

**SOUTH WHIDBEY
FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland,
Washington
September 12th, 2019 – 5:30 PM**

Minutes

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

In Audience: DC Jon Beck, DC Mike Cotton, Mike Noblet, FF/EMT Leah Kalahiki, FF/EMT Tony McNair, FF/EMT Sean McDougald, Sherrye Wyatt.

- I. Call to Order. Chairman Mestemacher called the meeting to order at 5:30p.m.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Hawley requested an addition to discuss the next two regular meeting dates; will discuss under Varia. Commissioner Simmons made a motion to accept the Agenda, motion seconded.
- IV. Public Input. – Sherrye Wyatt commented on the Open House.
- 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. Motion by Commissioner Simmons to accept the Consent Agenda, motion seconded.
 - a. Approval of Minutes
 - i. Regular Meeting on August 8th, 2019.
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$431,331.52
- VI. Unfinished Business –
 - a. **Bayview Fire Station Update and approval of payment #13.** Chief Palmer stated that there is a flooding issue in the parking lot of the new station; the water came from the training ground. A civil engineer met with Valdez Construction and came up with a plan to fix it by re-grading and re-seeding. There are still a couple of outstanding change order payments remaining. Commissioner Simmons made a motion to approve payment #13 to Valdez Construction; motion seconded.
- VII. New Business –
 - a. **Resolution 2019-12; Appoint District Secretary/Auditing Officer & Alternate Auditing Officer.** This Resolution is ensuring the District has proper documentation for both positions. Commissioner Simmons made a motion to approve Resolution 2019-12, motion seconded by Commissioner Hawley.
 - b. **Resolution 2019-13; Warrant Cancellation.** Commissioner Simmons made a motion to approve Resolution 2019-13, motion seconded by Commissioner Hawley.

- c. **Contract Approval; Liz Loomis Public Affairs, Consulting.** Chief Palmer recommended that the District hire Liz Loomis to walk us through the Levy process and ensure that the District does so properly. The contract will be \$45,000. Chief Palmer stated that he is aware it's a lot of money, but we cannot afford to not follow the law. The funds would come from 2019 budgeted lines not yet used that would be moved into the "consulting" BARS line, not from District savings. Commissioner Simmons made a motion to approve a contract with Liz Loomis, Chairman Mestemacher seconded. Commissioner Hawley opposed.
- d. **Resolution 2019-14; Budget Adjustment, transfer funds.** This resolution moves the budgeted funds from the motion passing. Commissioner Simmons made a motion to approve Resolution 2019-14, Chairman Mestemacher seconded. Commissioner Hawley opposed.
- e. **Bid Award and Contract Approval for Annual Janitorial Services to Quality Cleaning Etc., in the amount of \$22,440.00.** Chief Palmer stated to the Board that we went out to bid for janitorial services and only received one bid from Quality Cleaning. The increased amount is mostly due to the new station and its size. Commissioner Simmons made a motion to approve the bid; motion seconded. Commissioner Hawley opposed.
- f. **Bid award and Contract Approval for Annual Pest Control Services to Absolute Pest Control, in the amount of \$4,799.88.** Chief Palmer notified the Board that the District only received one bid for pest control services. The bid includes all seven stations. Commissioner Hawley made a motion to approve the bid and contract, motion seconded.
- g. **Bid award and Contract approval for Annual Overhead Door Service to Specialty Door Service, Inc., in the amount of \$4,465.40.** Chief Palmer stated that the District received one bid; Specialty Door Service, in the amount of \$4,465.40. Commissioner Hawley made a motion to approve the bid and contract, motion seconded.
- h. **Amendment to Septic Inspection Services Agreement, dated 12/14/2017, with On-Site Construction for Prevailing Wage Increase.** Chief Palmer stated to the Board that the owner of the company has requested to amend our contract, which ends at the end of 2020, to compensate for the increase in prevailing wages that he must pay his employees. Prevailing wages are required when working on a government agency project. The increase request is just under \$1000 annually. Commissioner Simmons made a motion to approve the contract change, Commissioner Hawley seconded. Motion passed.

VIII. Announcements: Chief Palmer stated the All-District Meeting will be on October 8th at the new station. Also, the Marine Corps has kindly donated a larger American Flag to the District.

IX. Varia: Commissioner Hawley stated that she will be teaching at SVC this quarter and requests meeting date changes. After discussion between the Board, the new regular meeting date for October will move from Thursday, October 10th to Wednesday the 9th. The November meeting will move from Thursday, November 14th, to Wednesday the 13th.

Executive Session: None

Action taken as result of Executive Session: None

Conclude. Chairman Mestemacher concluded the meeting at 6:05 p.m.

Vicki Lange,
Interim District Secretary