

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

Minutes

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

In Audience: Chief Moffatt, Chief Cotton, Chief Beck, Chet Ross.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Hawley made an addition under Unfinished Business – C. Inspection Services. Commissioner Mestemacher moved to approve the agenda with the addition made, 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. Regular Meeting on August 9th, 2018
 - ii. Special Meeting on August 28th, 2018
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers— \$475,851.91 (including Valdez Construction payment)

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

- VI. **Unfinished Business –**
 - a. **Bayview Fire Station Update.**
 - i. Approval (review) of Payment #1 to Valdez Construction - \$161,990.86
 - b. **Strategic Plan Update.** Chief Palmer notified the Board that the consultants will be here October 10th through 13th and will be attending the next Board Meeting.
 - c. **Inspection Services.** Chief Palmer stated that approval has already been received from the Board during a prior meeting for the part-time firefighters to perform inspections. The District received no credit under the “fire prevention” category from the WSRB, but could be able to after performing inspections after 5 years. The objective of the program will be to prevent commercial fires by educating business owners on fire safety. Chet Ross, President/CEO of the Greater Area Freeland Chamber of Commerce, had questions regarding the inspections. Chief Palmer answered all questions and thanked Mr. Ross for attending the meeting.
- VII. **New Business:**
 - a. **2019 Budget Update – Reallocation of budgeted funds, Resolution 2018-5.** Commissioner Hawley made a motion to approve Resolution 2018-05; motion was seconded.
 - b. **Professional Services Agreement – Carletti Architects for Construction A&E Management.** Commissioner Mestemacher made a motion to approve the service agreement for Carletti Architects, motion was seconded.
 - c. **Professional Services Agreement – Sherrye Wyatt Public Relations & Writing for marketing and recruitment consulting services.** To include a 5% increase from the previous agreement. Commissioner Mestemacher made a motion to approve the service agreement for Sherrye Wyatt, motion was seconded.

- d. **Interlocal Agreement with Camano Island Fire & Rescue to allow piggyback bid for our tender.**
Agreement will allow CIFR to use the District's bid documents. Chief Palmer requested authorization to sign the agreement once drafted by CIFR. Commissioner Mestemacher made a motion to approve an interlocal agreement and to authorize Chief Palmer to sign the agreement, motion second.

VIII. **Announcements:**

- The next All-District meeting will be held on September 18th at South Whidbey High School.

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 6:10pm.

Attest,

Sarah Pedersen,
District Secretary