

**SOUTH WHIDBEY FIRE/EMS
SPECIAL MEETING
5535 Cameron Road, Freeland, Washington
March 13th, 2018 – 5:30 PM**

Minutes

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

In Audience: Sherrye Wyatt, Coutriana Costele, Chief Michael Cotton, Chief Jon Beck, Chief Wendy Moffatt, Robert Husom, Billy Piepenbrink, Alex McMahon, Tony McNair.

- I. **Call to Order.** Chairman Simmons called the meeting to order at 5:30PM.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Hawley 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 February 13th, 2018
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$199,813.62

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

- VI. **Unfinished Business** –
 - a. **Bayview Fire Station Update.** Chief Palmer stated that the permit is expected to be issued soon. Cost estimate for the project is \$5.8mil.
- VII. **New Business** –
 - a. **Declaration of Sole Source Vendor – AP Mechanical as Daikin agent.** Jon Beck, Deputy Chief of Resources, stated that after contacting several businesses regarding repairs needed, AP Mechanical is the only vendor that is able to perform services on the 3-phase commercial HVAC product located at Station 32. Commissioner Hawley made a motion to approve AP Mechanical as the sole source vendor, Chairman Simmons seconded. Motion carried.
 - b. **Bid Award – Strategic Planning Services.** Chief Palmer stated that three bidders submitted documentation for Strategic Planning services, each of which were reviewed by three individuals. Commissioner Hawley requested to review the bids. Bid award has been tabled.

VIII. **Announcements:**

- All District Meeting, Tuesday, March 20th. Will be located at the South Whidbey High School Commons, 7-9pm.

IX. **Varia:** None

X. **Executive Session:**

- Chief Palmer and the Board went into Executive Session at 5:45pm for 25 minutes to discuss personnel matters under RCW 42.30.110, ending at 6:10pm.
- At 6:10pm, the executive session ended and the regular meeting reconvened.

XI. Action taken as result of Executive Session: No action was taken during Executive Session.

XII. Conclude. Chairman Simmons concluded the meeting at 6:10pm.

Attest,

Sarah Pedersen,
District Secretary