

SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
January 14th, 2016 - 5:30 PM

In Attendance: *Retiring Commissioner Helland, Commissioner Elect Mestemacher, Commissioner Elliot, Commissioner Simmons, Chief Palmer*

In Audience: *Chief Cotton, Chief Beck, Chief Laughren, Chief Moffatt, Paul Busch, Sean McDougald, Evan Thompson, Sherrye Wyatt, Gary Gabelein, William Piepenbrink, Brian Wasicek, Sean Roberts, Trevor Jones & Family.*

MINUTES

- I. Call to Order. Retiring Commissioner Helland called the meeting to order at 5:30 P.M.
- II. Pledge of Allegiance.
- III. Oath of Office. Commissioner Elect, Frank Mestemacher, rose to take the oath of office for Commissioner Position Number 3. The Oath of Office was administered by District Secretary, Kay Cope. After Commissioner Mestemacher was installed, Mike Helland took his seat in the audience.
- IV. Approval of Agenda. Commissioner Simmons moved to approve the agenda; Motion carried.
- V. Annual Organizational Meeting.
 - a. Election of Chair—Commissioner Elliott moved to elect Commissioner Simmons as Chairman for 2016; Motion carried
 - b. Election of Vice Chair—Commissioner Elliot moved to elect Commissioner Mestemacher as Vice Chair for 2016; Motion carried.
 - c. ICOM Representative. Commissioner Elliot will remain as the representative.
- VI. Public Input. None.
- VII. 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 December 10th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants 2015— **\$47,452.32**
 - ii. Payroll Warrants 2016— **\$ 58,411.93**
 - iii. Vendor Warrants 2015— **\$173,042.63**
 - iv. Vendor Warrants 2016— **\$ 17,728.62**

Commissioner Elliot moved to approve the consent agenda; motion carried.
- VIII. Unfinished Business –
 - a) Welcome Chief Laughren. Chief Palmer introduced Jason Laughren as the new Chief of Operations.
- IX. New Business –
 - a) Presentation of Badges to New Members Sean Roberts, Trevor Jones, and Brian Wasicek. Chief Laughren pinned Sean Roberts, Chief Moffatt pinned Brian Wasicek, and Mandy Jones pinned Trevor Jones. Certificates were presented and all were welcomed.

- b) Resolution 2016-01: Cancel Warrant# 654786. Commissioner Elliot moved to approve Resolution 2016-01, motion carried.
- c) Resolution 2016-02 Surplus Tenders 9101 & 9102. Chief Palmer explained that we have two new tenders coming and we will be retiring the two older ones now because we have the opportunity to offer one of them up for sale in a public auction for use in wildland. The other tender will be on permanent loan to the fairgrounds. Commissioner Elliot moved to approve Resolution 2016-02, motion carried.
- d) Contract Award-Janitorial Services. Quality Cleaning was the only business to submit a bid for janitorial services. The cost will be \$10,759.13. Chief Beck has a family member in this company so Chief Palmer will Commissioner Elliot moved to approve the contract, motion carried.

X. Announcements:

- Retirement Party for Paul Busch will be on Friday, January 22nd from 4-7P.M. at Bayview Hall.
- Commissioner's Strategic Planning Retreat, Saturday Jan. 16, Saratoga Inn. The only action item on the agenda is to add an Interlocal agreement for signature. This agreement was already previously approved and signed however one detail has changed and thus needs new approval.
- Reminder that the Northwest Leadership Conference is coming up, March 2-4, Portland.

XI. Varia: Chief Palmer will have a policy change for a first reading at the next regular meeting in regards to issuing checks before Commissioner Approval. In addition, Chief Palmer will also have a policy change to formally invite retirees from the prior year to the awards dinner to recognize their efforts.

XII. Executive Session: N/A.

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

XIV. Conclude. Chairman Simmons concluded the meeting at 5:54 P.M.

Kay Cope,
District Secretary