

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
December 14th, 2017 – 6:00 PM

Minutes

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

In Audience: Sherrye Wyatt, Kyle Jensen, Chief Cotton, Adrienne Hawley, Coutriana Costele, Mike Hawley, Gary Gabelein, Alex McMahan, Robbie Husom, Sean McDougald, Tony McNair, Mike Helland.

- I. Call to Order. Chairman Simmons called the meeting to order at 6:00PM.
- II. Pledge of Allegiance.
- III. Oath of Office: Fire Commissioner. Chairman Simmons swore in Adrienne Hawley as Fire Commissioner, Position 1.
- IV. Approval of Agenda. Commissioner Elliot moved to approve the agenda, motion carried.
- V. Public Input. Mike Helland thanked the volunteers for their service. Mike Hawley introduced himself and stated that he will be taking over the Sheriff Department's South precinct.
- VI. 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 9th, 2017
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$198,803.36

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

- VII. Unfinished Business –
 - a. **Bayview Fire Station Update.** Chief Palmer gave a brief update on the status of the Bayview Station. There continues to be an issue regarding a detail in the kitchen; our architect is currently working with the Department of Health to resolve it.
- VIII. New Business –
 - a. **2018 Healthcare Renewal Form.** Commissioner Elliot moved to approve the District's 2018 renewal, motion carried.
 - b. **2018 Board Meeting Schedule.** Commissioner Elliot made a motion to move the regular meeting time from 6:00pm to 5:30pm. The Board unanimously approved the motion.
 - c. **Bid & Contract Award – Web Maintenance Services, MoxieCreek.** Commissioner Elliot made a motion to award the annual contract to MoxieCreek in the amount of \$5,760.00. Motion carried.
 - d. **Bid & Contract Award – Septic Inspection Services, On-Site Construction, Inc.** Commissioner Elliot made a motion to award the contract to On-Site Construction in the amount of \$3,587.10 for a 3 year term. Motion carried.
 - e. **Bid & Contract Award – Janitorial Services, Quality Cleaning Etc.** Commissioner Elliot made a motion to award the annual contract to Quality Cleaning, Inc., in the amount of \$14,286.00. Motion carried.

- f. **Bid & Contract Award – Pest Control Services, Absolute Pest Control.** Commissioner Elliot made a motion to award the annual contract Absolute Pest Control in the amount of \$4,200.00. Motion carried.
- g. **Bid & Contract Award – Overhead Door Maintenance Services, Specialty Door Service, Inc.** Commissioner Elliot made a motion to award the annual contract to Specialty Door Service, Inc., in the amount of \$3,467.53. Motion carried.
- h. **Bid & Contract Award – Information Technology Support Services, Ategan Technologies LLC.** Commissioner Elliot made a motion to award the annual contract to Ategan Technologies, LLC, in the amount of \$82,698.96. Motion carried.

- IX. Announcements: Chief Palmer announced that a retirement gathering will be organized for Commissioner Elliot in February.
- X. Varia: Chief Palmer stated that he has reviewed the new sick time law and the District is already providing the benefit to employees in excess of state requirements.
- XI. Executive Session: None
- XII. Action taken as result of Executive Session: None
- XIII. Conclude. Chairman Simmons concluded the meeting at 6:22P.M.

Attest,

Sarah Pedersen,
District Secretary