

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**April 9th, 2015 - 5:30 PM**

**In Attendance:** Chairman Helland, Commissioner Simmons, Commissioner Elliot, Chief Palmer, Chief Shields, Chief Busch, & Chief Cotton.

**In Audience:** Gary Gabelein, Sherrye Wyatt.

**Minutes**

- I. Call to Order. The meeting was called to order by Chairman Helland at 5:30PM.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Chief Palmer requested that the agenda be amended to include the approval of two additional Resolutions. Commissioner Simmons moved to approve the agenda with the addition of Resolutions 2015-07 and 2015-08, motion carried.
- 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 March 12th, 2015
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$50,726.74
    - ii. Vendor Warrants \$105,145.78

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

- VI. Unfinished Business –
  - a) **Policy Manual Update.** Chief Palmer reminded the Commissioners that any suggestions for the policy manual update are due by May 1<sup>st</sup> so that there is adequate time to include the suggestions in the draft to be presented at the June Commissioners Meeting. He also noted that he will work on an active shooter procedure/policy to include in the policy manual.
  - b) **Bayview Project Update.** Chief Palmer reported that we are moving forward on the Bayview project. The most recent area of concern was that the County thought that the apron was for public access and once it was explained that that access is for fire district use only public works approved and it was sent to the planning department. No problems are anticipated at this time.
  - c) **Officer Candidate Program Update.** Chief Palmer informed the Board that there are currently 12 members of SWFE in the Officer Candidate Program. They are all very active in the program and they will be acting lieutenants on a rotating basis for 3 months at a time. This allows the Chief Officers time to monitor and mentor the candidates and give them the necessary experience in this role.
- VII. New Business –
  - a) Resolution 2015-06: Open Key Bank account for direct deposit and close current account with Heritage Bank. It was briefly explained that due to the costly fees for using ACH features with Heritage bank that

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the District wishes to open a Key Bank account for the purpose of direct deposit. Commissioner Simmons moved to approve Resolution 2015-06, motion carried.

- b) Resolution 2015-07: To establish a Capital Fund separate from the General Fund for the purpose of making capital improvements and purchasing equipment for the district. Commissioner Simmons moved to approve Resolution 2015-07, motion carried.
- c) Resolution 2015-08: Closing 2014 and Finalizing the 2015 Budget. Commissioner Elliot moved to approve Resolution 2015-08, motion carried.

VIII. Announcements: Chief Palmer informed the Board that a total of 19 applications were received for the position of EMS Division Chief from 10 different states. From that group 6 finalists were selected: Matt Newell, Wendy Moffat, Jon Perry, Brian Spence, Scott Fox, and Jennifer Fetterley. The assessment center will be held on April 25<sup>th</sup>.

IX. Varia: None.

X. Executive Session: N/A

XI. Action taken as result of Executive Session: N/A.

XII. Conclude. The meeting was concluded at 5:48PM.

Kay Cope,  
District Secretary