

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**May 12<sup>th</sup>, 2016 - 5:30 PM**  
**Minutes**

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

**In Audience:** *Gary Gabelein, Sherrye Wyatt, Kyle Jensen*

- I. Call to Order. Chairman Simmons called the meeting to order at 5:31 P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Elliot moved to approve the agenda as presented, motion carried.
- 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 April 14<sup>th</sup>, 2016
  - b. Finance Officer’s Reports –
  - c. Monthly Vouchers – \$89,367.04

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

- VI. Unfinished Business –
  - a. **Bayview Fire Station Update.** Chief Palmer gave a brief update that everything is on track for construction documents this summer. It should take approximately three months to draw up construction documents and hopefully by October we will be ready for the building permit. Chief Palmer will be scheduling a workshop for the Board and potential businesses that wish to present financial solutions to funding this project.
  - b. **Giswold Bequeath Update.** Chief Palmer informed the Board that he recently sent off the original resolution of the incorporation of the fire district as well as the resolution changing the District’s name from Island County Fire Protection District #3 to South Whidbey Fire/EMS to the company handling this matter. We are waiting to hear back if we need to produce any further documentation.
  - c. **Disaster Declaration Update, November windstorm.** Chief Palmer informed the Board that we have been working with FEMA on potential grant funds in relation to the windstorm in November 2015. We are still working on paperwork to determine if the District is eligible to receive funds.
- VII. New Business –
  - a. **Resolution 2016-08 Surplus Equipment.** Commissioner Elliot moved to approve Resolution 2016-08, motion carried.
  - b. **Notice of Intent to Terminate Residential Property Management Agreement, Tara Properties.** The District is required to give thirty days’ notice of intent to terminate the rental agreement between SWFE and Tara Properties. Chief Palmer requested board approval for him to sign the letter of intent on behalf of the Board. Chairman Simmons moved to authorize Chief Palmer to sign on their behalf, motion carried.

VIII. Announcements:

- Chief Palmer will be on vacation from May 13<sup>th</sup>-May 25<sup>th</sup>.
- Reminder that the Commissioners will be going to Chelan for the upcoming WFCA Seminar
- Chief Moffatt announced that all 6 SWFE members of the EMT class passed their NREMT Testing.
- The two new tenders are now in service.

IX. Varia:

- Finance Officer, Kay Cope, presented the Commissioners with the 2015 Annual Report that was submitted to the WA State Auditor's Office.
- Kay Cope asked the Commissioners for any input/feedback on the new format of the financial documents. The Commissioners agreed no changes were needed and the current format is more efficient.

X. Executive Session: The Board entered into an Executive Session at 6:00 P.M. for 15 minutes to discuss a personnel performance matter.

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

XII. Conclude. Chairman Simmons concluded the meeting at 6:15 P.M.

Kay Cope,  
District Secretary