

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
November 10th, 2016 - 5:30 PM
MINUTES

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

Audience: *Chief Moffatt, Chief Beck, Chief Cotton, Lt. Zimmerman, Sherrye Wyatt, Anne Collins, Erick Westphal, Robbie Husom, Alex McMahon, Carlee Mills, Kyle Jensen, Al Charat.*

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30P.M.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Elliot moved to approve the agenda with the following additions/changes: Addition of approval of the new members under New Business, and amending the time needed for Executive Session to 10 minutes, motion carried.
- IV. **Public Input.** Sherrye Wyatt commented on the insert in the paper that was a salute to the firefighters and had all of SWFE's members listed.
- 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 October 13th, 2016
 - ii. Special Meeting/Workshop on October 19th, 2016
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers – \$ 198,479.14

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

- VI. Unfinished Business –
 - a. **Bayview Fire Station Update.** Chief Palmer gave an update on the Bayview Project. We are currently on the following schedule:
 - November 15th>30% of plans completed.
 - December 1st-15th cost review.
 - January> Plans
 - February 1st>Permits
 - March>Finalize Plans
 - April 1st>Go out for bids
 - May> Open Bids
 - June>Notice to Proceed.
- VII. New Business –
 - a) **Approval of New Volunteer Members:** *John Ledrew, Alexandra Walter, Judith Canfield, Jeremy Buirge, Alexander Charat.* Chief Palmer announced the new members and asked the Board to approve them as members of SWFE. Commissioner Elliot moved to approve the new members, motion carried.
 - b) **Recognition of Bill Piepenbrink, promotion to Lieutenant.** Bill was publically recognized on his promotion to Lieutenant as a part time firefighter.

- c) **Recognition of resigning employee, Erick Westphal.** Erick has been with SWFE in the maintenance division for almost 5 years and will be leaving at the end of November. He was publically thanked for his service.
- d) **Set Date for Strategic Planning Retreat, January 14, 2017, 8am-3pm., Saratoga Inn.** All of the Commissioners agreed that this date will work for the meeting.
- e) **First Reading of amendment to the Fiscal Management Policy 103.** Chief Palmer highlighted the areas that have changed or been added to this policy. At the recommendation of our Bond Agent, certain areas were clarified. Approximately one third of the policy has changes. The following areas were highlighted: Investment Officer, GAAP/Cash Basis, Clarification on funds, section added regarding general obligation bonds, endowments, accounting principles, debt management and reserves. It was also recommended that the petty cash account be closed since it is no longer needed. Of the list of things discussed, Chief Palmer explained the addition of two more funds was needed. The “Reserve Fund” which would be 5% that would be used for declared emergencies. The other fund is a “Contingency Fund” which we would add to every year and any mid-year adjustments would be paid from this account. Chairman Simmons requested that we add language so that we can try to establish this account as quickly as possible but since the funds are not immediately available, that every year we add a certain percentage and continually increase that percentage until we reach the target amount. We would also set a target date for achieving the amount needed.
- f) **2017 Requested Budget presented for Board Review**
 - i. ***Resolution 2016- 16 Levy Certification and Budget Approval.*** Chief Palmer gave a PowerPoint presentation which highlighted the differences from the draft to the budget to be approved. The difference was that the projected savings was factored in. Commissioner Elliot moved to approve Resolution 2016-16, motion carried.
 - ii. ***Resolution 2016-17 Levy Ordinance to Increase Regular Property Tax Levy.*** Commissioner Elliot moved to approve Resolution 2016-17, motion carried.
 - iii. ***Resolution 2016- 18 Levy Ordinance for Substantial Need.*** Commissioner Elliot moved to approve Resolution 2016-18, motion carried.

VIII. **Announcements:** Assessment Center for Lieutenant Trainees, November 19th.

IX. **Varia:** None.

X. **Executive Session:** 10 minutes to discuss a personnel performance matter.

XI. **Action taken as result of Executive Session:** No action taken.

XII. **Conclude.** Chairman Simmons concluded at 6:30P.M.

Attest:

Kay Cope,
District Secretary