

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**August 9<sup>th</sup>, 2018 – 5:30 PM**

**Minutes**

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

**In Audience:** Sherrye Wyatt, Chief Moffatt, Chief Cotton, Caitriona Costello.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:32PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Mestemacher moved to approve the agenda as presented, motion carried.
- IV. **Public Input.** There was no public input.
- 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 July 19<sup>th</sup>, 2018
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers— \$159,278.29

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

- VI. **Unfinished Business –**
  - a. **Bayview Fire Station Update.**
    - i. **Construction Schedule.** Chief Palmer notified the Board that mobilization of construction is scheduled to start on September 19<sup>th</sup> and estimated to end on June 30<sup>th</sup>; he will email the schedule document to each Commissioner.
    - ii. **Schedule of Values.** Chief provided the Board with a schedule of values, which breaks down the cost of each subcontractor/job.
    - iii. **Public Information Process.** Chief stated that Sherrye Wyatt has been working with Maureen, the District's website designer, on getting up an information page regarding the new station.
  - b. **Strategic Plan Update.** Chief Palmer will need potential stakeholders and asked the Board to suggest names. He will then reach out to the recommendations to see if there is any interest.
  - c. **Resolution 2018-03 Mid-Year Budget Adjustment.** Commissioner Mestemacher made a motion to approve Resolution 2018-03; motion was seconded.
  - d. **Resolution 2018-04 Declaration of Surplus Property.** Commissioner Mestemacher made a motion to approve Resolution 2018-04; motion was seconded.
- VII. **New Business:**
  - a. **Washington State Ratings Bureau report discussion.** Chief Palmer stated that he was notified that the WSRB will be downgrading the District's rating from a 6 to a 7. Chief explained that they have drastically changed their criteria for a 6 rating, such as one fire station for every 4 mile radius and the District operating a ladder truck. The new criteria requirements would cost taxpayers exorbitantly more than how the downgraded rating will effect homeowner's insurance rates.

- b. **Discussion of Inspection Services for the District.** Chief Palmer asked for the Board's permission to move forward with having the part-time firefighters perform inspection services for the County, which the District would get reimbursed for. Chairman Simmons stated that he is supportive of inspection services as long as they did not take away from current duties and training.
- c. **Assign Commissioner to Budget Team** – Chief Palmer notified the Board that drafting the 2019 budget is underway and he would like a Commissioner to attend the staff budget meetings. It was agreed upon that the Commissioners would each take turns attending the Wednesday morning meetings – attendance to be determined by their schedules.

VIII. **Announcements:**

- The Ground Breaking Ceremony for the Bayview Station will be tentatively held on August 20<sup>th</sup> at 9am.
- Chief Palmer announced four donations recently received by the District and expressed thanks to the donors.

IX. **Varia:** None

X. **Executive Session:** None.

XI. **Action taken as result of Executive Session:** N/A

XII. **Conclude.** Chairman Simmons concluded the meeting at 6:15pm.

Attest,

Sarah Pedersen,  
District Secretary