

**SOUTH WHIDBEY
FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland,
Washington
July 11th, 2019 – 5:30 PM**

Minutes

Attendance: Chairman Mestmacher, Commissioner Simmons, Chief Palmer. Commissioner Hawley was excused.

In Audience: DC Jon Beck, DC Mike Cotton, Mike Noblet, FF/EMT Andrew Agnew, FF/EMT Leah Kalahiki, FF/EMT Billy Piepenbrink, FF/EMT Carlee Mills, FF/EMT Tony McNair, Sherrye Wyatt, Barry Palmeroy, Tom Sparks.

- I. Call to Order. Chairman Mestemacher called the meeting to order at 5:30 p.m.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons made a motion to accept the Agenda, motion seconded.
- IV. Public Input. – Public comment was given by resident Tom Sparks. Mr. Sparks had some questions about the District’s WSRB rating and stated that he was supportive of the Fire District.
- 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 June 20th, 2019.
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers— \$179,149.65
- VI. Unfinished Business –
 - a. **Bayview Fire Station Update and approval of payment #11 for 7/12/2019.** Chief Palmer stated that the punch list walk-thru is rescheduled for July 17th. Exterior lighting has started and pavement installation will begin next week. The exterior walk-thru will be scheduled between July 31st and August 2nd. Commissioner Simmons made a motion to approve payment #11 to Valdez Construction; motion seconded.
 - b. **Update on the Strategic Plan.** Chief Palmer stated that that he is continuing to work on the development of the Strategic Plan and has thirty of the forty seven of the strategic initiatives completed.
- VII. New Business –
 - a. **Resolution 2019-09; Warrant Cancellation.** Commissioner Simmons made a motion to approve Resolution 2019-09, motion seconded.
 - b. **Discussion of Mid-Year budget.** Chief Palmer requested that any potential adjustments be presented at the August meeting after the new Bayview Station has been completed. Chief Palmer also asked the Board to extend the date that the 2020 budget gets submitted to the Commissioners. By policy, the Board receives the budget by October 1st; Chief Palmer requested that the new deadline be October 15th. The Board unanimously agreed to both requests.

Chief Palmer also stated that staff budget meetings for the 2020 budget will begin on August 28th and requested that a Commissioner be assigned to attend some meetings. With Commissioner Hawley being absent, the Board advised that the assignment will wait until the next meeting.

VIII. **Announcements:** Chief Cotton is running the Fire Fair at Payless on July 27th.

IX. Varia: None

X. Executive Session: None

XI. Action taken as result of Executive Session: None

XII. Conclude. Chairman Mestemacher concluded the meeting at 5:45 p.m.

Sarah Pedersen,
District Secretary