

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
April 12th, 2018 – 5:30 PM

Minutes

Attendance: Chairman Simmons, Commissioner Hawley, Commissioner Mestemacher , Chief Palmer.

In Audience: Sherrye Wyatt, Chief Jon Beck, Tony McNair, Billy Piepenbrink, Mari St. Amand, Gary Gabelein.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Mestemacher moved to approve the agenda as presented, motion carried.
- IV. **Public Input.** There was no public input.
- V. **Consent Agenda** - All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS's Board of Commissioners for reading and study. They are considered to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
 - a. Approval of Minutes
 - i. Special Meeting on March 13th, 2018
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$199,813.62

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

- VI. **Unfinished Business** –
 - a. **Bayview Fire Station Update.** Chief Palmer stated that the County is expected to issue the District's building permit on April 18th. The access and Solid waste permits have been received.
- VII. **New Business:**
 - a. **New Members:**
 - i. Jake Newling, ST 31
 - ii. Sage Cowles, ST36
 - b. **Policy Amendment – Policy 103 Fiscal Management, Section 103.7.6 Travel and Per Diem Reimbursement, offered for 1st reading.** Chief Palmer reviewed the proposed changes to the verbiage in the policy, stating that clarification is needed regarding how the District shall be reimbursing members for travel costs.
 - c. **Bid Award – Strategic Planning Consultant.** Chief Palmer and the Board discussed the details of each bid document received and bid amounts. Chairman Simmons made a motion to approve the lowest bidder, Fitch and Associates in the amount of \$40,000.00, as the successful bid. Commissioner Hawley seconded the motion, motion carried. Chief Palmer will produce a contract for services for the successful bidder.
- VIII. **Announcements:**
 - Deputy Chief Beck announced that the remodel of the training room at Station 32 has been completed.
- IX. **Varia:** None

- X. **Executive Session:** None
- XI. Action taken as result of Executive Session: N/A
- XII. Conclude. Chairman Simmons concluded the meeting at 5:45pm.

Attest,

Sarah Pedersen,
District Secretary