

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5535 Cameron Road, Freeland, Washington  
December 13<sup>th</sup>, 2018 – 5:30 PM**

**Minutes**

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

**In Audience:** Chief Moffatt, FF Tony McNair, FF Robbie Husom, FF Sean McDougald, Sherrye Wyatt, Paul Busch.

- I. Call to Order. Commissioner Simmons called the meeting to order at 5:30 p.m.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Mestemacher moved to approve the agenda, Commissioner Hawley seconded.
- IV. Public Input. Paul Busch stated that the new Bayview Station looks good so far.
- 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. Regular Meeting on November 8th, 2018
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers— \$519,310.90

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

- VI. Unfinished Business –
  - a. Bayview Fire Station Update. Review of Payment #4 to Valdez Construction - \$303,426.93 (Incl. in voucher amount). Commissioner Hawley made a motion to approve payment #4 in the amount of \$303,426.93 to Valdez Construction, Commissioner Mestemacher seconded. Chief Palmer stated that the building is on schedule for completion by June 30th, 2019, and he would like to schedule a walk through for the Commissioners.
  - b. Strategic Plan Update. Chief Palmer stated that a rough draft has been written by Fitch and Assoc. and he expects to have a copy soon. The Commissioners would like to review the rough draft. Chief Palmer stated that Fitch and Assoc. could come and present the Strategic Plan if desired by the Board.
- VII. New Business –
  - a. 2019 Healthcare Renewal Form. No changes being made for 2019. Chairman Simmons signed the renewal.
  - b. 2019 Board Meeting Schedule. A calendar was provided to the Board, no changes or alternate dates made.
  - c. Bid & Contract Award – Web Maintenance Services, MoxieCreek. Chief Palmer proposed to extend the existing contract with MoxieCreek as she has reduced her hourly rate from \$60/hour to \$45/hour. Commissioner Mestemacher made a motion to approve contract extension, motion was seconded.
  - d. Discussion of Chief's Contract. Chief Palmer stated that his contract is expiring and due for renewal at the end of this year. He is proposing a contract for 2 years and 3 months, to end April 1<sup>st</sup>, 2021, with the option to extend to 3 years if in the best interest of the District. To be tabled until January meeting.

VIII. Announcements:

- a. The Northwest Leadership Conference in Portland is coming up.

IX. Varia:

- a. All District Meeting will be on March 19th from 6-8pm.

X. Executive Session: N/A

XI. Action taken as result of Executive Session: N/A

XII. Conclude. Chairman Simmons concluded the meeting at 5:58 P.M.

Sarah Pedersen,  
District Secretary