

**SOUTH WHIDBEY
FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley,
Washington November 12th, 2020 –
5:30 PM**

Go-To Meeting
<https://global.gotomeeting.com/join/161621445>

Attendance via GoTo Meeting: Chairman Mestemacher, Vice Chairman Noblet, Commissioner Metz, Chief Palmer, Vicki Lange, Acting District Secretary (in for Sarah Pedersen). DC Jon Beck; DC Terry Ney; Sherrye Wyatt; Lt. Leah Kalahiki; FF/EMT Blake Benenati; Susan Prentiss, FF/EMT Robbie Husom; FF/EMT Rebekah Pomeroy

In Audience: virtual by GoToMeeting

- I. Call to Order.** Chairman Mestemacher called the meeting to order at 5:35p.m.
- II. Approval of Agenda.** Commissioner Noblet moved to approve the agenda as presented; Commissioner Metz seconded.
- III. Public Input.** Chief Palmer, added a policy amendment to the agenda
- IV. 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 October 8th, 2020
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$201,215.63

Commissioner Metz moved to approve the Consent Agenda with the added policy amendment regarding timing to provide commissioners with supporting material preceding every scheduled meeting of the board, first reading #101.8.to be added to the Announcements portion of this meeting. Commissioner Noblet seconded. The motion passed unanimously.

- V. Unfinished Business –**
 - a. **Update for Open Public Meetings:** Chief Palmer stated the restrictions for in-person public meetings have been extended to December 7th; indication is it will extend well into the Spring of 2021, but for now they are putting it out monthly. Public meetings have to be offered in a digital format. If there is a glitch, we would need to reconvene at another time. He conclude by commenting that virtual meetings work better for the District during the COVID crisis.

VI. New Business –

- a. **Resolution 2020-15a Levy & Budget Certification:** Proposed 2020 budget is balanced. By District policy 25% of revenue is placed into the Capital Fund each year. However, due to unique situation due to financing for Station 36 construction, staff has requested 20% for this year only. At 20%, the District will still be putting \$980,000 into the Capital Fund. This is only the second time 25% capital set aside has been lowered with the first instance after the last levy.

Salary question on part time/full time: Budget shows salary 6 months at part time, 6 months at full time. The budget uses a combination of both since full time personnel won't be hired until midyear. Salary increases are based on:

1. The District's financial position.
2. Bringing up the lowest paid personnel to align with the salary matrix.
3. The employee's job classification/responsibilities. If work is increased, then they should be paid more.
4. Mediation services, do we need this, hopefully not.
5. Staff is requesting new hire positions for an IT technician and mechanic. The District will fill the maintenance position vacated by Michael O'Brien who is leaving December 1st.

Discussion on the use of mediation services

Discussion on Enduris and Conferences: Are they worth the money spent to attend/join.

Discussion budget request for Quint apparatus.

Budget summary:

Anticipated revenue:

1. Anticipated savings from the 2020 budget of \$96,000.
2. \$1.7 million in capital reserve.
3. 4.5% levy increase.
4. Fee in lieu of taxes: port and ferry school district,
 - a. \$1,620 to protect schools,
 - b. \$3,900 ferry as they don't pay taxes.
5. Investment income.
6. 3.5 cents per thousand from contract services with Whidbey Health, totaling approximately \$168,000 this year.
7. \$1,200 EMS grant we get each year from the State Department of Health.
8. Miscellaneous revenue from CPR classes.

Anticipated Expenses:

9. Total operations expenses budget: \$3.9 million.
10. Required to send to the county by November 30th.
11. The levy Resolution establishes the District's total taxes to be collected at \$4.7 million.

The recommended Board action is to approve the 2021 budget. Commissioner Metz moved to approve Resolution 2020-15a Levy & Budget Certification; Commissioner Noblet seconded. Motion carried.

- b. **Resolution 2020-15b Levy Certification:** Commissioner Noblet moved to approve Resolution 2020-15b Levy Certification; Commissioner Metz seconded. Motion carried.
- c. **Resolution 2020-16 Levy Increase Property Tax by 1% Ordinance:** To allow the District to raise taxes by 1% based on inflation as authorized by state law resulting in about \$30,000 increased revenue. Commissioner Metz moved to approve Resolution 2020-16 Levy Increase Property Tax by 1% Ordinance; Commissioner Noblet seconded. Motion carried.
- d. **Resolution 2020-17 Substantial Need Levy.** Commissioner Noblet moved to approve Resolution 2020-17 Substantial Need Levy; Commissioner Metz seconded. Motion carried.

- e. **Resolution 2020-18 Warrant Cancellation.** Commissioner Metz moved to approve Resolution 2020-18 Warrant Cancellation; Commissioner Noblet seconded. Motion carried.
- f. **Contract Approval: U.S. Fire Equipment, LLC for Brush 3 Refurbishment.** Questions from Commissioner Noblet to DC Jon Beck about some of the repairs. Commissioner Noblet moved to approve the Contract for U.S. Fire Equipment, LLC for Brush 3 Refurbishment. Commissioner Metz seconded. Motion carried unanimously.
- g. **Authorization of Seismic Feasibility/Engineering Study by, Carletti Architects:** The recommended Board action is to determine what seismic retrofits (their cost to be included in a future year's budget.) are needed at the District's older facilities (maintenance facility, Station 33 Maxwellton, and Station 32 Clinton). Carletti Architects is the District's architect of record, so we can contract for such consulting services without going out to bid. The resulting seismic retrofits will need to be put out to bid as a public works project.

Commissioner Noblet, moved to approve the Seismic Feasibility/Engineering Study to be undertaken by Carletti Architects and to authorize the Chief to sign agreement. Commissioner Metz seconded. Motion carried unanimously.

- h. **Contract Approval for Sherrye Wyatt Public Relations & Writing:** Consultants are not required to go out for bid. Chief does due diligence with agencies who use a consultant for this type of work. The District's recently started newsletter is an example of work performed by Sherry Wyatt.

Commissioner Metz **moved** to approve the contract for Sherrye Wyatt Public Relations & Writing. Commissioner Noblet seconded. Motion carried unanimously.

- i. **Approval of Interlocal Cooperative Purchasing Agreement with Puget Sound Regional Fire Authority:** The interlocal purchasing agreement is one of six similar agreements benefitting the District through quantity discounts through the group purchasing arrangements the Agreement permits the District to access. The District's attorney drafted the original document to which we will be a party of. Currently the agreement covers only to bunker gear.

Commissioner Metz moved to approve the Interlocal Cooperative Purchasing Agreement with Puget Sound Regional Fire Authority. Commissioner Noblet seconded. The motion passed unanimously.

- j. **Policy amendment, #101.8 Meetings,** first reading. Commissioner Noblet moved to approve language, Commissioner Metz seconded. Motion carried.

VII. Announcements: None

VIII. Comments from Commissioners.

- a. Commissioner Metz stated the budget committee did an exceptional job, identifying what our needs will be and what we can afford. He commented that the budget is easily readable.
- b. Commissioner Noblet commented that staff and the Chief had difficult process to build a balanced budget. Noblet further commented that the District's Santa parade is not going to be able to travel to the neighborhoods due to the COVID crisis. He asked what is the plan for an alternative. Chief Palmer asked to Chief Ney to respond. Ney: Santa will be remote, in his sleigh parked along the parking lot above Station 36 to have indirect contact with a socially distanced Santa. The dates for Santa will be December 10th, 11th, 12th.

- c. Chairman Mestemacher asked how is the District doing on recruiting? Chief Ney commented he gets referrals all the time by word of mouth mostly. About eight people will participate in the District's Work Capacity Test coming up in the next 45-60 days. Early January we start the new recruit academy. He concluded by commenting that commissioners should refer anyone interested to Deputy Chief Ney.

IX. Executive Session at 6:45 p.m. for 35 minutes to discuss a personnel performance matter.

X. Action taken as result of Executive Session: None

XI. Conclude. Chairman Mestemacher concluded the meeting at 7:20 p.m.

Vicki Lange,
Acting District Secretary