

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
May 10th, 2018 – 5:30 PM

Minutes

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

In Audience: Sherrye Wyatt, Chief Jon Beck.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- 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 April 12th 2018
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$240,334.01

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

- VI. **Unfinished Business** –
 - a. **Bayview Fire Station Update.** Chief Palmer stated that the District will go out to bid on the project on May 21st, to be due on June 19th. Bids will be reviewed at the July 12th regular meeting.
- VII. **New Business:**
 - a. **Policy Amendment – Policy 103 Fiscal Management, Section 103.7.6 Travel and Per Diem Reimbursement, offered for final reading.** Board members have reviewed the policy changes; Commissioner Hawley moved to approve the amended policy as written. Motion carried.
 - b. **Resolution 2018-01: Warrant Cancellation.** Commissioner Mestemacher moved to approve Resolution 2018-01, motion carried.
 - c. **Bid Approval for Strategic Planning Services – Fitch and Associates.** Chief Palmer stated that Fitch and Associates have signed a contract with the District and will need 25% of the contracted amount to initiate. Commissioner Hawley made a motion to authorize execution of the contract, motion carried.
 - d. **Bid Approval for the hose purchase- L.N. Curtis and Sons.** The District received a bid in the amount of \$18,758.35 from L.N. Curtis to replace old hose. If approved, the old hose will be surplus. Commissioner Mestemacher moved to approve the bid for new hose; motion carried.

VIII. **Announcements:**

- Chief Palmer announced that the WSRB will be in the office beginning Monday, May 14th; staff are preparing for their arrival.
- Chelan Conference for Chief Palmer and the Board, June 1st - 3rd.
- The Finance Officer will be attending the BIAS course for the Annual Report on May 16th.

- 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 5:43pm.

Attest,

Sarah Pedersen,
District Secretary