

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
July 19th, 2018 – 5:30 PM

Minutes

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

In Audience: Sherrye Wyatt, Lt. Travis Zimmerman, FF Robbie Husom, FF Billy Piepenbrink, Chief Moffatt, Chief Cotton, Jessie Jennings.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Request to add under new business: “F. Surplus List”. Commissioner Mestemacher moved to approve the agenda with the addition, 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 June 14th, 2018
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers— \$255,877.67

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

- VI. **Unfinished Business** –
 - a. **Bayview Fire Station Update.** Chief Palmer stated that two bids were submitted for the construction of the Bayview Station, and the bid opening was held on July 17th. Further discussion of bids will be presented under Section (E) of new business.
- VII. **New Business:**
 - a. **New Members** – the following new members were approved and welcomed by the Board:
 - i. Rosie Liebe, Station 31
 - ii. Kristi Doody, Station 36
 - iii. Jessie Jennings, Station 36
 - iv. Aron Nolte, Station 31
 - v. Kiel Rasp, Station 32
 - b. **Crown Victoria – offer** – Chief Palmer notified the Board that a bid was made for the 2005 Crown Victoria (previously surplus) during the public Auction on July 14th for \$100. Chief Palmer stated that the true value of the vehicle is unknown due to significant damage of the exterior paint, and recommended asking double the offer from the bidder. The Board authorized Chief Palmer to sell the vehicle for \$200, pending acceptance from the bidder.
 - c. **Discussion of Policy 101, Board of Fire Commissioners, Subsection 101.4, Qualifications for Election.** Commissioner Hawley asked the Board to consider amending the policy to allow Commissioners to also serve as volunteers due to lack of current manpower. Chairman Simmons and Commissioner Mestemacher expressed concerns regarding the hierarchy of District members both operationally and administratively if Board members also served as volunteers. Commissioner Hawley made a motion to strike the second sentence

from Policy 101, Subsection 101.4. Motion was not seconded. Motion failed. No changes will be made.

- d. **Mid-Year Budget Review and Amendment.** Chief Palmer presented a YTD 2018 expenditure summary and requested a transfer of funds totaling \$52,500.00 throughout Fund 1 only. Chairman Simmons made a motion to approve requested interfund transfers; motion passed unanimously.
- e. **Bid Award and Pending Contract Approval; Valdez Construction for construction of Station 36, “Bayview”.** Chief Palmer announced that two bids were presented at the bid opening:
 - i. P&L Construction, Oak Harbor, WA : \$6,200,00.00 excluding tax
 - ii. Valdez Construction, Oak Harbor, WA: \$5,754,212.00 excluding tax

The Board asked Chief Palmer questions regarding the specifics of the bid and construction, including ways to cut costs and keep change orders to a minimum. After some discussion, Commissioner Mestemacher made a motion to award Valdez Construction the contract to build the Bayview Station. Motion seconded. Chairman Simmons signed the contract agreement.

- f. **Surplus Equipment.** Chief Palmer stated that due to the Board Meeting postponement, items scheduled to be auctioned at the District Auction on July 14th had not been Board authorized yet. Total revenue received at the auction was \$2,050.00. Commissioner Mestemacher made a motion to authorize the surplusing of all documents listed on “Value Equipment” document. Motion carried.

VIII. **Announcements:**

- None.

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 6:19pm.

Attest,

Sarah Pedersen,
District Secretary