

**SOUTH WHIDBEY FIRE/EMS
SPECIAL MEETING
5535 Cameron Road, Freeland, Washington
January 16th, 2018 – 5:30 PM**

Minutes

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

In Audience: Sherrye Wyatt, Kyle Jensen, Chief Cotton, Adrienne Hawley, Caitriona Costello, Gary Gabelein, Alex McMahon, Robbie Husom, Sean McDougald, Blythe Hiest.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Chief Palmer requested an addition to the agenda under new business, PSE Easement for Bayview Property. Commissioner Mestemacher moved to approve the agenda as presented with that addition, motion carried.
- IV. **Annual Organizational Meeting:**
 - a. **Election of Chair-** Commissioner Mestemacher made a motion to approve Chairman Simmons as the Chairman for 2018 as well; Commissioner Hawley seconded the motion. Motion carried.
 - b. **Election of Vice Chair-** A motion was made for Commissioner Mestemacher to remain the Vice Chair, motion carried.
 - c. **ICOM Representative-** Chief Palmer stated that the Board will not have to appoint an ICOM Representative as only one is needed for all fire districts in Island County. Commissioner Marvin Koorn from North Whidbey Fire and Rescue will fill this role and Chief Palmer will discuss how and when information will be passed on to the other districts.
 - d. **Board of Volunteer Firefighter Representatives-** Chief Palmer stated that the current representative is Eldon Baker, who will remain in that seat until March. It will be determined who will fill the role during the first all-district meeting of the year in March.
- V. **Public Input.** There was no public input.
- 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 December 14th, 2017
 - ii. Special Meeting on January 4th, 2018
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$213,309.46
- Commissioner Mestemacher moved to approve the consent agenda, motion carried.
- VII. **Unfinished Business –**
 - a. **Bayview Fire Station Update.** Chief Palmer stated that the building design has been approved and we are waiting for the permit at this time. Cost estimates are out and should be received within two weeks. A request for bids will be advertised on April 2nd and the District anticipates bid opening on May 1st.

VIII. **New Business –**

- a. **Contract Approval, Sherrye Wyatt, reauthorization of Marketing Consultant Agreement.**
Commissioner Mestemacher made a motion to approve, motion carried.
- b. **Policy Amendment, amending Policy 103, Fiscal Management to add Section 103.10 Small and Attractive Assets, offered for first reading.** Chief Palmer stated that the change was in light of the State Auditor's recommendation during the district's audit. Tabled to the next Board meeting for approval.
- c. **Tender Fabrication Bid –** Chief notified the Board that one bid from Rosenbauer was submitted to the district, which meets the district's criteria, in the amount of \$336,819.81, including sales tax. Chief recommended that the Board approve the bid, and that the funds be transferred from capital fund 1 and into fund 2. Commissioner Mestemacher made a motion to approve Chief's recommendation, motion carried.
- d. **PSE Easement for Bayview Property.** Chief stated that PSE needs an easement to place power at the Bayview Station property and asked that the Board grant permission for him to sign the agreement. Commissioner Mestemacher made a motion to approve authorization, Chairman Simmons seconded. Motion carried.

IX. Announcements: Chief Palmer announced that the next meeting will be February 13th as approved during the Board meeting schedule notice.

X. Varia: None

XI. Executive Session: None

XII. Action taken as result of Executive Session: None

XIII. Conclude. Chairman Simmons concluded the meeting at 5:50P.M.

Attest,

Sarah Pedersen,
District Secretary