

**SOUTH WHIDBEY
FIRE/EMS REGULAR
MEETING**

**5579 Bayview Road, Langley,
Washington December 12th, 2019 –
5:30 PM**

Minutes

Attendance: Chairman Mestemacher, Commissioner Simmons, Chief Palmer.

In Audience: Mike Noblet-Commissioner-Elect, Deputy Chief Mike Cotton, Deputy Chief Jon Beck, Deputy Chief Wendy Moffatt; FF/EMT Rebekah Pomeroy, FF Tom Gideon, FF/EMT Leah Kalahiki; Sherrye Wyatt, FF/EMT Tony McNair, FF/EMT Robbie Husom, FF/EMT Sean McDougald, FF/EMT Billy Piepenbrink, FF/EMT Carlee Wilkie, Sherri Simmons, EMT Pat McMahan, Lt. Alex McMahan, Recruit Gary Olson, Recruit Blake Benenati, Sofia Goneva, Mindy Schmidt. Commissioner Hawley was excused.

- I. Call to Order. Commissioner Mestemacher called the meeting to order at 5:30 p.m.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons made a motion to accept the Agenda as presented, motioned seconded by Commissioner Mestemacher.
- 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 November 13th, 2019
 - ii. Special Meeting on November 18th, 2019
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers— \$187,808.23

Commissioner Simmons made a motion to approve the Consent Agenda, Commissioner Mestemacher seconded.

- VI. Unfinished Business –
 - a. Bayview Fire Station Update: Chief Palmer stated the change order on repair of landscaping, will not be covered as it is considered an act of God. L&I has looked at the boiler in the in floor heating, may not have a listed device. Still have a small punch list here.
 - b. Ratification and Signature of contract with IAFF Local 5212: From the work session on December 10th, 2019 it is ready for avocation. Tentatively agreed by local. When ratified here and with union, term is Dec 2019-Dec 2022. Commissioner Simmons made a motion to accept the contract, Commissioner Mestemacher seconded. Will have both commissioners' sign tonight. Kalahiki & Husom will also sign tonight. Then union will sign.

VII. New Business –

- a. New Members:
 - i. Blake Benenati, EMT ST36, introduced when he arrived.
 - ii. Gary Olson, FIRE ST36; fire academy starts in February
- b. 2020 Healthcare Renewal Form: Same as previous year, no price increase.
- c. Policy Amendment – Policy 101 Board of Fire Commissioners, Section 101.9 Committees, offered for first reading. Adds a 3rd paragraph:

POLICY 101: BOARD OF FIRE COMMISSIONERS

101.9 COMMITTEES

It is necessary from time to time for board members to sit on committees, both internal and external, in order to represent the district on matters of importance to the district.

The chair shall appoint board members, as necessary, to fill such committee positions. In order to avoid a quorum of the board at committee meetings, no more than one board member shall be appointed to any committee.

Board members assigned to committees shall report committee activities to the board at the meeting following committee meetings.

- d. Policy Amendment – Policy 1012 Salary and Benefits, Section 1012.2 Pay Periods and Disbursement, offered for first reading. Requesting a change in policy which historically has been specific to salary but not hourly. Union agreement creates 26 PP instead of 24 as exists now:

POLICY 1012: SALARY AND BENEFITS

1012.2 PAY PERIODS AND DISBURSEMENT

Pay periods are twice monthly, with twenty-six (26) pay periods per year, each fourteen (14) days long. The first pay period begins at midnight prior to the first day of the month and ends at midnight the fourteenth day of the month. The second pay period begins at midnight prior to the fifteenth day of the month and ends at midnight the last day of the month. Pay days are seven (7) days from the end of the pay period. Salaries Pay for FLSA exempt employees are is calculated at 50% of their monthly annual salary regardless of the number of days in a month divided by 26.

Pay shall be disbursed to employees at the earliest possible time. Pay shall not be disbursed to employees prior to the completion of the work for which the pay is intended. No employee shall withhold the pay of another without specific instruction from the courts or the District Chief.

Commissioner Simmons made a motion to make first reading for both. Commissioner Mestemacher seconded.

- e. 2020 Board Meeting Schedule: 1 change from Commissioner Hawley, requesting January board meeting moved from 1/9/20 to 1/10/20. Chief Palmer asked the board to approve with this change then adopt for the year. Commissioner Simmons, made a motion to accept regular board meetings for 2020, with the one change 1/9 moving to 1/10. Commissioner Mestemacher seconded.

VIII. Announcements:

Xmas party this Saturday 12/14, 5:00 p.m. here in this space, at Station 36.

- IX. Varia: Couple of documents to review for next meeting.
- a. Strategic plan – Chief Palmer asked for them to review for content and comment. At the end there is a timeline. Like to be able to discuss it at the next meeting. Request agenda item.
 - b. Chief Palmer addressed statements from workshop and provided answers from some of the questions raised. Since 2012, 109 people recruited, lost 68, net gain of 41.
 - c. High school fire fighter program and why it ended.
 - d. Public education efforts in schools, contacted over 5,600 people during this year.
 - e. Commissioner Simmons, wanted to say good-bye. 1954 father joined department, which was only 4 years old at the time. He joined in 1981, it has been an honor. Saved first life in 1983, a moment he still remembers. The past 38 years, have gone by in a heartbeat. It has been my honor to serve.
- X. Executive Session. None
- XI. Action taken as result of Executive Session: n/a
- XII. Conclude. 5:49 p.m.

Vicki Lange for
Sarah Pedersen,
District Secretary