

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
February 9th, 2017 – 6:00 PM
Minutes

In Attendance: Chairman Simmons, Commissioner Mestemacher, Commissioner Elliot, Chief Palmer

In Audience: Sherrye Wyatt, Gary Gabelein, Kyle, Jensen, Paul Busch, Sean McDougald, Travis Zimmerman, Jon Beck, Wendy Moffatt, Mike Cotton.

- I. Call to Order. Chairman Simmons called the meeting to order at 6:00P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Chief Palmer requested the addition of badge pinning for Lt. Zimmerman to the agenda under New Business. Commissioner Elliot moved to approve the agenda as presented with the addition of the pinning of Lt. Zimmerman under New Business, motion carried.
- IV. Public Input. None.
- 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 January 12th, 2016
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers – \$256,345.84

Commissioner Elliot moved to approve the consent agenda as presented, motion carried.
- VI. Unfinished Business –
 - a. **Bayview Fire Station Update.** Chief Palmer informed the group that there was a slight delay with the building permit but that the plans are being finished now and should have the full building permit soon.
 - b. **Bond Update.** Chief Palmer informed the group that everything is still on track according to the schedule that DA Davidson provided for us. The S&P rating process is still set to take place in March and the bond process should be completed in April.
- VII. New Business –
 - a. **Badge Pinning.** Chief Moffat officially pinned Lt. Zimmerman as a Lieutenant with SWFE.
 - b. **Contract Award - Specialty Door Service, Inc. for annual overhead door maintenance.** There were two bids for the annual overhead door maintenance contract. Specialty Door Service, Inc. was the low bidder at \$2,813.16. Commissioner Elliot moved to approve the contract award to Specialty Door Service, Inc., motion carried.
 - c. **Contract Addendum #1 – Carletti Architects, P.S., an addendum to the Professional Service Contract, dated October 14, 2014, for Architectural Services.** The addendum modified the contract to reflect the work added due to the delay with Island County. The addendum included an additional \$47,000 in fees which was already budgeted for in 2017. Commissioner Elliot moved to approve the addendum to the contract with Carletti Architects, P.S., motion carried.
 - d. **Resolution 2017-01: Finalizing 2017 Budget & Closing 2016 Fiscal Year.** Commissioner Elliot moved to approve Resolution 2017-01, motion carried.

VIII. Announcements:

- Portland Leadership Conference coming up March 1-3rd.
- Awards Banquet March 18th at the Useless Bay Golf Club at 6:00P.M.
- All District Meeting March 28th, 6:00P.M. SW High School

IX. Varia: None.

X. Executive Session: None

XI. Action taken as result of Executive Session: None

XII. Conclude. Chairman Simmons concluded the meeting at 6:10P.M.

Attest:

Kay Cope,
District Secretary