

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5535 Cameron Road, Freeland, Washington  
January 10, 2013 - 5:30 PM**

**Minutes**

In Attendance:

Chairman Mike Helland  
Commissioner Kenon Simmons  
Commissioner Bob Elliot  
Chief Rusty Palmer

In audience: AC Busch, DC Cotton, DVC Shields, Leah Kalahiki, Jimmy Berto, Sherrye Wyatt, Bob Wolters

- I. Call to Order – Chairman Simmons called the meeting to order at 5:30pm.
- II. Pledge of Allegiance
- III. Approval of Agenda – Commissioner Helland moved to approve the agenda; motion carried.
- IV. Annual Organizational Meeting –
  - a. Election of Chair – Commissioner Simmons moved to elect Commissioner Helland Chair for 2013; motion carried.
  - b. Election of Vice Chair – Commissioner Elliot moved to elect Commissioner Simmons Vice Chair for 2013; motion carried.
  - c. Board of Volunteers Fire Fighters Rep – no change
- V. Public Input – None
- VI. 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 December 13, 2012
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants – December 31<sup>st</sup>, 2012 \$9,030.04
    - ii. Vendor Warrants – December 31<sup>st</sup>, 2012 \$127,269.32
    - iii. Payroll Warrants – January 2013 \$34,277.89
    - iv. Vendor Warrants – January 2013 \$82,936.11
  - d. Chief's ReportCommissioner Elliot moved to approve the consent agenda; motion carried.
- VII. Unfinished Business –
  - a. 2012 Budget Closeout – Final entries are being made currently, the resolution to close will be on the February agenda.
  - b. 2013 Budget Approval – Commissioner Elliot moved to approve the 2013 budget with the final changes; motion carried.
  - c. Conditional Use Permit – Bayview Road Property – Chief Palmer reported that the permit will be approved within two weeks with a five year duration.
- VIII. New Business –

- a. Overhead Door Maintenance Contract – Commissioner Elliot moved to approve the winning bid for \$1369.62 and approve the contract; motion carried.
- b. Pest Control Contract – Commissioner Simmons moved to approve the winning bid to Orkin Pest control for \$4865.41 and approve the contract; motion carried.
- c. Grounds Maintenance Contract – Commissioner Elliot moved to approve the winning bid to All Whidbey Topsoil for \$14,588.10 and approve the contract; motion carried.
- d. Station Cleaning Contract – Commissioner Simmons moved to approve the winning bid to Seattle Maintenance Solutions for \$5695.88 and approve the contract; motion carried.
- e. Chief’s Contract – Commissioner Simmons moved to approve the Chief’s contract; motion carried.
- f. Radio Systems Consultant Contract – Commissioner Simmons moved to approve renewal of the contract with Jerry Beck & Co. until February 14<sup>th</sup>, 2013 with the stipulation that the District will go to bid next week for comparison purposes; motion carried.
- g. Whidbey Telecom Site Lease Agreement – Commissioner Simmons moved to approve the contract for co-locates to increase reception capabilities; motion carried.
- h. Surplus Equipment List approval – Commissioner Simmons moved to approve the list for surplus according to the specifications for each item.

IX. Announcements –

- a. The Board Retreat will be Saturday January 12<sup>th</sup>, 8:30 – finish, Saratoga Inn, Langley.
- b. Chief Palmer announced Liz Smith passed the officers test and will be promoted to Lieutenant.
- c. Chief Palmer announced Joey Goss passed the state FF1 test and will receive his badge from Chairman Helland at the February 14<sup>th</sup> meeting.

X. Varia – none

XI. Executive Session – The board entered session at 5:58pm to discuss a personnel performance matter tabled from previous meeting. The board re-entered the public meeting at 6:12pm.

XII. Action taken as result of Executive Session – Commissioner Simmons made a motion to retain Leah Kalahiki as a member under probation status beginning February 15<sup>th</sup>, 2013; motion carried.

XIII. Adjournment – 6:17pm

Cindy Rehberg  
District Secretary