

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
July 14th, 2016 - 5:30 PM
MINUTES

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

In Audience: Chief Beck, Chief Moffatt, Sherrye Wyatt, Bill Piepenbrink, Sean McDougald, Carlee Mills, Jack Penland.

- I. Call to Order. Chairman Simmons called the meeting to order at 5:30P.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 June 9th, 2016
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers – \$ 189,248.52

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

- VI. Unfinished Business –
 - a. **Bayview Fire Station Update.** Chief Palmer informed the Board that we have received our plat approval from Island County. He will be engaging Carletti Architects for changes to the floor plan drawings, as the plans are currently about a year old. Then they will work on the construction documents which will take an estimated three months.
- VII. New Business –
 - a) **Badge Presentation.** Chief Palmer presented Carlee Mills with her SWFE badge.
 - b) **Recognition of New EMT's.** Chief Palmer publically acknowledged newly certified recruits: Carmen Guerra-McAdams, Sean Roberts, Brian Boyd, Skylar Newkirk, Christina Turnbull-Agnew, & Carl Hillegas.
 - c) **Engagement Letter.** Chief presented the Board with an engagement letter with Lindsay Coates from Foster Pepper, PLLC for Bond Counsel for Issuance of Limited Tax General Obligation Bond. Chairman Simmons moved to approve the engagement letter and sign on the Board's behalf, motion carried.
 - d) **Resolution 2016-10.** Intent to Reimburse Capital Expenditures from Future Bond Proceeds. Commissioner Elliot moved to approve Resolution 2016-10, motion carried.
 - e) **Resolution 2016-11.** Surplus Items. A list of items to be surplusd was presented as Exhibit "A" included in this resolution. Commissioner Elliot moved to approve Resolution 2016-11, motion carried.
 - f) **Resolution 2016-12.** Mid-Year Budget Adjustment. Chief Palmer gave a brief review on the current budget position of the district and informed the Board that SWFE is on track for both revenues and expenses for 2016. A Resolution was presented with the request to transfer funds between accounts in the General Fund as well as a transfer from the capital fund to the general fund. Commissioner Elliot moved to approve Resolution 2016-12, motion carried.

- g) **Memorandum of Understanding, Port of South Whidbey.** The Original Memorandum of Understanding was approved at the April 14th, 2016 Commissioners meeting, however the Port of South Whidbey asked to make a few minor changes. Chairman Simmons moved to rescind the initial Memorandum from April 14th, 2016, motion carried. Chairman Simmons moved to approve the MOU to transfer a water tender to the Port under permanent loan dated June 14th, 2016, motion carried.
- h) **Contract Approval:** Approval of service contract to engage ComputerPIX, LLC to assist Sherrye Wyatte with marketing/recruitment/retention. Commissioner Elliot moved to approve the contract, motion carried.
- i) **Bid Award:** Slide on for Brush Engine. Commissioner Elliot moved to approve the bid award to L.N. Curtis for the low bid of \$16,085.92, motion carried.
- a) **Bid Award:** Station 31 Server Room AC Repair. Commissioner Elliot moved to approve the low bid from AP Mechanical for \$5,598.05, motion carried.
- b) **Bid Award:** Station 31 Water Heater Replacement. Commissioner Elliot moved to approve the low bid from Bryant Plumbing for \$14,348.40, motion carried.
- c) **Bid Award:** Station 33 Flagpole. Commissioner Elliot moved to approve the sole bid from Morgan Francis in the amount of \$3,172.95, motion carried.

VIII. Announcements:

- Chief announced that the new Shift Crew firefighters had started on July 11th: Travis Zimmerman, Alex McMahan, & Bill Piepenbrink. SWFE is still advertising for an additional 5 positions to be filled.
- The graduation for the new recruits will be Saturday, July 23rd.
- Chief announced that the call volume is up to an average of 7.5 calls per day.

IX. Varia: None.

X. Executive Session: N/A.

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

XII. Conclude. Chairman Simmons concluded the meeting at 6:12P.M.

Attest:

Kay Cope,
District Secretary