

**SOUTH WHIDBEY
FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland,
Washington
August 8th, 2019 – 5:30 PM**

Minutes

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

In Audience: DC Jon Beck, DC Mike Cotton, Mike Noblet, FF/EMT Andrew Agnew, FF/EMT Leah Kalahiki, EMT Naomi Blair, FF/EMT Sean McDougald, Lt. Alex McMahan, FF/EMT Robbie Husom, EMT Jesse Jennings, Sherrye Wyatt, Caitriona Costello.

- I. Call to Order. Chairman Mestemacher called the meeting to order at 5:30p.m.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons made a motion to accept the Agenda, motion seconded.
- IV. Public Input. – Mike Noblet offered a thanks for a great Fire Fair.
- 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 July 11th, 2019.
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$1,783,849.37
- VI. Unfinished Business –
 - a. **Bayview Fire Station Update and approval of payment #12 for 8/8/2019.** 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.

Chief Palmer stated there was a drainage issue under one of the sidewalks due to curb cuts. He doesn't believe the county will have any problem with it. \$400,000 left over; under 1% in change orders; keys to be turned over Monday, August 12, 2019. Contract with Valdez ends Tuesday, August 13, 2019. Commissioner Simmons made a motion to approve payment #12 to Valdez Construction; motion seconded.
 - b. **Update on the Strategic Plan.** Chief Palmer stated Chief Moffatt returned 10 days ago and is making the strategic initiatives in her area of responsibility a priority to complete. Labor union contract negotiations start shortly and could affect the Strategic Plan.
- VII. New Business –
 - a. **Resolution 2019-10; Mid-Year Budget Adjustment.** See attached memorandum from Chief Palmer to the Board dated 8/8/19.

Commissioner Simmons made a motion to approve Resolution 2019-10, motion seconded by Commissioner Hawley.
 - b. **Resolution 2019-11; Warrant Cancellation.** Commissioner Simmons made a motion to approve Resolution 2019-11, motion seconded by Commissioner Hawley.

- c. **Occupancy schedule for Station 36:** Keys to be given 8/8/19 at which time the locks will be changed too. Push Back ceremony is scheduled for 8/24/19. 9/10/19 furniture is scheduled for delivery. 9/16/19 through 9/20/19, the district office will shut down for the move to the new facility. 9/23/19 district office will open for business at the new location.
- d. **Union contract negotiation schedule:** Chief Palmer notified the Board union contract negotiations begin 8/15/19 at the kick off meeting. 8/22; 8/29; 9/12; 9/19; 9/24/19 for additional meeting dates. Chief Palmer also stated the replacement for Deputy Chief Mike Cotton's position will open 9/23/19 for applications to be due 10/21/19. 11/09/19 will be the assessment center. 11/15 will make an offer for a 1/2/20 start date.
- e. **Assign Commissioner to the Budget Team.** Commissioner Hawley will attend, with Commissioner Mestemacher as an alternate as needed.

VIII. **Announcements:** Chief Palmer stated, Push Back Ceremony for the facility will be 8/24/19 from 10:00 a.m. to 2:00 p.m., open to the public; Washington State Auditors will be here sometime in the month of November, 2019. Date to follow once it is known. Chief Palmer has received from concern from local citizens about the Washington State Ratings Bureau (WSRB) rating.

IX. Varia: None

X. Executive Session:

- Chief Palmer and the Board went into Executive Session at 6:10pm for 10 minutes to discuss RCW 42.30.110 Personnel.
- The Executive Session ended at 6:30pm. Chairman Mestemacher stated that no decisions were made.

XI. Action taken as result of Executive Session: None

XII. Conclude. Chairman Mestemacher concluded the meeting at 6:20 p.m.

Vicki Lange,
Interim District Secretary