

**SOUTH WHIDBEY
FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland,
Washington
October 9th, 2019 – 5:30 PM**

Minutes

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

In Audience: Mike Noblet, FF/EMT Alex McMahon, FF/EMT Tony McNair, FF/EMT Sean McDougald.

- I. Call to Order. Chairman Mestemacher called the meeting to order at 5:30p.m.
 - II. Pledge of Allegiance.
 - III. Approval of Agenda. Chief Palmer requested that “(a) Professional Services Agreement – with Sherrye Wyatt, Public Relations & Writing for marketing and recruitment consulting services” be added under New Business. Commissioner Simmons made a motion to accept the Agenda with the requested addition, motion seconded.
 - 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 September 12th, 2019
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers— \$310,273.05
- Commissioner Hawley made a motion to approve the Consent Agenda, Commissioner Simmons seconded.
- VI. Unfinished Business –
 - a. **Bayview Fire Station Update and approval of payment #13.** Chief Palmer stated that we do not yet have payment #14, so it will not need to be reviewed and approved tonight. The District does not yet have the Certificate of Occupancy, but we do have the temporary COO. There is also a short punch list that Valdez Construction will be fixing, which is a small list, and they have done a great job on the construction.
- VII. New Business –
 - a. **Professional Services Agreement = with Sherrye Wyatt, Public Relations & Writing for marketing and recruitment consulting services.** Chief Palmer stated to the Board that Sherrye has done a great job with advertising and recruitment, and he would like to ask the Board to approve a new contract for her with the District for one year, expiring in October 2020 - no change in the amount. Commissioner Simmons made a motion to approve the 12 month contract, Commissioner Hawley seconded. The Chairman signed the contract.
- VIII. Announcements: None.

IX. Varia:

- a. Chief Palmer stated that he is currently in negotiations with the Union and they are asking for a Deferred Compensation Match of up to 2% with the Department of Retirement Systems. Chief Palmer would like to entertain also giving all administrative positions the same match option with the Board's approval. After some discussion, the Board would like to see the financial impact on the budget before making a decision.
- b. Chief Palmer stated that he appreciated the Board allowing him an extension on the preliminary budget submission to them, and he will have it to them by October 15th. They will notice a deficit in the budget/revenues, but the staff will be diligently reviewing and making cuts in the coming weeks to find a balance.
- c. Chief Palmer has been working on gathering historic and current District call volume and handed out documents to the Board.

X. Executive Session: None

XI. Action taken as result of Executive Session: None

XII. Conclude. Chairman Mestemacher concluded the meeting at 5:51 p.m.

Sarah Pedersen,
District Secretary