

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
January 12th, 2017 – 6:00 PM
MINUTES

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

In Audience: Alex McMahon, Sean McDougald, Robbie Husom, Sherrye Wyatt, Gary Gabelein, Bill Piepenbrink, Len Piepenbrink, Mary Piepenbrink, Kyle Jensen, 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 to make an addition to the agenda under New Business to approve the contract with Sherrye Wyatt for marketing. Commissioner Simmons moved to approve the agenda as presented with that addition, motion carried.
- IV. **Annual Organizational Meeting:** Commissioner Elliot made a motion to approve all of the positions as they were for 2016, motion carried. The positions will remain as follows:
 - a) **Chair**—*Chairman Simmons*
 - b) **Vice Chair**— *Commissioner Mestemacher*
 - c) **ICOM Representative**— *Commissioner Elliot*
 - d) **Board of Volunteer Firefighter Representatives**—*Eldon Baker*. Chief Palmer requested that the period of service for the BVFF representatives be from March-March of each calendar year so that they may decide on the representatives at the first all-district meeting of each year.
- V. **Public Input.** None.
- 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 8th, 2016
 - b. Finance Officer's Reports –
 - c. Vouchers from December 8th, 2016-January 12th, 2017: \$271,459.41

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 progress of the permit set plans which are on schedule to submit for February 1st. Chairman Simmons pointed out that the 30% set of plans were on the table made available for viewing.
 - b. **Bond Update.** Chief Palmer informed the group that SWFE had been given a draft schedule of events for the bond process. If all goes according to the schedule SWFE would receive the proceeds of the bond on April 20th.
- VIII. **New Business –**
 - a) **Badge Pinning for Lt. Piepenbrink.** Chief Palmer and the Board congratulated Lt. Bill Piepenbrink and proceeded with the official pinning.

- b) **Second Reading of amendment to the Fiscal Management Policy 103.** Commissioner Elliot moved to approve the second and final reading of the amendment to the Fiscal Management Policy 103, motion carried.
- c) **Approval of 2017 Meeting Dates.** The dates of the 2017 meetings will remain the second Thursday of each month; however the time of the meetings will now be at 6:00P.M. Chairman Simmons moved to approve the new time, motion carried.
- d) **Contract Approval:** Absolute Pest Control for pest control services. Absolute Pest control was the sole bidder and they are our current vendor for pest control services. Their bid was for \$4,199.16 for the year. Commissioner Elliot moved to approve the contract, motion carried.
- e) **Contract Approval:** Quality Cleaning, Etc. for janitorial services. Chief Palmer presented a contract extension with our current vendor for janitorial services for \$9,898 for 2017. Commissioner Mestemacher moved to approve the contract extension, motion carried.
- f) **Contract Denial:** Sound Slope & Shoreline, Inc. for Marine 3 hull maintenance. Chief Palmer recommended that we reject the bid from Sound Slope & Shoreline Inc. due to our budget being \$1,500 and their bid coming in at \$11,789.05. Chairman Simmons moved to reject the contract, motion carried.
- g) **Bid Award:** LN Curtis & Sons for fire hose. There were two bids for fire hose. Unifire was the low bidder at \$9,955.83, however they did not meet the bid specifications and were therefore disqualified. The bid from L.N. Curtis was for \$10, 962.56. Commissioner Elliot moved to approve the bid award to L.N. Curtis, motion carried.
- h) **Bid Award:** EC Power for Station 32 generator. Two bids were received for the generator. Cummins and EC Power Systems. EC Power Systems was the low bidder at \$20,890. Commissioner Mestemacher moved to approve the bid, motion carried.
- i) **Contract Renewal:** Sherrye Wyatt for marketing services. Chief Palmer stated that this amount is budgeted for and the price will remain the same at \$18,000. Commissioner Elliot moved to approve the contract renewal for Sherrye Wyatt, motion carried.

IX. Announcements:

- Chief Palmer reminded the Board of the Annual Planning Retreat on January 21st from 8:00AM-3:00PM at the Saratoga Inn. Chief will email out an agenda next week.
- The Northwest Leadership Seminar is coming up in March.

X. Varia: Chief gave the Board a packet that illustrated call volume for the last three years, 20 year history of call volume, Levy Rate Changes since 1990, Revenue vs. Expenses vs. Capital since 1998, Budgeted Anticipated Revenues for 2017, Budgeted Expenses 2017, and Grant History since 2003.

XI. Executive Session: None

XII. Action taken as result of Executive Session: None

XIII. Conclude. Chairman Simmons concluded the meeting at 6:27P.M.

Attest:

Kay Cope,
District Secretary