be a busy and productive year.

In closing I would be remise in not thanking all of the members of this great fire department. They all do an outstanding job, they are here when needed. We have a great team – who are here to serve, here to protect, and here to keep safe the citizens and visitors of Oak Harbor.

Thanks to Angela Braunstein for always 'being available' to answer everyone's questions, keeping us on track, and making all of our jobs so much easier due to her knowledge of computers and programs. Thanks for her work on this annual report; members of the department submit information and she complies, arranges, and makes it look great.

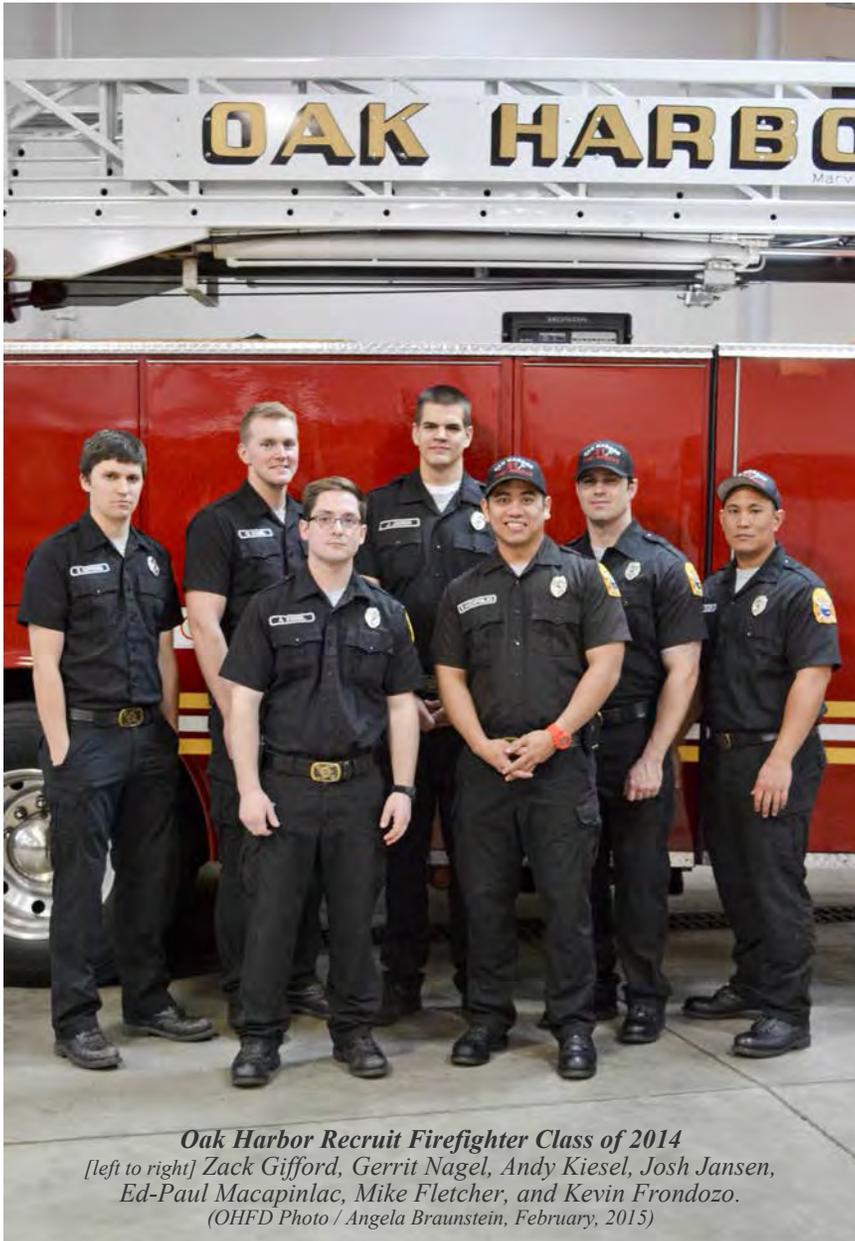
Please feel free to contact me at (360) 279-4701 or rmerrill@oakharbor.org or stop by the fire station should you have any questions, concerns, or input. We are here to serve the public.

Ray Merrill

Ray Merrill,
Fire Chief



Fire Chief Ray Merrill and Lieutenant Craig Anderson during a Monday Night Drill. February 2015. (OHFD Photo / Laura Titherington)



Oak Harbor Recruit Firefighter Class of 2014
[left to right] Zack Gifford, Gerrit Nagel, Andy Kiesel, Josh Jansen,
Ed-Paul Macapinlac, Mike Fletcher, and Kevin Frondoza.
(OHFD Photo / Angela Braunstein, February, 2015)

Our community remains safe, healthy, and economically viable because we hire well-qualified candidates, put them through our rigorous training program, maintain high performance standards, and have all members engage in continuous training and development to maintain and upgrade their skills.

ORGANIZATION

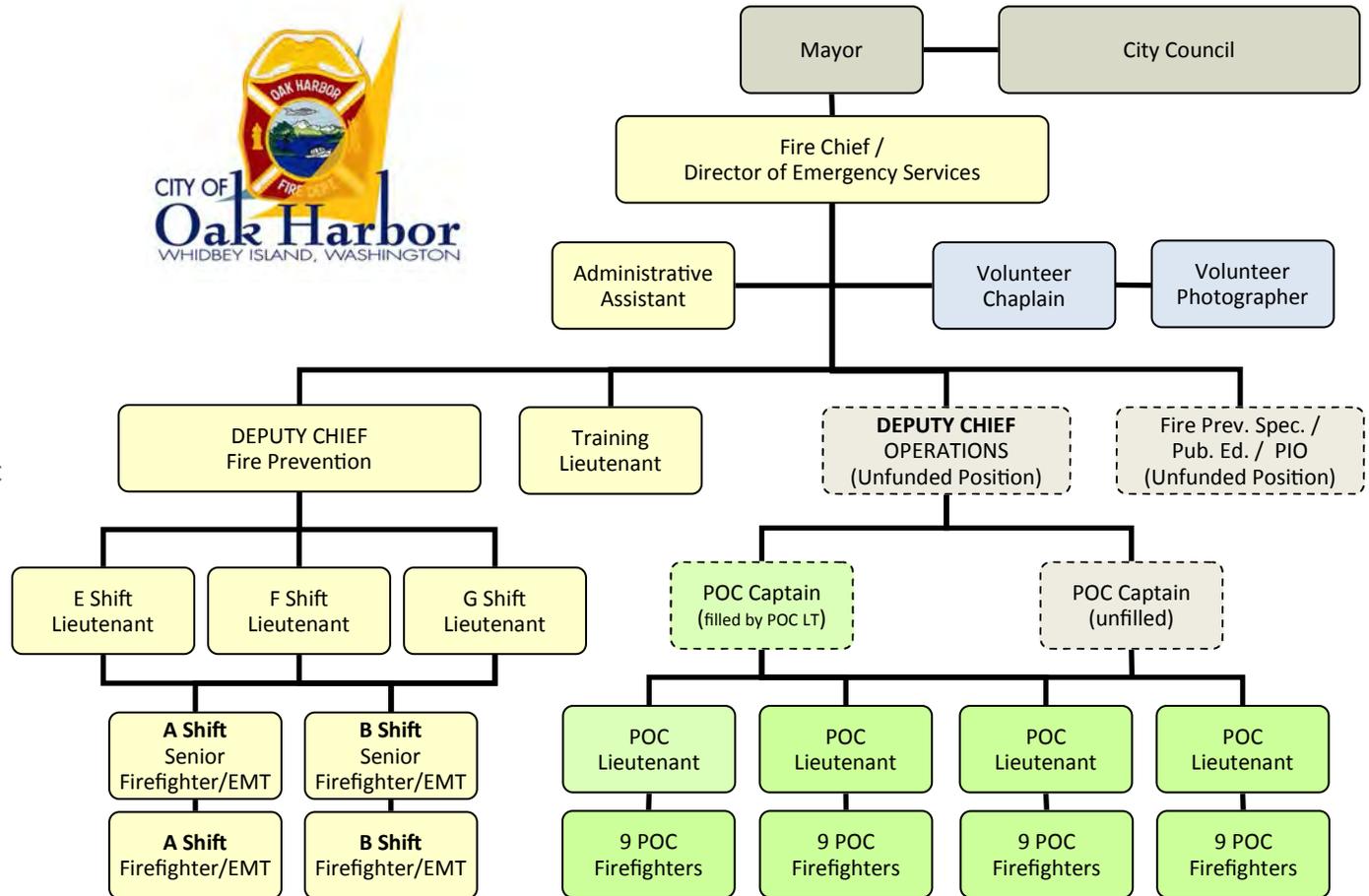
taking care of our community

Everyone plays a role...

City Council approved a reorganization of Oak Harbor Fire Department in 2009. At the end of 2014, OHFD has 10 career Firefighter/EMTs, 1 full-time administrative assistant, 4 POC lieutenants, 28 certified POC firefighters, and 3 newly hired POC firefighter recruits training for firefighter certification.

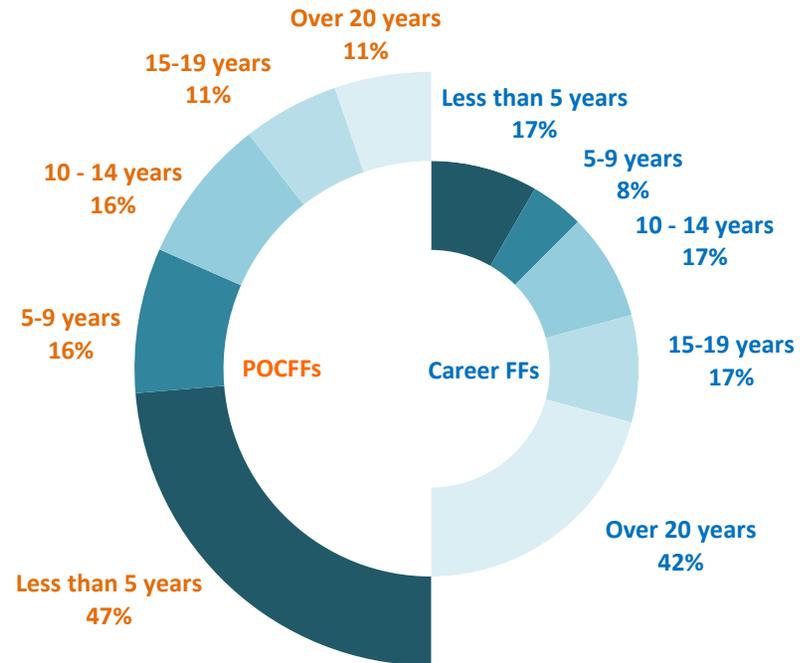


Oak Harbor Fire Organizational Chart





Years of Service



Paid-On-Call Firefighters

Of the 34 Paid-On-Call Firefighters, nearly half (47%) have less than 5 years of service. Many move on to career jobs with other departments.

Career Firefighters

Of the 10 Career Firefighters, the spectrum is reversed, with the majority (42%) having over 20 years of service.

Photos of our firefighters are displayed on the firehouse lobby wall. Photos of new members are added each year, if you look closely you'll see that some have been there awhile and need updating. You may also notice we're all wearing the same uniform, designating each member as part of the team. It's not until you begin reading names that you realize the majority of our firefighting team are people who volunteer their time serve their community as a paid-on-call firefighter.

PEOPLE FIRST here to serve, here to protect



2014 Island County Fire Recruit Academy group photo during live fire practice. (OHFD Photo / Laura Titherington, April 2014)



Angela Braunstein
Administration Assistant
9 years of service
Member Since 2005

Revenue				YEAR 2014		YEAR 2013	
Line	Type	Bars Account Code	Subtotals	Totals	Subtotals	Totals	
1	Donations & Contributions	001.00.367.011.2000		\$0.00		\$0.00	
2	Fire Control Services	001.00.338.22.0000		\$44,733.75		\$37,327.48	
	Prehospital Medical Alarms		\$44,733.75		\$37,327.48		
3	Fire Facility Rental: Station 81			\$3,822.00		\$600.00	
	Island County Recruit Training	001.00.362.040.0000	\$3,822.00		\$600.00		
4	Fire Protection Services: Permit Fees	001.00.338.022.1000		\$2,765.00		\$2,143.00	
5	Incident Report Fees	001.00.342.090.0000		\$40.00		\$20.00	
6	Other Miscellaneous Revenue			\$0.00		\$679.57	
	Taxable	001.00.369.091.1000	\$0.00		\$177.74		
	Non-Taxable	001.00.369.090.0000	\$0.00		\$501.83		
	Xerox/Fax - Taxable	001.00.341.069.1000	\$0.00		\$0.00		
Total Revenue				\$51,360.75		\$40,770.05	

Grants				
Line	Type	Bars Account Code	Totals	Totals
1	WA DOH Prehospital Participation	001.00.334.004.9000	\$1,473.00	\$1,208.00
2	North Region EMS (Bike Helmets)	001.00.337.010.0000	\$0.00	\$250.00
Total Grants			\$1,473.00	\$1,458.00

FINANCE

contributing to community economic viability

Financial management contributes to the safety, health, and economic viability of the community by allocating the department's resources in ways that promote effective and efficient emergency and non-emergency operations.

	Appropriation	Expenditures	Returned to	Percentage
SUPPRESSION (includes ICOM)	1,217,148.00	1,135,348.81	81,799.19	93.28
ADMINISTRATION	215,347.00	216,257.86	(910.86)	100.42
PREVENTION / INVESTIGATION	127,960.00	129,719.57	(1,759.57)	101.38
TRAINING	156,072.00	176,391.26	(20,319.26)	113.02
INTRFUND REPAIRS/MAINT (apparatus)	65,038.00	65,038.00	0.00	100.00
FACILITIES	70,675.00	54,209.08	16,465.92	76.70
INTRFUND TECHNOLOGY CONTRIBUTIONS	33,915.00	33,915.00	0.00	100.00
INTRFUND EQUIP REPLACEMENT CONTRIBUTIONS (vehicle fund)	76,563.00	76,563.00	0.00	100.00
CAPITAL OUTLAY/IMPROVEMENTS	0.00	0.00	0.00	-
TOTAL EXPENDITURES	1,962,718.00	1,887,442.58	75,275.42	96.16

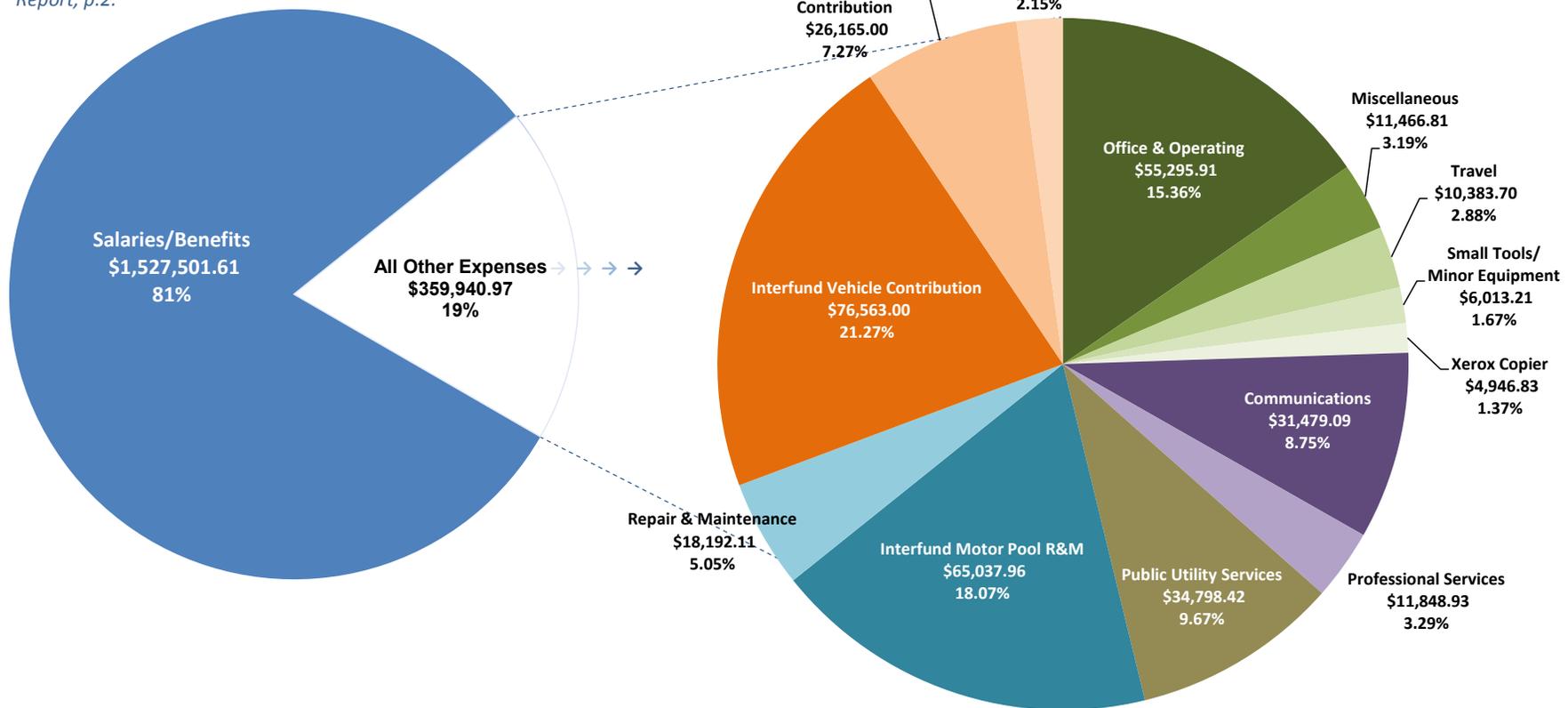
Expenditure Budget

“Public Safety (Police and Fire) remain the primary essential service provided by the City of Oak Harbor. [The 2014] budget continues to provide public safety at the same high level service regarding response times, extent of coverage and quality of service.” — City of Oak Harbor 2013-2014 Biennial Budget Report, p.2.

The Fire Department is funded by the City of Oak Harbor General Fund. The General Fund receives property taxes, sales taxes, and other revenues, it accounts for 15% of the City’s total operating budget (20% when including reserve funds). In 2014, 11% of the City’s General Fund was allocated to the fire department.

In other words, 11% of 15% of all City funds — **2% of the City’s Total Operating Budget** — are allocated to Emergency Fire Services. As personnel are your greatest asset in the fire service, salaries and benefits use the greatest portion of the department’s allotted budget, consuming 81%

(big blue “Pac-Man” below, left). Of the remaining 19%, shown in the break-out chart, close to one-third (**oranges**) is saved into reserve for planned vehicles and technology replacements. 25% goes to daily operations (**greens**), 23% is dedicated to repair and maintenance (**teals**), 12% to communications (**purples**), and 10% to public utilities.





*Left: Firefighters from Naval Air Station-Whidbey Island during a live fire training burn, May, 2014
Top right: Paid-On-Call Firefighters during Monday night training drill, February 2015.
Bottom right: POC LT Christ Garden and POC FF Dennis Wright, each with over 20 years of service,
August 2014. (OHFD Photos / Laura Titherington)*



Mike Engle
Lieutenant
G Shift -- Suppression
17 years of service
Member Since 1997



Don Baer
Lieutenant
E Shift — Suppression
11 years of service
Member Since 2003



Paul Schroer
Lieutenant
F Shift — Suppression
20 years of service
FT Member Since 2014
Member Since 1994

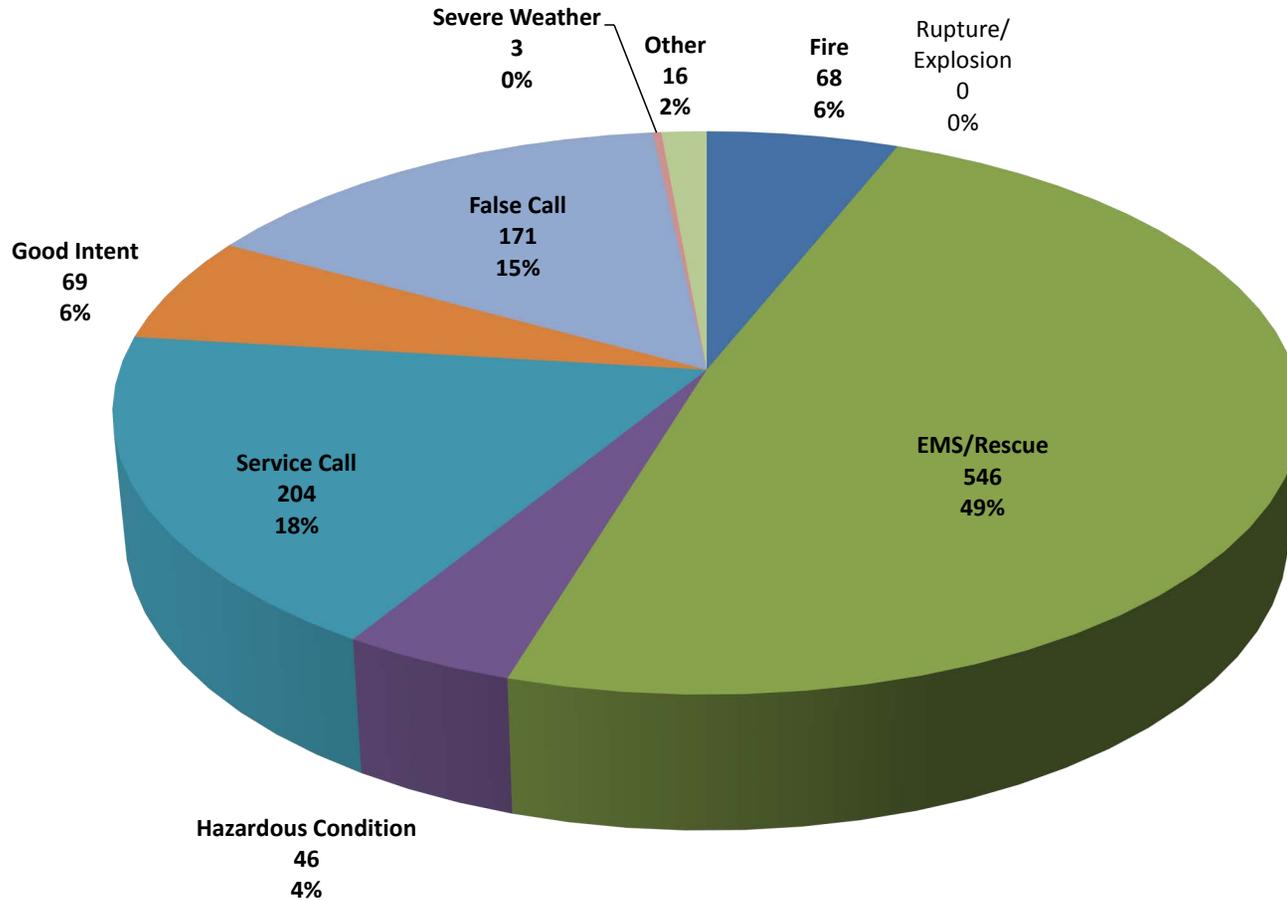
Emergency Incident Response for 2014

The Suppression Division is primarily responsible for the mitigation of emergency incidents. Other functions include fire and life safety inspections and assistance with public education activities.

<u>Fire</u>	<u>68</u>	<u>Service Call</u>	<u>204</u>
Residential Structure	13	Water Problem/leak	29
Building (non residential)	4	Public Service	27
Cooking Fire	16	Assist Invalid	71
Chimney Fire	5	Unauthorized Burning	13
Grass/Brush Fire	11	Assist police or gov. agency	10
Vehicle	8	Other	54
Trash/Dumpster	7		
Other	4		
<u>Rupture/Explosion</u>	<u>0</u>	<u>Good Intent</u>	<u>69</u>
		Dispatched & Cancelled	41
		Smoke Scare	9
		Other	19
<u>EMS/Rescue</u>	<u>546</u>	<u>False Alarm (No Fire)</u>	<u>171</u>
Assist EMS Crew	407	System Activation, Malfunction	37
Motor Vehicle Accident	122	System Activation, Unintentional	126
EMS Call (not MVA)	10	System Activation, Malicious	5
Other	7	Other	3
<u>Hazardous Condition</u>	<u>46</u>	<u>Severe Weather</u>	<u>3</u>
Gasoline or Oil spill	11		
Natural Gas Leak	7	<u>Other</u>	<u>16</u>
Electrical Problem	23	No Response/	
Carbon Monoxide Incident	1	Dispatch Error	13
Other	4	Citizen Complaint	3
		<u>Total</u>	<u>1,123</u>

SUPPRESSION
protecting the safety and health of our community

2014 Emergency Incident Response by Call Type (1,123 total calls)



2014 INCIDENT RESPONSE AT A GLANCE

Total Incident Response:
1,123 Incidents

Average Response Time:
4 minutes, 8 seconds

Number of EMS Calls:
546 (49%)

Busiest Month:
October with 113 calls

Busiest Day of the Week:
Wednesday (182 Calls)

Busiest Hour of the Day:
07:00-07:59 (83 calls)

Slowest Day of the Week:
Sunday (139 calls)

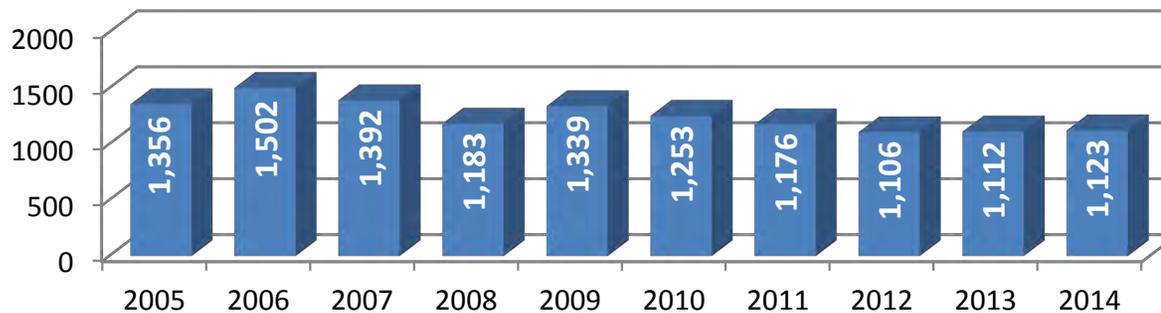
Slowest Hour of the Day:
04:00—04:59 (17 calls)

1 Year Response Trends:
INCREASING
.98% more than 2013

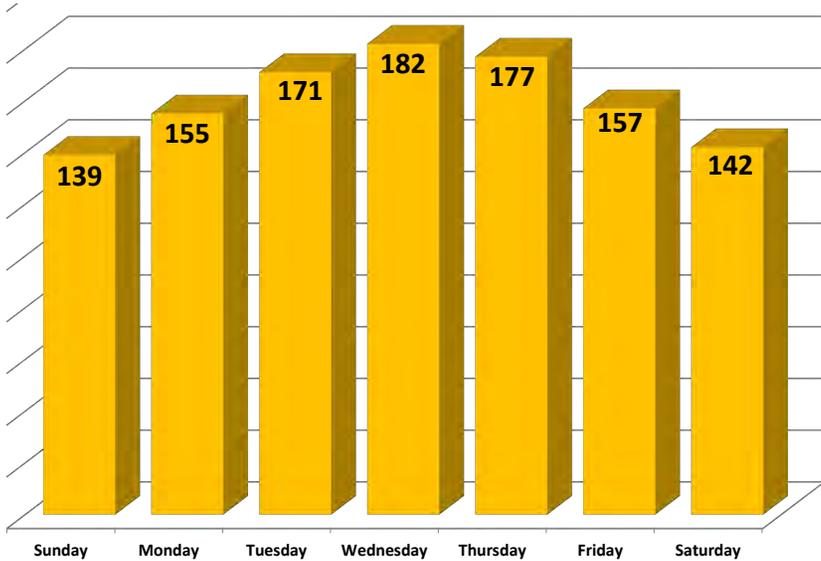
10 Year Response Trend:
DECREASING
20.75% less than 2005

Average Number of Calls
[2005-2014]:
1,254

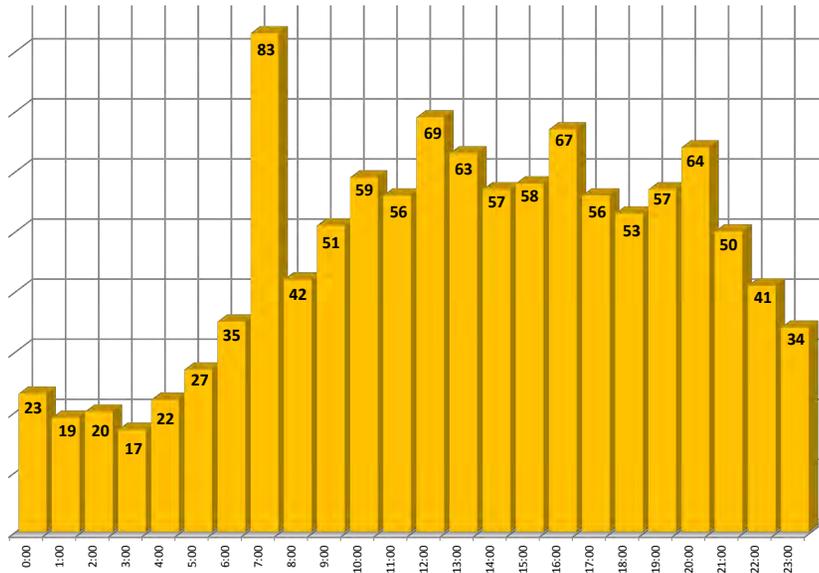
Incident Response 10-Year Trend



2014 Incidents by Day of the Week



2014 Incidents by Hour of the Day



2014 Incidents by Type and by Month

	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL
Residential Fires	1	0	1	2	2	5	2	1	7	0	1	1	23
Vehicle Fires	1	1	1	1	1	1	0	0	0	1	0	0	7
Vegetation Fires	1	0	0	0	1	2	4	1	1	1	0	0	11
Medical (assist WGH)	31	31	42	42	35	39	32	34	21	29	33	38	407
Auto Accident	11	9	5	7	8	11	10	14	6	12	11	12	116
Other Medical	1	1	3	0	1	5	0	5	3	3	1	0	23
Hazmat / Gas Leak	2	6	4	5	2	5	1	5	3	5	4	4	46
Service	12	13	12	7	6	18	18	18	17	34	24	25	204
False Alarm / Good Intent	16	24	22	13	20	22	20	22	17	24	14	24	238
Other	1	2	7	3	3	4	6	4	6	4	1	7	48
Total Incidents	77	87	97	80	79	112	93	104	81	113	89	111	1,123



Night training drill. (OHFD Photo / Laura Titherington, December 2014)

Continuous Coverage to the City

Oak Harbor Fire Department is a combination department. Staffed by a combination of full-time/career firefighters and Paid-On-Call (POC) firefighters who work together to provide continuous coverage to the City of Oak Harbor - 24 hours a day, 7 days a week.

Command 8: 24 hours a day. Command duty is filled by the deputy chief, full-time lieutenants, and POC lieutenants.

A/B Career Firefighter Shifts: Twelve-hour shifts Tuesday through Sunday, 0700-1900 hours (14 hour shifts on Mondays—0700-2100 to accommodate weekly training drills). Four full-time/career firefighters work a rotating schedule: two firefighters on shift for four consecutive days followed by four consecutive days off shift.

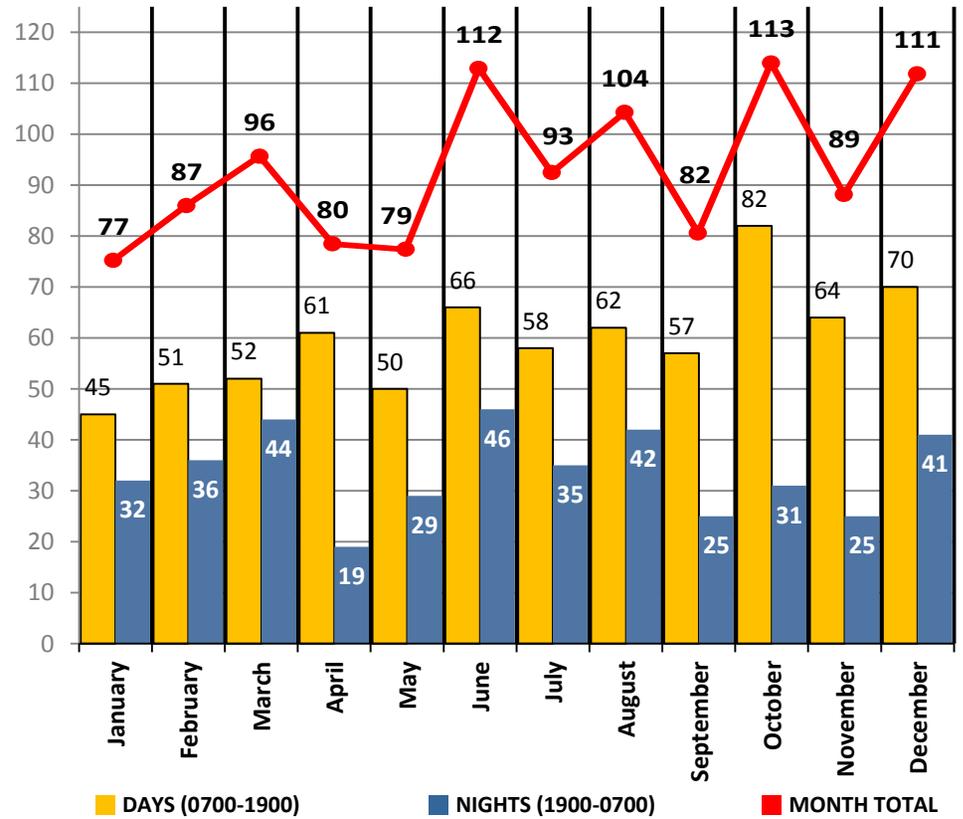
E/F/G Officer Shifts: Three lieutenants (LT) work a rotating cycle of 24-hour shifts: 24 hours on duty, 24 hours off duty, 24 hours on duty, 24 hours off duty, 24 hours on duty, and 96 hours off duty. From 0700-1900 LT is the engine company officer. From 1900-0700 LT fills the Command 8 position.

Paid-On-Call Firefighters (POCFFs) are equipped with pagers and respond from home or work when additional manpower is required. POCFFs work 10 or 12 hour platoon shifts (not to exceed 53 hours per week).

POC Platoon Day Shift: Twelve-hour shifts, 7 days a week, 0700-1900 hours. Completes a daytime four member engine company: 1 POC platoon day shift, 2 FT FFs (A or B shift), and 1 Officer (E, G, or F shift).

POC Platoon Night Shifts: Twelve-hour shifts (1900-0700) 6 nights per week, and ten-hour shifts (2100-0700) on Mondays [to accommodate weekly training drills]. An engine company of four POCFFs perform various duties and respond to emergency incidents. Personnel occupy sleeping quarters at station 81 while on shift.

Call Volume: Day vs. Night by Month



You're protected DAY and NIGHT! Full-time firefighters provide coverage from 7:00 am to 7:00 pm [718 calls; 64% call volume—yellow bars in chart above]. Paid-On-Call firefighters provide coverage from 7:00 pm and through the night to 7:00 am [405 calls; 36% call volume—blue bars in chart above]. It's a system that allows for inexpensive fire and emergency service protection round-the-clock. Comparable cities with all career firefighters, spend 3x more than for EMS services. Utilizing the paid-on-call firefighting program saves \$3.5 million every year (see page 24-25 for more comparisons).

Emergency Response within the City of Oak Harbor by Quadrant

The City of Oak Harbor is divided into four quadrants. Whidbey Avenue separates north/south; Oak Harbor Street separates east/west.

Oak Harbor's only fire station is located on Whidbey Avenue in the southeast quadrant, largely a commercial area. Being close by, this quadrant shows the fastest response time.

The SW quadrant, which is farthest from the fire station and naturally shows the greatest response time. It is primarily a residential area and has the greatest potential for future residential and commercial growth. It is the logical place to build a second fire station. An area of land has been set aside for this purpose at Fort Nugent Park.

* Incidents not included in this chart include 47 calls cancelled enroute (no arrival) and calls to areas outside of our jurisdiction; there were five calls to assist Island County Fire District 5 (Central Whidbey) - one fire call, average response of 00:31:34.





Above: Vehicle fire caused by freshly washed kitchen rags spontaneous combusting — they were placed, hot from dryer, into a plastic bag and left in the vehicle. The kitchen oils remaining on the rags after washing was enough to combust and start the fire.

Right: Ladder 81 assisting Central Whidbey Fire & Rescue at Fort Ebey State Park after a Paraglider became tangled in a tree. POC FF Andrew Moon observes. (OHFD Photos / Mike Buxton, February 2014)



Response Time for OHFD (does not include dispatch time)

	2014	2013	2012	2011
Fire	00:03:52	00:04:06	00:04:19	00:04:26
Rupture/Explosion	None	00:05:14	00:05:26	00:03:23
EMS/Rescue	00:04:12	00:04:15	00:04:10	00:04:18
Hazardous Condition	00:04:11	00:04:33	00:05:32	00:05:05
Service Call	00:04:43	00:05:02	00:05:55	00:05:49
Good Intent	00:04:48	00:04:04	00:05:02	00:04:16
False Call	00:03:29	00:03:41	00:04:19	00:04:07
Severe Weather	00:03:55	None	None	None
Other	00:03:51	00:02:04	00:03:01	00:02:41
Average for Year	00:04:08	00:04:07	00:04:43	00:04:16

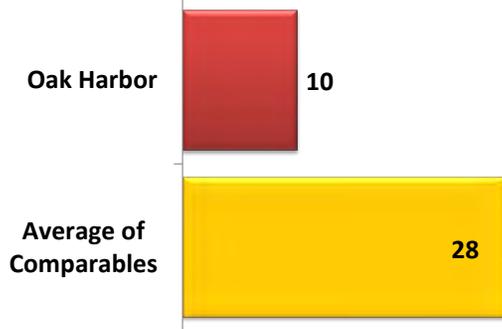
We evaluate staffing and service levels of comparable jurisdictions to determine the standard of care we may attempt to achieve. The operating budget, staffing levels and facilities for Oak Harbor Fire Department are far below those of comparable departments, yet, our service level shines.

Benchmarking

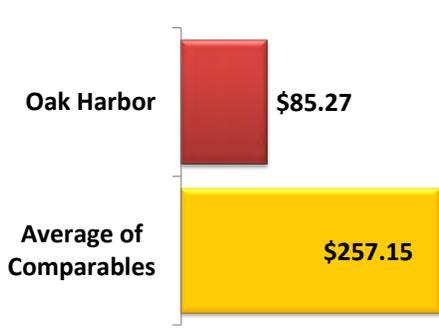
Department	Population	Valuation of Area (in billions)	Square Miles Fire	Square Miles ASA	Operating Budget	Cost per capita	WSRB /ISO Rating	Total Calls FY2010	Calls per 1000 population	EMS Transport Agency	# of Stations	# Miles Per Station	Total Career Staff	Career Staff per 1000 Population	Calls per career staff
Arlington (City)	18,000	\$1.80	8	30	\$4,997,500	\$277.64	5	3,958	200	Y	3	2.7	27	1.50	146.59
Anacortes (City)	16,800	\$2.46	15.4	85	\$3,509,000	\$208.87	5	2,732	156	Y	3	5.2	24	1.43	113.83
Moses Lake (City)	20,350	\$2.80	19	19	\$5,000,000	\$245.70	4	3,389	167	Y	2	9.5	33	1.62	102.70
Mount Vernon (City)	32,700	\$2.47	15	15	\$4,392,121	\$134.32	4	4,626	129	Y	3	5	34	1.04	136.06
Port Angeles (City)	19,080	\$1.59	10	10	\$3,958,100	\$207.45	4	3,760	180	Y	1	10	22	1.15	170.91
Whatcom 7 (District)	21,500	\$3.68	75	77	\$4,600,000	\$213.95	5.5	2,184	102	Y	6	12.5	30	1.40	72.80
Vason Island (District)	10,624	\$1.98	36	36	\$5,440,979	\$512.14	6	1,453	136	Y	5	7.2	27	2.54	53.81
Average of Comparable Fire Depts	19,865	\$2.40	25	39	\$4,556,814	\$257.15	5	3,157	153	Y	3	7	28	1.53	114
Oak Harbor (City)	22,136	\$1.60	9.741	NA	\$1,887,443	\$85.27	4	1,123	51	N	1	9.7	10	0.45	112

Data on comparable cities/districts is from 2013, with the exception of Moses Lake and Whatcom 7 which is from 2010. Oak Harbor Fire's total calls do not include all emergency incidents occurring in the City of Oak Harbor; in 2013, Whidbey General Hospital responded to 2,653 EMS calls in the OHFD response area.

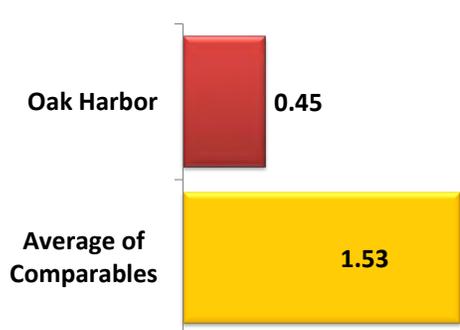
Number of Career Firefighters



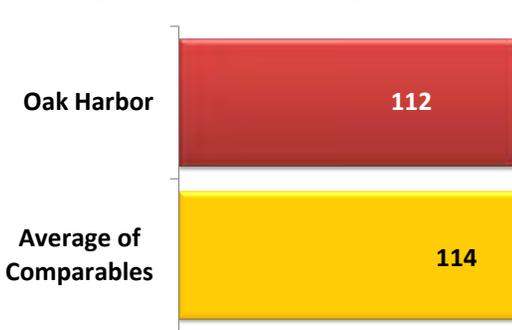
Fire Service - Cost per Capita



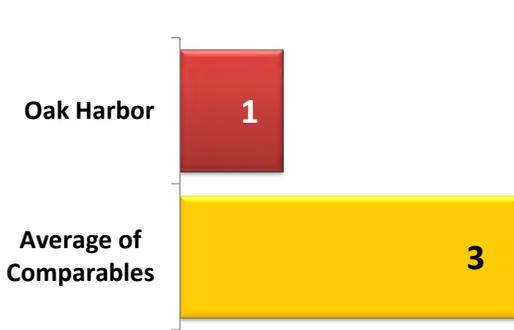
Career Staff per 1,000 Population



Calls per Career Firefighter



Number of Fire Stations



Square Miles covered by Station



POC FF Gerrit Nagel donning full protective gear and carrying fire hose during a training drill. (OHFD Photo / Laura Titherington, June, 2014)





Mike Buxton
Deputy Chief/Fire Marshal
22 years of service
Member Since 1992

Fire Code Enforcement and Fire Prevention

Fire Code Enforcement and Fire Prevention

The Oak Harbor Fire Department is proactive in code enforcement and fire prevention, our goal is to conduct a fire and life safety inspection of every business and apartment building in the City of Oak Harbor each year. During these inspections the fire department personnel check fire safety features such as fire alarm system and fire sprinkler systems maintenance records, presence of fire extinguishers as well as ensuring kitchen hood and duct suppression systems are up to date with maintenance and testing.

The on-duty fire crews conduct "Engine Company Inspections" these fire inspections assist the engine companies with building familiarity, fire system feature locations as well as pre-fire planning.

Exit and egress access are evaluated

for proper operation and clearances. In specific occupancies, fire code requires illuminated exit signs and emergency battery back-up exit illumination, there were 111 corrections for repair and maintenance of exit signs and lighting in 2014.

Potential fire hazards are identified and corrected, in 2014 fire inspec-



POC FF Genevieve Reeves checking tags during an Annual Fire & Life Safety Inspection. (OHFD Photo / Mike Buxton)

tors found 75 electrical hazards in business throughout the city, overloaded extension cords, unapproved multi-plug adapters, and damaged electrical wiring are a few of the commonly found hazards. Engine companies conducted 1,041 fire inspections in 2014

Plans Examination, Tenant Improvements, and New Occupancies

The Oak Harbor Fire Department conducts a plans examination of all tenant improvements in current occupancies that undergo major changes, often walls are removed or added. This alteration may affect the coverage of required fire sprinkler and fire detection coverage. Fire code requirements in conjunction with the National Fire Protection Association Standards (NFPA) must be applied to the changes. Permits are issued after plans are examined and determined to meet all fire code and NFPA standards.

PREVENTION

influencing safe community & infrastructure design

TOTAL FIRE PERMITS ISSUED IN 2014: 39	
Qty	Permit Type
2	Hood & Duct Suppression System
16	Fire Alarm System—New & Upgraded
9	Fire Sprinkler System—New & Upgraded
4	Oil Tank Abandonment
2	Operational Permits—Tent/Canopy
5	Fireworks Stand
1	Fireworks Show

There were several major tenant improvements that required alterations and additions to the fire sprinkler and fire alarm systems in 2014

Whidbey Dermatology and Whidbey Physical Therapy moved into the space left vacant by Navy Federal Credit Union on Cabot Drive. This space was split into two suites; each space underwent a major renovation which included modifications to the fire alarm and sprinkler systems.

The vacated Blockbuster South by Albertsons was renovated brought up to current fire code and occupied by Petco.

Washington Savings and loan underwent a renovation which included installing a fire alarm system.

DaVita Dialysis located at the Harbor Station complex on Hwy 20 combined several suites at that location in an expansion and tenant improvement.

Whidbey PBY Museum was moved from building 12 on the Seaplane base to a portion of the vacant Whidbey Furniture building, improvements to the fire alarm system and panel were made at that time.

Many other building tenant improvements occurred in 2014 a total of 39 new occupancies were inspected in 2014.

Fire Investigation

The Oak Harbor Fire Department Fire Investigators and Command officers conducted 34 fire origin and cause investigations in 2014

One of the most common causes of fire is unattended cooking; these

fires can inflict significant damage to not only the area around the stove but significant heat and smoke damage throughout the living space. A quick fire attack is paramount in minimizing the fire and smoke damage.



PROPERTY SAVED

Fire Loss Analysis

In 2014 there was **\$6.09 million** worth of property at risk in 24 fire incidents

96% of the property involved was **saved**

Only **\$285,220** worth of property was lost

This kitchen fire was quickly controlled by the resident with a dry chemical fire extinguisher. There was minimal damage to the hood and cabinets. (OHFD Fire Investigation Photo, 2014)



In this photo from a July 4th garage fire (above), notice the fire load removed from the garage after the fire was extinguished. Miscellaneous household items can be seen in front and along the side of the house. Household furnishings and contents must be examined as potential evidence.

The basic methodology of a fire investigation relies on the systematic approach and attention to all relevant details of the fire scene. The investigator must first determine the origin then analyze the circumstances and conditions that brought the ignition source, fuel, and oxidant together.

Burn patterns indicated this fire started in the North West corner of the garage, note the potential ignition source (electrical wiring) in the center of the deep charring.



(OHFD Photos / Mike Buxton, July 2014)



REGION 3 FIRE INVESTIGATION TASK FORCE

Oak Harbor Fire Department is a member of the Region 3 Fire Investigation Task Force; Region 3 covers Whatcom, Island, Skagit and San Juan counties. The role of the task

force is to assist and support investigators in each county on large or complex fires such as arson fires and fire fatalities. Members meet quarterly for training and coordination in purchasing fire investigation supplies and equipment. In 2014, Fire Chief Merrill secured grant funding to purchase new cameras for the Region 3 Task Force.

In June of last year, in conjunction with the Region 3 Task Force, Oak Harbor Fire Department hosted a Certified Fire Investigator Exam and Practical skills test. This allows fire personnel around the state trained in fire investigation an opportunity to become certified as a fire investigator. This certification requires fire investigation training meeting NFPA 1033 and NFPA 921, Hazardous Material Awareness training to NFPA 472, Courtroom testimony training, and Washington state IFSAC written examination. Region 3 Task Force certified investigators evaluated investigator candidates perform to the proper standards and techniques during the practical test using the scientific method of fire investigation. Candidates were also evaluated on evidence collection and interviewing.

The Oak Harbor Fire Department currently has four certified fire Investigators.

2014 City of Oak Harbor Fire Investigations – 34 Fire Investigations Performed

Date	Location	Structure type	Type of fire	Cause
Jan 19 th	2852 Oak Harbor Rd.	Apartment	Room and content	Overheated power adapter
Feb 7 th	1640 NE Goldie St.	Parking lot	Vehicle	Oily rags in vehicle spontaneously combusted.
Mar 4 th	605 NE 7 th Ave.	Residential	Chimney fire	Creosote buildup
Mar 19 th	665 SE Glencoe St.	Apartment	Oven fire	Dehydrator stored in oven ignited, accidental
Mar 24 th	563 NW Lateen Loop.	Residential driveway	Motorhome	Overheated extension cord
April 5 th	1451 NW Outrigger Lp.	Residential	Crawlspace	Furnace fire.
April 13 th	601 NW Hiyu Drive	Residential driveway	Vehicle	Electrical short from jumpstarting incorrectly
April 20 th	436 NE Midway Blvd.	Commercial car wash	Vehicle	Loose fuel line
April 25 th	820 N. Oak Harbor St.	Residential	Room and content with extension.	Electrical panel shorted out.
May 2 nd	869 N. Oak Harbor St.	Apartment	Kitchen	Unattended cooking.
May 21 nd	168 Captain Ct.	Residential	Room and content	Discarded cigarette butt
June 2 nd	1952 SW Putnam Dr.	Residential	Deck fire	Beauty bark ignited and spread to deck.
June 2 nd	770 SW Harrier Dr.	Apartment driveway	Vehicle fire	Arson
June 2 nd	235 SW 6 th Ave.	Assisted Living Facility	Attic fire	Improperly installed furnace heat stack.
June 10 th	950 N. Oak Harbor St.	Apartment	Kitchen	Unattended cooking
July 4 th	139 NW 10 th Ct.	Residential	Garage with extension.	Electrical wiring short.
July 9 th	850 SW Kingma Ct.	Residential	Deck fire	BBQ too close to the deck rail
July 15 th	32950 SR 20	Commercial Hotel	Brush fire	Cutting torch being used on sign
July 27 th	135 NE Baron Dr.	Apartment	Oven fire	Accidental
July 28 th	890 SW Kimball	Apartment	Room and content	Hot ember/object placed in a garbage bag.
Aug 1 st	1454 NW Falls Creek Lp.	Apartment	Kitchen fire	Unattended cooking
Aug 9 th	897 SW 2 nd	Residential	Deck fire	Discarded cigarette butt
Aug 18 th	33185 SR 20	Restaurant	Cigarette receptacle near entrance	Metal liner was removed/missing
Sept 6 th	1825 North Bluff Rd.	Residential	Fully involved	Undetermined
Sept 11 th	1670 SW Mulberry	Apartment	Deck fire	Discarded cigarette butt
Sept 12 th	811 SE 8 th	Apartment Parking lot	Dumpster fire	Discarded cigarette butts
Sept 21 st	31800 SR 20	Commercial property	Wooded area	Homeless campsite burnt up.
Oct 2 nd	130 SW 3 rd	Commercial	Equipment fire	Electrical
Oct 18 th	16 th & Goldie Rd.	Wooded area	Brush and camp	Homeless camp burnt up.
Nov 21 st	151 N Oak Harbor St.	Apartment	Kitchen fire	Unattended cooking
Dec 3 rd	100 E. Whidbey Ave.	Assisted Living	Attic fire	Damaged electrical
Dec 10 th	1320 SE 10 th Ct.	Apartment	Kitchen	Melting wax on the stove top unattended
Dec 12 th	661 SE Fidalgo	Commercial	Basement	Electrical system failure
Dec 30 th	465 NE Midway Blvd.	Commercial	Outside storage bin	Undetermined



Craig Anderson
Lieutenant
23 years of service
FT Member Since 1995
Member since 1991

Is being a firefighter fun? My answer is “Being a well-trained, ever-learning firefighter is fun.” Being a firefighter is also being in an ever changing career. Firefighters must continue to be students of their trade, or risk succumbing to it.

Lance Vinson

“I solemnly swear to perform my duties as a Firefighter for the City of Oak Harbor to the best of my abilities”.

This opening line of the Oak Harbor Fire Department’s Firefighter Oath continues to provide the motivation for our rigorous training schedule. When a firefighter swears to perform to the best of their abilities, they are not only promising to be lifelong

students of their craft, but also promising to give their best effort every time they step on the training ground or enter the classroom. Our firefighters are hands-on people. Knowledge gained is applied physically, in a repetitive manor, which allows our personnel to perform with muscle memory that is earned through giving their “best” during training.

As the needs of our community continue to change and to grow, so too will the training programs and training requirements of the Oak Harbor Fire Department. What will not change is the effort and dedication of our personnel who will always give their best to be of service to you.

TRAINING *the essence of transformation*



Above: Firefighters on scene at live structure fire practice burn on Barrington Ave. at the donated former-home of long time resident Dorothy Neil. Battalion Chief S. Merrill with Navy Federal Fire—on left in lower photo. (OHFD Photo / Laura Titherington, May 2014)

Right: POC FF Conor Ching during a training drill in May 2014. The OHFD Firefighter Oath is taken by all OHFD firefighters as their promise to serve the citizens of Oak Harbor. (OHFD Photo / Laura Titherington, May 2014)

Oak Harbor Fire Department Firefighter Oath

*I solemnly swear
to perform my duties
as a Firefighter
for the City of Oak Harbor,
to the best of my abilities.*

*I will serve
our firefighters and officers
with respect,
with dignity,
with honor.*

*I will serve
the citizens of Oak Harbor
with courage,
with compassion,
with integrity,
regardless of the consequences.*

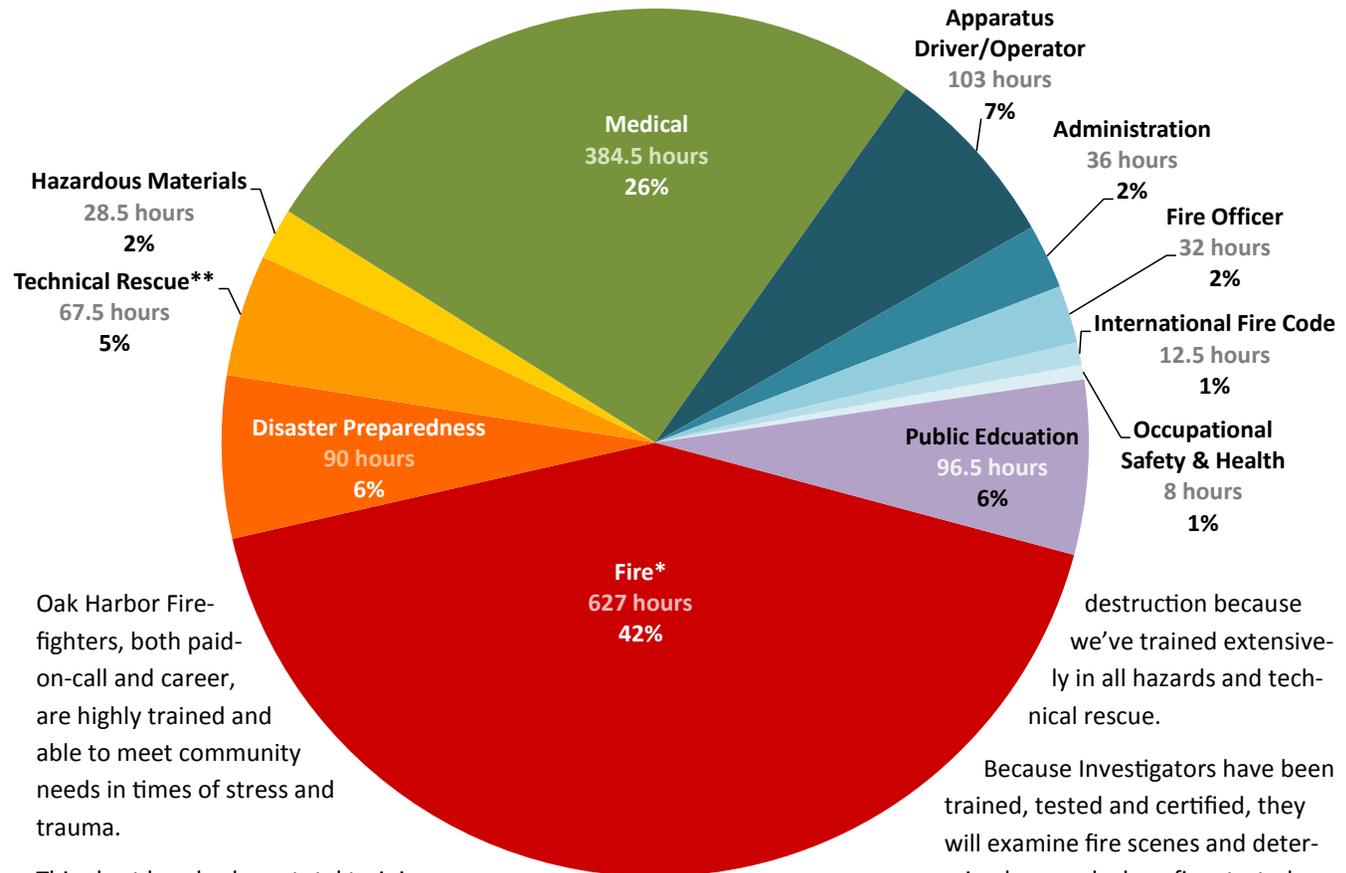
*I will uphold
the laws and constitutions
of the United States of America,
the State of Washington,
and the City of Oak Harbor;
so help me God.*

Our community remains safe and healthy because the Training Division ensures all fire and EMS personnel are knowledgeable, highly skilled, and experienced professionals.

2014 Training Hours Provided to Personnel, by Activity Type

Total Hours Offered: **1,486.5**

Personnel completed a combined total of **7,917** hours in training



Oak Harbor Firefighters, both paid-on-call and career, are highly trained and able to meet community needs in times of stress and trauma.

This chart breaks down total training hours for the year by activity type. Naturally, the most time (42%) is spent on fire suppression training, as the lives of our personnel are at greatest risk while fighting fires. Thirty-two percent is medical training, including EMT certification training enabling us to meet the pre-hospital needs of the community.

When you have an emergency, Oak Harbor Firefighters are able to arrive on scene quickly and safely due to many hours of Emergency Vehicle Incident Prevention (EVIP) and Driver/Operator training.

We isolate and mitigate emergencies quickly without undue mess and

destruction because we've trained extensively in all hazards and technical rescue.

Because Investigators have been trained, tested and certified, they will examine fire scenes and determine how and why a fire started.

The incident will be handled safety, with care and accuracy following specific administrative, officer, fire code, and safety training.

Through our public education program, we spend time educating the community on how to live safely and prepare for emergencies.



2014 Certifications

OHFD members who received certification (or re-certifications):

Graduated from IFSAC Accredited Island Recruit Academy, IFSAC Firefighter 1 Certification, and IFSAC Hazardous Materials Operations Level Certification:

Mike Fletcher, POC Firefighter
 Kevin Frondoza, POC Firefighter
 Zackery Gifford, POC Firefighter
 Joshua Jansen, POC Firefighter
 Andy Kiesel, POC Firefighter
 Ed-Paul Macapinlac, POC Firefighter
 Gerrit Nagel, POC Firefighter

Fire Plans Examiner

(International Code Council)

Mike Buxton, Deputy Chief

IFSAC Fire Instructor 1 Certification:

Genevieve Reeves, POC Firefighter

IFSAC Fire Instructor 2 Certification:

Don Baer, Lieutenant
 Cameron Hopkins, Firefighter
 Jake Hammond, POC Firefighter

IFSAC Driver / Pump Operator Certification:

Genevieve Reeves, POC Firefighter
 Josh Fikse, POC Firefighter
 Andrew Moon, POC Firefighter
 Tim Walstad, POC Firefighter

IFSAC Fire Inspector 1 Certification:

Otto Haffner, Firefighter
 Cameron Hopkins, Firefighter
 Jake Hammond, POC Firefighter

Emergency Medical Technician Certification:

Genevieve Reeves, POC Firefighter
 Joshua Fikse, POC Firefighter
 Andrew Moon, POC Firefighter
 Travis Stanford, POC Firefighter

Emergency Medical Technician Re-Certification:

Don Baer, Lieutenant
 Robert Mirabal, POC Firefighter

IFSAC = International Fire Service Accreditation Congress

Navy and Oak Harbor Firefighters during a live-fire practice burn on Barrington Avenue. (OHFD Photo / Laura Titherington, May 2014)

Facility and Fleet Maintenance Division



It isn't the most exciting topic, but it is essential. As the front line responder, our mission is to provide the best service possible to our city and citizens. It is the mission in maintenance to provide the best possible equipment.

The National Fire Protection Association (NFPA) puts forth guidelines to constantly make responding to emergencies as safe for firefighters as possible. Unfortunately these guidelines are created because someone either got hurt or killed trying to do their job. As a result, all of our essential equipment is tested at least annually. This includes all supply and discharge hose, self-contained breathing apparatus, ground ladders, and fire engine pumps. The ladder truck receives an annual third party inspection relative to safety and purpose. There are quarterly air samples tested from our breathing air compressor to ensure safe breathing air. Fire-fighting bunker gear is inspected

and sent for cleaning and repair as needed.

Everyone is responsible for inspecting apparatus and equipment and reporting inoperative or inadequate equipment. A good program is in place and personnel always look for ways to increase knowledge and improve the standard of readiness.

The maintenance division works closely with City mechanics who attend fire mechanic conferences and have a thorough understanding of our efforts to stay prepared to respond. They are meticulous and professional in what they do.

It isn't a frontline, glamorous job but there is pride and satisfaction in supplying our firefighters and officers with well-maintained equipment so they can provide the best service possible to our city and citizens.

Fire Hose Tested in 2014:

- 1.75" attack hose—75 pieces at 50 feet each. This includes the Marina hose.
- 2.5" attack hose: 105 pieces of 50 feet each.

- 5" supply hose—67 pieces

Ground Ladders Tested in 2014:

- Extension ladders: 2 at 35', 5 at 30',
- Roof ladders: 6 at 14', 1 at 20'
- Captains ladders: 6 at 10'

Apparatus

Scheduled for annual preventive maintenance at City shops and maintained regularly at the Fire Department through daily apparatus checks and inspections

- 4 Fire engines, includes annual pump test on each
- 1 Aerial Ladder truck; annual third party inspection and testing
- 1 Ford 550 Rescue Truck
- 2 Command Chevy Tahoe SUVs
- 1 Training/Utility Pickup truck
- 1 Air Trailer for filling breathing air bottles
- 1 Fire Investigation Trailer
- 1 Technical Rescue Trailer
- 1 Spill Containment/Hazmat Trailer

- 2 Special Operations Trailers for Mass Casualty Incidents

- 1 Utility Trailer
- 1 Forklift
- 1 30KW Diesel Generators
- 1 Diesel Tractor Truck
- 1 Diesel Flatbed Truck
- 1 40' Flatbed Trailer
- 1 400-gallon Potable Water Trailer

Personal Protective Gear and Equipment

- 30 Self Contained Breathing Apparatus (SCBAs) receive annual flow testing and as needed repairs
- Air bottles inspected and repaired as needed
- 45 sets of assigned PPE receive semi-annual inspection and as needed cleaning and repairs (repair/cleaning by qualified contractors)
- Approximately 45 SCBA masks are fit tested to assigned personnel annually as per NFPA requirements

MAINTENANCE
facilities, apparatus, equipment

- Boots, gloves, helmets; flash hoods are all replaced as needed
- Equipment such as flashlights, hand tools... axes, shovels, Halligan bars, EK-hooks, pike poles are cleaned and repaired as needed
- Portable, mobile and base radios receive repairs as needed
- Firefighting nozzles, appliances and large GPM nozzles are inspected regularly and repaired as needed
- Approximately 55 fire pagers are programmed and repaired as needed
- All medical equipment is checked daily and replaced as necessary to include Oxygen, Pharmaceuticals, suction units and AED's
- Each emergency response unit is equipped with laptop computers for address, prefire plans, hazmat reference, and dispatch information. Each computer requires updates and repairs as necessary
- Air monitoring equipment receives calibration and repairs as needed
- 5 Thermal Imaging Cameras are maintained in ready status
- Technical rescue equipment (ropes, stokes baskets, and hardware) are inspected and maintained
- Various power tools including corded and cordless are in-

spected regularly

- Hazmat absorbent materials
- Salvage tarp repairs

Gas powered equipment is essential to our mission and is inspected and annually serviced, these include:

- 10 Stihl chain saws
- 4 positive pressure fans
- 4 electric fans
- 4 Stihl circular saws
- 11 portable gas generators
- 2 power heads for Jaws
- Various air-powered extrication tools

Buildings and equipment within:

- Hush breathing air compressor requires annual filter changes, quarterly air samples and necessary repairs
- Sprinkler confidence tests

- Alarm confidence tests
- HVAC quarterly maintenance
- Irrigation maintenance
- Annual truck bay door preventive maintenance
- Required annual fire extinguisher preventive maintenance
- Annual calibration of test gauges
- Load testing on backup generator and high wattage generators trailers
- Monthly generator checks on station 81 and ICOM
- Inventory and purchase of medical supplies
- Annual calibration of SCBA mask fit test machine

Building maintenance ranges from changing light bulbs, L&I hot water tank inspections, painting, cleaning gutters, and grounds maintenance

to shower door repairs. All emergency backup generators are topped off with fuel regularly.

Station Repairs in 2014

- Installed 300 gallon reserve fuel tank
- Installed eye wash station per Labor & Industries requirements
- Built storage shed
- Repaired station signage and spot lights
- Repaired West Wing roof leak



We're proud to introduce "Big Red". In 2014, we traveled to Herlong, CA to pick up this surplus US military vehicle—a 2000 Freightliner Truck with low miles and lots of life. Our talented staff cleaned, sanded and painted the body to match our fleet, transforming it from army green to fire truck red. (OHFD Photo / Laura Titherington, February 2015)



Command 8: Two 2004 Chevrolet Tahoe SUVs. Used by Command, usually first on scene. Carries supplies necessary for incident command as well as medical supplies, thermal imaging and photographic equipment.

Four Engines: Two 2007 E-Ones (E81 & E812) and Two 1998 Seagraves (E813 & E814) each equipped with 1500gpm pumps, hose, ladders, fans, tarps, air bottles, tools and enough medical and other equipment to operate alone for a limited period of time. In 2013, all engines (pumpers) passed the required NFPA 1911 annual 3-hour pump test.

Ladder 81 is a 1992 Seagraves aerial and carries volumes of equipment ranging from mass casualty medical supplies to ladders, ventilation fans, saws, lighting, salvage and rescue gear. Atop the truck is a 100-foot aerial ladder that is useful in reaching rooftops with limited access. NFPA 1914 requires and annual inspection of the ladder. The inspection takes an average of five hours and is conducted by a third party vendor.

Rescue 81 is a 2012 Ford 550 that entered

service in 2013 and is equipped with medical supplies, generator, lights and water vacuums. It responds to medical calls, supports other apparatus, and pulls special ops trailers.

Spec Ops Trailers designed for specific response circumstances:

Spill Containment trailer—equipped for hazardous material response both in the sound and on the ground.

Confined Space Rescue trailer—equipped for rescue from tight quarters or precarious perches where rope rescue is necessary.

Air/Rehab trailer—houses an air compressor for on-scene SCBA bottle refilling and equipment to rehab working firefighters.

Mass Casualty Incident trailer—contains supplies and equipment for assisting in large scale incidents.

Crime Scene / Fire Investigation trailer—a unit shared with Oak Harbor Police Department, is equipped to assist in fire and crime scene

investigation in the field.

Support and Disaster Vehicles: Big Red truck, fire marshal van, training pickup, utility trailer, two tractor trucks, 40' flatbed trailer, diesel flatbed truck, fork lift, a mobile generator, and a 400 gallon potable water trailer ready for response.

Annual preventive maintenance and repair work is done on all apparatus. Much of the minor repairs are done here at OHFD while the annual servicing and major repair work is scheduled at City Shops. NFPA 1915 and 1071 stipulate accurate record keeping and high quality assurance when emergency vehicles need repair.

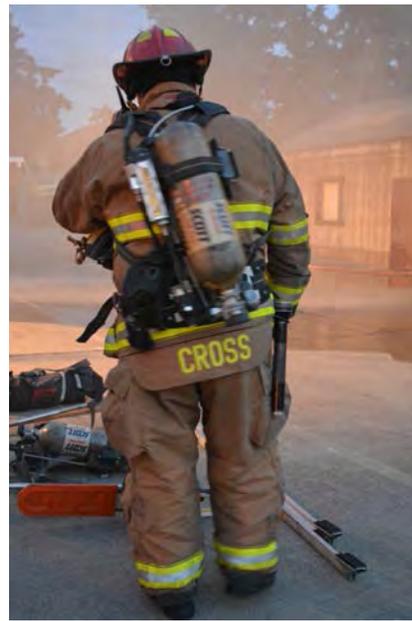
BIG RED 2000 Freightliner Truck entered service in 2014. It was received via US Military Surplus for no charge. Our talented staff transformed it from Army Green to Fire Truck Red. We then had striping added to match our fleet. (OHFD Photo / Laura Titherington, January 2015)



OHFD photos / Angela Braunstein and Laura Titherington



Upper, L-R: POCFF Shannon Holcomb and FF Steve McCalmont, POC FF Jake Hammond, and POC FFs Dwayne Jansen and Robert Mirabal.



Lower, L-R: POC FF Grant Bull, POC LT Tom Cross in full gear, and POCFFs Ryan Lange (left), Conor Ching (center, in a cervical collar), and Dan Martin (right) practice an immobilization technique. (OHFD Photos / Laura Titherington, 2014)



Steve McCalmont
Senior Firefighter, B Shift
Association President
24 years of service
FT Member since 2000
Member Since 1990



Shannon Holcomb
POC Firefighter
Association Vice-President
9 years of service
Member Since 2005



Genevieve Reeves
POC Firefighter
Association Sec/Treasurer
2 years of service
Member Since 2012

Oak Harbor Firefighters Association contributes to the safety, health, and economic viability of the community by allocating resources and support to Oak Harbor Fire Department's public education and public service programs. This is possible through monthly member dues and community donations.

Oak Harbor Firefighters Association

The Oak Harbor Firefighters Association is a non profit 503(C) organization whose members are Oak Harbor Fire Department employees. We are a service organization providing assistance to firefighters and their families, department retirees, and the Oak Harbor community.

The Association had a very productive 2014, from fun to not-so-fun.

Some of the fun things we accomplished:

- Challenge series race
- National Night Out — distributed over 200 bike helmets to local children
- First Family Toppins Party at Station 81
- Stashtober fundraiser for EOD Wounded Warrior Foundation.
- Home Depot Safety Fair — distributed bike helmets to local children
- Holiday Shop with a Firefighter at Wal-Mart
- Christmas present and Teddy Bear delivery to children in need

- Association Members Christmas party.

We only had a few not so fun moments:

- Retirement plaque made for Corky Bridgeford
- Flowers were purchased for past family & department members funerals.

We are looking forward to 2015 with three new members going through academy training right now and two lateral Paid-On-Call Firefighters slated to be on-board soon.

Our annual sweetheart's dinner was in February and was a magical experience.

Seems like the summer Toppin's Fro-Yo Social is right around the corner. I can hardly wait for summer.

I'm looking forward to serving with Shannon (vice-president) & Genevieve (Secretary/Treasurer) again this year, last year was great.

Thanks to all the Association members for a great 2014.

Note: Full-time firefighters and lieutenants are also members of (and represented by) Oak Harbor Firefighters LOCAL 4504 IAFF, which is a separate organization from the Oak Harbor Firefighters Association.

ASSOCIATION
taking care of our community through service

2014 OHFA Summer Fro-Yo Social — Fun and games for the whole family. (OHFD photos / Angela Braunstein and Laura Titherington, August 2014)



Social Media Communications

Our presence in social media contributes to a healthy and safe community and offers the potential to make a positive impact on the community. And builds trust that will be critical in times of disaster.

“Social media is an innovative way of socializing where we engage in an open dialogue, tell our stories and interact with one another using online platforms.”

(Associated Press, 2010)

Connect with us! We maintain a Facebook page and a Twitter feed where we share news about the department, safety information, breaking Oak Harbor announcements, and health and safety event information. We interact with you — if you have questions, comments or information to share, we’re available.

When Oak Harbor faces a disaster our Public Information Offer will utilize every possible avenue to share information with the community, including posting to social media.

Did you know that over 50% of the world’s population is under 30 years old? In Oak Harbor, the median age of our population is 28 years old. 77.6% of us are under age 44; 43.2% are under age 24. Social media is an excellent way to connect with and interact with the community. We hope you will join us!



On Facebook find us at:
<http://www.facebook.com/OHFire>



On Twitter we’re are
@OakHarborFD or
<http://www.twitter.com/OakHarborFD>

We currently have 214 followers on Twitter and 472 on Facebook. Our posts reach an average of 400 people, sometimes many more. Our [Fireworks regulations post](#) from June 2014 was shared 92 times and reached over

5,700 people.

2014 began with just 111 Facebook “likes” and by the end of the year we had 451.

We’re excited to have this powerful tool to reach you and all people in our community. 71% of adults internet users use Facebook (Pew Research Center, 2014) and 63% of people with disabilities use social media (Wireless RERC, 2011). Facebook is automatically translated to the user’s language, so it enables us to reach non-English speaking residents.

Social media has been integrated into our overall communications plan, however, one of our main objectives is to build credibility so that in times of disaster we will already be a trusted source of emergency services information — you will

know we’re available, active and ready with the data you need.

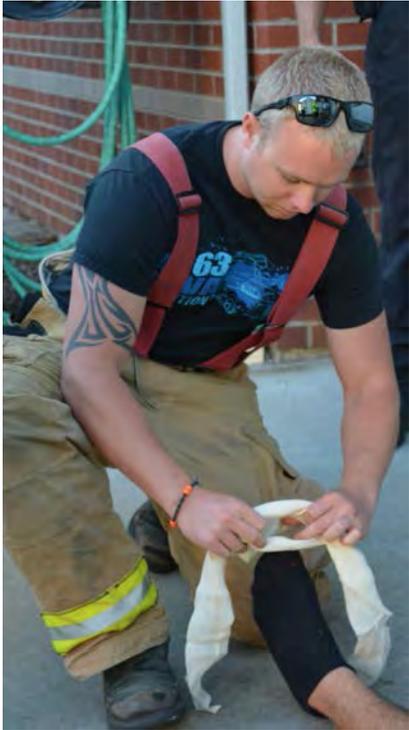


HOW IS SOCIAL MEDIA USED IN EMERGENCY MANAGEMENT?

- Prepare for emergencies — good for all, but especially useful for people with disabilities and non-English speakers.
- Monitor during events for those who need help
- Alert and warn in the midst of disaster
- Relief and recovery efforts
- Keep you updated with news and information
- Data Collection — what are YOU seeing and experiencing?
- User feedback via messages, wall posts, polls, etc.
- Available anywhere on any device
- Just one part of a much larger communication plan

CONNECTION

leveraging technology to improve service delivery



Upper, L-R: POC FF Travis Stanford practices first-aid on a volunteer's foot, Lieutenant Don Baer connects a hose, and POCFF Robert Mirabal and POC LT Rich Rodgers.



Lower, L-R: POC FFs Andrew Carroll and Jake Jansen, Lieutenant Craig Anderson, and Josh Jansen and Gerrit Nagel inside a training tower window. (OHFD Photos / Laura Titherington, 2014)



Emergency Services is the disaster preparedness and response side of the fire department. The fire chief serves as the City's Emergency Services Director (.90 FTE as Fire Chief and .10 FTE as EMS Director).

In 2014, the City experienced no disasters. The department remained engaged in planning and preparing for future disasters.

2014 Accomplishments:

- City Emergency Operations Center (EOC) utilized for management of Independence Day celebrations and public events, including the annual Home Depot Safety Fair.
- Emergency Operations Center (EOC) reconfigured for utilization as a classroom space

- Island County Department of Emergency Management (DEM) utilized EOC.
- Active Shooter / High Risk Entry training and exercise conducted.
- Prehospital Grant utilized to purchase additional entry team protective gear.
- Unified Command and large scale disaster and response training continues.

2014 Goal:

Goal: Conduct an annual training exercise.

Objective: practice and evaluate the effectiveness of the CEMP and the readiness of City departments.

Being prepared and knowing what to do can help reduce fear, anxiety and losses. Individually, we can prepare our homes and families to get through critical times. Community based preparedness and planning allow us to manage the potential hazards following a disaster event.

Emergency Services Financials

	Allocations	Expenditures	Balance	% Used
2014 EXPENDITURES	5,700.00	3,387.46	2,312.54	59.43%
2013 EXPENDITURES	5,700.00	1,805.26	3,894.74	31.67%

EMERGENCY SERVICES
building service resiliency through emergency management



Joint Mobile Command Trailer utilized by Island County Department of Emergency Management (DEM) on display at the Annual Home Depot Safety Fair. Lower left: Eric Brooks (on left) director of Island County DEM sharing information with a citizen. Lower right: an ambulance prepared for infection disease transport during training drill. (OHFD Photos / Laura Titherington and Angela Braunstein, 2014)

Lieutenant Emory “Corky” W. Bridgeford
 Retired Career Firefighter
 Served OHFD 30 years: March 1, 1984 to
 April 16, 2014.

We offer a special thank you to **Lieutenant Corky Bridgeford** and recognize his many years of service and dedication.

Corky began his service with the City of Oak Harbor as a volunteer / paid-on-call firefighter in 1984. After twelve years of service and attaining the rank of POC Captain, he was hired as a full-time firefighter. He served as both

shift and maintenance lieutenant. He retired with 18 years of full-time service. A retirement ceremony was held at Station 81 to honor Lieutenant Bridgeford and his family for their service.



(OHFD Photos)

RETIREMENTS *thank you for your service!*



"I want you to know how much I appreciate your people at the Fire Station. They have been helping me out...have been so kind, helpful and professional. Our City is very fortunate to have these fine people on staff." — B. Cook

"Thank you for all you you've done." — Island County Amateur Radio Club



"Thank you so much for all the wonderful services you have provided to Harbor Tower Village in the past year. Our community is so appreciative of your team's fast, professional care." — VTV Staff



"Thank you so much for serving as a community greeter for our first day of school! We received rave reviews from staff and parents who were very impressed by your warmth, presence, and support. I am grateful for your dedication to our students, you caring, and commitment to our community." — Dr. Lance Gibbon, OHSD Superintendent

"Thank you for always being there. You're a great bunch of guys" - B. Faris

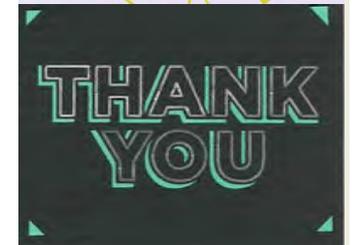
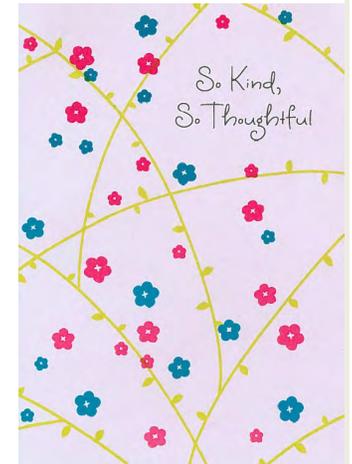


"Thank you very much for your recent program at Oak Harbor Library teaching children about fire safety. Your program is always a huge hit for families in North Whidbey. It's also a great reminder for parents to be aware of keeping their children safe and well." D. Lagassw

"The staff of Burley Funeral Chapel would like to thank your crew for their help with the placement of flags on Sunday, September 7th for our 9-11 Memorial. 2,977 flags were displayed, one for each life lost on September 11, 2001. This project would not have been possible without the help of your volunteers. Our sincerest thanks to our crew for helping." — M. Andreasen, C. George, and D. Colwell



Thank You



COMMUNITY

Appreciation and Support

“Thank you for your support by attending the New Years Day Resolution Run & Polar Bear Plunge. We were so excited to have you there and we look forward to seeing you next year.”
— M. Ricker



“Thank you for your donation to the Broad View Elementary PTA... [it] was greatly appreciated and a popular item at our auction! ...Our success is possible because of you.”
— D. Schulz



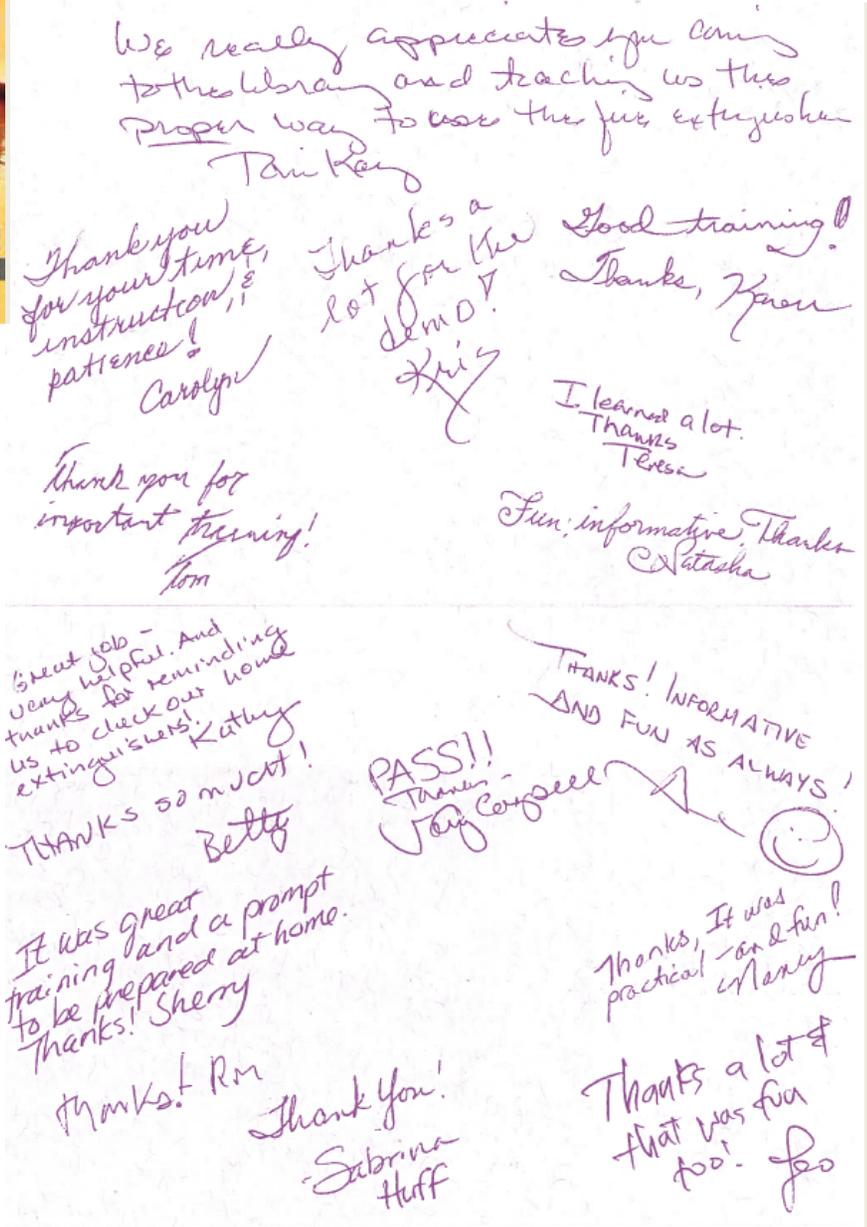
“Thank you for having us and showing us the importance of your job! — Chinese Group Cultural Homestay International



“Thank you for coming to our class to talk about fire safety. The students enjoyed learning about what to do in case of a fire and they loved the fire engine. We truly appreciate your visit.”
— His Kids Preschool

“Thank you for taking time from your busy schedule to come and read to the students... we really appreciate your time and willingness to forge community connections.” Ms. Collings

Thank you for the wonderful tour of the fire station. The information shared — meeting place, stop-drop-roll, and what a firefighter may look like during a fire — is so important for the kids to learn. You taught them in a fun way! Thanks again.” — His Kids Preschool



More COMMUNITY Appreciation and Support

"We greatly appreciated [your firefighters] attending our "Spring Installations and Summer Safety Event"... They were a pleasure to work with and represented the Fire Department as a true professionals with exceptional customer service, which helped make our small event a successful one. Thank you again for sending such great representatives from your department" — M. Braswell



Celebrate. Remember. Fight Back.™



Family Bible Church
Matthew 28:18-20

2760 N Heller Road
Oak Harbor, WA 98277
360.679.1585

June 24, 2014

Chief Merrill
Oak Harbor Fire Department
855 E. Whidbey Ave.
Oak Harbor, WA 98277

Subject: Letter of Thanks and Appreciation for Church Usher CPR Training

Dear Chief Merrill:

On behalf of Family Bible Church, I'd like to thank the following personnel from your department for providing CPR training for our ushers on June 14, 2014:

Fire Dept. Officers:
Hopkins, Scheer, Filso, and Klarsky.

Mr. Hopkins was the articulate lecturer- instructor, and we were so grateful for the training and guidance.
We cannot put a value on such life-saving information as this.
Thank you all so much.

You can be proud to have these professional people represent your department.

Sincerely,
R. Rubin
Pastor Ronald L. Rubin
Family Bible Church

1031 U.S. Freeway SE
Oak Harbor, WA 98277
Phone: 360-422-2226
Fax: 360-879-0315

October 18, 2014

Chief Merrill
Oak Harbor Fire Department
855 East Whidbey Avenue
Oak Harbor, Washington 98277

Dear Chief Merrill,

North Whidbey Help House is the food bank serving northern Whidbey Island. Through November of this year, we have distributed 6,957 food baskets that have fed 18,453 people. We also assisted 50 people with Salvation Army prescription vouchers.

A donation was recently made for Christmas, in honor of Angela and the EMTs, by Billie Cook. What a wonderful way to spend the holiday cheer.

From the Board of Directors, staff and volunteers at Help House, we wish Merry Christmas to you and yours.

Joni T. Wiseman
Executive Director

*North Whidbey Help House is a charitable organization under Internal Revenue Code 501(c)(3). Help House acknowledges that you did not receive any goods or services, to refuse for same donation.
United Way Participating Member



"I want to thank [you] for all your work and care while extinguishing the fire in my home... you guys were awesome. It was one of the more difficult days in my life and you helped me so much. Y'all are my heroes!" — S. McWherter

THE HOME DEPOT

May 18, 2014

Chief Merrill
855 E. Whidbey Ave.
Oak Harbor, WA 98277

Dear Chief Merrill,

We greatly appreciated Otto Halber and Andrea Moss attending our "Spring Installations and Summer Safety Event" on May 17th. They were a pleasure to work with and represented the Fire Department as a true professionals with exceptional customer service, which helped make our small event a successful one.

Thank you again for sending such great representatives from your department.

Regards,
S. McWherter
Main Branch
Project Services Lead Consultant
The Home Depot - 800-956-1363
855 E Whidbey Ave, Oak Harbor, WA 98277

Hillcrest Elem Sch.
Room 10
Life Skills

5-16-14

Dear OHFD,

Your special ways and generous hearts make a beautiful difference.
Thank you so much.

We appreciate you teaching us all about fire safety. The kids learned alot!!
Heidi McDonald

Dear Oak Harbor Fire Department Staff

We want to take a moment to say **THANK YOU!** not only for all you do for us as a community, but to personally thank you for coming to help us whenever we need you! You are truly a blessing to us, and to Oak Harbor as a whole!

Harbor Tower Village
Staff & Residents



January

- **INCIDENT RESPONSE: 80**
- **TRAINING HOURS: 173**
- **EMERGENCY MEDICAL TECHNICIAN (EMT) course** (5-months) began for POCFFs G.Reeves, J.Fikse, A.Moon, and T.Stanford.
- **ISLAND CO RECRUIT ACADEMY**, 5-months; began for 7 POCFF Recruits: M.Fletcher, K.Frondozo, Z.Gifford, J.Jansen, A.Kiesel, E.Macapinlac and G.Nagel
- **OHFD SAFETY COMMITTEE**

YEARS OF SERVICE

- POCFF R.Rodgers - 40 yrs
- POCFF R.Lange - 6 yrs
- POCFFs C.Ching - 5 yrs



February

- **INCIDENT RESPONSE: 90**
- **TRAINING HOURS: 214**
- **LUNCH WITH A FIREFIGHTER**, monthly through May, public education / mentoring program at OHSD elementary schools
- Annual **SWEETHEART'S DINNER** honoring spouses of OHFD firefighters

YEARS OF SERVICE

- POCFF D.Martin - 12 yrs
- POCFFs S.Holcomb and J.Heiserman, and Admin Asst. A.Braunstein - 9 yrs



March

- **INCIDENT RESPONSE: 104**
- **TRAINING HOURS: 237**
- **WA SURVEY & RATING BUREAU EVALUATION**
- OHFD also participated in the **ST. PATRICK'S DAY PARADE**
- **ACTIVE SHOOTER WORKSHOP** with Island County DEM and FEMA.

YEARS OF SERVICE

- POCFF D. Wright - 21 yrs
- POCFF A.Carroll and POCLT T.Cross - 11 yrs



April

- **INCIDENT RESPONSE: 85**
- **TRAINING HOURS: 159**
- LT **P.Schroer** hired as full time Lieutenant, assigned to F Shift
- LT **EMORY "CORKY" BRIDGEFORD** RETIRED with 18 years of service
- Support provided for **WHIDBEY ISLAND MARATHON & HALF MARATHON**
- Participated in **HOLLAND HAPPENING PARADE**
- Donated a **RIDE-TO-SCHOOL** to Broadview Elementary School
- Participated in **MASS CASUALTY INCIDENT (MCI) TRAINING DRILL**
- Coordinated a **LIVE FIRE PRACTICE BURN** with North Whidbey Fire & Rescue
- Recruit POCFF F.Arroyo resigned
- POCFF G.Grubb resigned

YEARS OF SERVICE

- FF S.McCalmont - 24 yrs total (14 yrs full time)



May

- **INCIDENT RESPONSE: 86**
- **TRAINING HOURS: 170**
- **S.A.D.D. DUI Presentation** at Oak Harbor High School
- POCFF **DEAN FARIS** RETIRED with 28 years of service

YEARS OF SERVICE:

- POCFF R. Mirabal - 9 yrs
- POCFF V. Orellano - 1 yr



June

- **INCIDENT RESPONSE: 122**
- **TRAINING HOURS: 150**
- **ISLAND CO RECRUIT ACADEMY GRADUATION — FIREFIGHTER I CERTIFICATION**, six (6) POCFF Recruits: M.Fletcher, K.Frondozo, Z.Gifford, J.Jansen, A.Kiesel, E.Macapinlac, and G.Nagel
- **WA STATE DEPT OF HEALTH (DOH) PRE-HOSPITAL PARTICIPATION GRANT \$1,473** awarded OHFD to help meet DOH requirements to provide prehospital services to the public
- **EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION:** Gen Reeves, Josh Fikse, Andrew Moon, and Travis Stanford
- **ANNUAL PUMP TESTING AT OHFD**

TRAINING TOWER: Navy Region NW Fire & Emergency Services (NASWI), Central Whidbey Island Fire & Rescue, North Whidbey Fire & Rescue, and OHFD

- OHFD also provided generators for **RELAY FOR LIFE** event

YEARS OF SERVICE

- FF D.Baer - 11 yrs



July

- **INCIDENT RESPONSE: 101**
- **TRAINING HOURS: 49**
- OHFD personnel participated in the **INDEPENDENCE DAY PARADE**, crews were positioned by the fireworks display site and additional crews covered the City during July 4th festivities

- Utilized **INCIDENT COMMAND TRAILER** during **INDEPENDENCE DAY** Firework display at Windjammer Park, Oak Harbor
- **FOOD DRIVE COMPETITION** with Oak Harbor Police Department — Donkey wears winner's uniform at National Night Out (PD won—912 items to our 624)

- Island County **BURN BAN** begins, due to weather

YEARS OF SERVICE

- LT C.Anderson - 23 yrs total (19 yrs full time)



Police Chief Green with Donkey Odie, honorary Police Officer at National Night Out. (OHFD/Laura Titherington, August 2014)

YEAR IN REVIEW

giving back to our healthy community



August

- **INCIDENT RESPONSE: 107**
- **TRAINING HOURS: 66**
- **NATIONAL NIGHT OUT**, children fitted for bicycle helmets, public education props provided for children, an emergency scenario played out, literature provided with emergency resources, and an appearance by Smokey Bear
- 1st Anniversary of OHFD's use of **SOCIAL MEDIA**. Find us at: www.facebook.com/OHFire and [@OakHarborFD](https://twitter.com/OakHarborFD) on Twitter
- In addition, OHFD provided an EMS station at the North Whidbey Island Sunrise Rotary Club **ANNUAL CHALLENGE SERIES RACE** and provided generators at the **NORTH WHIDBEY LIONS CLUB ANNUAL CAR SHOW**

YEARS OF SERVICE

- POCLT C.Garden -28 yrs
- LT M.Engle - 17 yrs



September

- **INCIDENT RESPONSE: 90**
- **TRAINING HOURS: 54**
- **9/11 Memorial** at NASWI
- **CITY OF OAK HARBOR MILITARY APPRECIATION PICNIC** at Windjammer Park.
- **ENTRY LEVEL POC FIREFIGHTER RECRUITMENT** began
- Island County **BURN BAN** due to dry weather ends. Permanent burn ban continues in City of Oak Harbor and it's urban growth areas

YEARS OF SERVICE

- POCFF D.Jansen - 34 yrs
- Chief R. Merrill - 24 yrs
- POCFF P.Schroer - 20 yrs
- FF E.Klaszky - 5 yrs



October

- **INCIDENT RESPONSE: 118**
- **TRAINING HOURS: 80**
- **ANNUAL WELLNESS REQUIREMENT** for full time suppression personnel
- **NATIONAL FIRE PREVENTION WEEK:** "Working Smoke Alarms Save Lives: Test Yours Every Month!"
- **LATERAL AND ENTRY LEVEL PAID ON CALL FIRE-FIGHTER** testing
- OHFD also participated in **HOME DEPOT'S ANNUAL SAFETY FAIR**
- Oak Harbor Firefighters participate in **STASHTOBER 2014** and earn donations for the EOD Wounded Warrior Foundation
- Engine 81 at Oak Harbor's Downtown Trick-or-Treat Event.
- POCFF Jason Russell resigned

YEARS OF SERVICE

- Deputy Chief M.Buxton - 22 yrs



November

- **INCIDENT RESPONSE: 91**
- **TRAINING HOURS: 63**
- **CHANGE YOUR CLOCK, CHANGE YOUR BATTERY NATIONAL CAMPAIGN**, reminder to change smoke detector batteries
- In addition, OHFD personnel participated in the **ANNUAL NORTH WHIDBEY COMMUNITY HARVEST THANKSGIVING DINNER** at the Elk's lodge



December

- **INCIDENT RESPONSE: 116**
- **TRAINING HOURS: 73**
- **3 ENTRY LEVEL POC FIREFIGHTERS HIRED**

- **25TH ANNUAL OHFD FAMILY CHRISTMAS PARTY** held at Station 81, honored firefighters and their families — Ho-Ho-Holiday Hoedown!

YEARS OF SERVICE

- POC FF J.Roberts — 18 yrs
- POCFF G.Bull — 5 yrs
- FF C.Hopkins — 4 yrs total (2 yrs fulltime)
- FF O.Haffner — 4 yrs total (1 yr fulltime)
- POCFFs J.Hammond, Ja.Jansen, and T.Walstad — 4 yrs
- POCFFs G.Reeves, J.Fikse, A.Moon, and T.Stanford — 2 yrs
- POCFFs M.Fletcher, K.Frondozo, Z.Gifford, J.Jansen, A.Kiesel, E.Macapinlac and G.Nagel — 1 yr



Laura Titherington, OHFD Photographer. (Photo courtesy K.C. Pohitilla, May 2014)

The Firefighter's Prayer

*When I am called to duty,
God, whenever
flames may rage;
Give me strength
to save some life,
whatever be its age.
Help me embrace
a little child before it is
too late or save
an older person from
the horror of that fate.
Enable me to be alert
and hear the weakest
shout,
and quickly and
efficiently
to put the fire out.
I want to fill my calling
and to give
the best in me, to guard
my every neighbor
and protect his property.
And if, according to my
fate, I am to lose my life;
please bless with your
protecting hand my
children and my wife.
— Author Unknown*

Firefighter Otto Haffner participating in a demonstration at Oak Harbor High School for the Senior class showing an automobile accident caused by an impaired driver. OHFD and OHPD participate in this annual event just prior to prom and graduation to help students consider the consequences of destructive decisions. (OHFD/Angela Braunstein, May 2014)



Goals and Objectives for 2015 - 2016

Goal: Re-rate the City's insurance rating from a class 4 to class 3, per the Washington Surveying and Rating Bureau's standard rating scale.

Objective: A lower rating reflects the abilities and preparedness of the department to respond to emergency incidents.

Objective: Lower rating reduces property insurance rates.

Objective: Insurance rates for businesses and some residences may be decreased when the City has earned a lower insurance rating.

Goal: Sponsor six - eight Paid-on-call Recruit Firefighters per year to attend the Certified Recruit Firefighting Academy and certify to the IFSAC Firefighter 1 standard.

Objective: Increase the total number of paid-on-call personnel.

Goal: Continued effort in Public Education on fire safety and disaster preparedness.

Objective: Reduce loss and prepare for disasters that are likely to occur in the Oak Harbor area.

Goal: Continue certification process for Firefighter 2, Fire Officer 1 and 2, Fire Investigator, and Driver/Operator.

Objective: To maintain highly qualified personnel.

Goal: Complete a revised and accurate organizational chart of the fire department.

Objective: To develop and maintain the hierarchy of the fire department.

Objective: To maintain the vital positions and show the reporting structure of the department.

Goal: Design, fund, construct, and staff a new fire department facility in the southwest quadrant of the City.

Objective: Build a fire station to better serve the residents in the southwest quadrant of the City.

Objective: Provide for additional staffing at the existing station and to provide for around the clock coverage at the new fire station.

Objective: Be prepared for the anticipated growth in the southwest quadrant.

Goal: Purchase a 75-foot 'Quint style' fire apparatus.

Objective: To specify, and purchase a 75 foot quint ladder/fire engine to fulfill a Washington Surveying and Rating Bureau requirement to have two ladder trucks for the City of Oak Harbor.

LOOKING FORWARD
preparing for the future, planning for success

Goal: Increase department staffing levels.

Objective: [option 1] Hire, as a minimum, four (4) career firefighters to staff Station 81 in order to provide 24/7 coverage on two (2) fire engines.

OR [option 2] Hire, as a minimum, six (6) career firefighters to staff Station 812 in order to provide 24/7 coverage at that station. Positions can be staggered on the hiring, 2 or 3 in 2015 and 2 or 3 in 2016.

Objective: Hire a full time Office Assistant to assist with data entry, payroll, training, maintenance, and operational reports.

Goal: Replace the current MTR2000 analog base station / transmitter for the fire department. Purchase and install at ICOM a GTR 8000.

Objective: Replace the current MTR2000 analog base radio that is more than 15 years old. The current radio / transmitter will not operate on the new P-25 Federal guidelines as required for the digital band. Parts will become obsolete within the next 2-3 years. A Federal Assistance to Firefighters Grant was application was submitted in 2014 requesting assistance with this purchase. If awarded, funds will be available in 2015.

Goal: Purchase replacement and new firefighting tools and equipment for suppression activities.

Objective: To replace old and nearly worn out fire suppression tools and equipment to include portable circular saws, Blitz fire monitors, thermal imaging cameras, and ventilation fans.



OHFD with Region 3 Fire Investigation Task Force built several small, one-room structures or cells — complete with flooring, drywall and furnishings. The cells are then strategically set on fire to test Fire Investigator candidates from all over the region. Candidates obtain facts about the fire that occurred within the structure and determine the origin and cause of the fire. Fire investigators are tested on basic investigation methodology, fire behavior, fire patterns, determining accidental causes, incendiary fires, electrical and appliance fires, evidence collection, recording the scene, and legal considerations, including courtroom testimony. It's a long process and we are pleased that 18 firefighters in Region 3 are now certified Fire Investigator because of the testing process we provided. OHFD has five certified Fire Investigators. (OHFD/Laura Titherington, May 2014)



2014 Annual Report
Oak Harbor Fire Department

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Oak Harbor, Washington

Produced and presented by Ray Merrill, Fire Chief
Editor: Angela Braunstein, Administrative Assistant

Thank you to department personnel for division reports and statistics: Deputy Chief Mike Buxton, Prevention; Lieutenant Craig Anderson, Training Division; Lieutenant Mike Engle, Maintenance Division; Firefighter Steve McCalmont, OHFF Association; and Firefighter Otto Haffner, Benchmarking Data.

The Oak Harbor Fire Department acknowledges the following for photographs appearing in this report: Angela Braunstein, Mike Buxton, K.C. Pohtilla, and department photographer Laura "Lolly" Titherington.

An electronic version of this publication is available at www.oakharbor.org

The former Barrington Avenue home of long-time Oak Harbor resident, Dorothy Neil, burns during a live structure fire training exercise. The structure was donated to provide necessary and invaluable joint training opportunities to firefighters from North Whidbey Fire & Rescue (the county fire district), Navy Federal Fire Department, Oak Harbor Fire Department, and Island County Recruit Firefighting Academy. Prior to the burn, the structure is utilized by firefighters and police officers for search and rescue, forcible entry, and other non-destructive training exercises. (Photo courtesy K.C. Pohtilla, May 2014)