

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
October 8th, 2015 - 5:30 PM**

Minutes

In Attendance: Chairman Helland, Commissioner Simmons, Chief Palmer

In Audience: Chief Moffatt, Chief Cotton, Chief Busch, Chief Beck, Sherrye Wyatt, Evan Thompson, Lt. Baker, Anne Collins, Ken Lindenstein, Erick Westphal.

- I. Call to Order. Chairman Helland called the meeting to order at 5:30P.M.
- II. Pledge of Allegiance.
- III. Approval of Agenda. Commissioner Simmons moved to approve the agenda, 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 September 10th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$79,522.85
 - ii. Vendor Warrants \$80,382.50

Commissioner Simmons moved to approve the consent agenda, motion carried

- VI. Unfinished Business –
 - a. **Marine 3 Update.** Chief Palmer gave a brief update on the status of Marine 3. The new engine is now in the boat with heat gauges set to arrive around October 12th. It will then have a sea trial and once that is completed it will be put in service on October 22nd if no problems arise. SWFE's insurance provider, Enduris, is covering the cost of the engine, less a \$1,000 deductible.
 - b. **Deputy Chief Hiring Process.** Chief Palmer informed the Board that 10 applications were received for the position of Deputy Chief. Of those 10 applications, 5 were invited to participate in an assessment center on October 24th. Chief Palmer hopes to make an offer to one of those candidates and have them in place for January 1st, 2016.
- VII. New Business –
 - a. 2016 Draft Budget presented for Board Review. Chief Palmer highlighted some key changes to the draft budget from last year.
 - i. **Part-Time Firefighter Discussion.** A discussion at length took place on the need for part-time firefighters to support the response of the volunteers during the day time. Chief Palmer explained that in the draft budget that was presented there were a few different salary matrices that had different options concerning part-time firefighters. One option would be to implement the part-time firefighters as of June 2016 which would reduce cost significantly. Commissioner Simmons said he would like the budget to reflect this option. The Commissioners asked for any comments at that time regarding hiring part-time firefighters. Lt. Baker of Station 31 expressed support for

the implementation of part-time firefighters and that he believes the overall impression from other volunteers is that it is a needed change. Chairman Helland made a motion to approve the personnel increases as presented and for Chief to provide the salary matrix to include a June 1st start date for part-time firefighters at the next board meeting, motion carried.

- ii. **Bayview Fire Station Discussion.** Chief Palmer informed the board that he anticipates receiving the building permit for the Bayview station in June 2016. The Chief anticipates a bid process of several months with an end of the year start. As a result, the bulk of spending on the project may be deferred to 2017.

b. Forest Land Response & Federal Grant Agreement, Division of Natural Resources, Approval.

Chief Palmer presented the agreement to the board and recommended that they sign the agreement. The purpose of the agreement is to provide mutual aid for forestland fires and it also includes information regarding grant assistance. Commissioner Simmons moved to approve the agreement, motion carried.

- c. **Meeting Day Change Discussion.** A proposal from Kay Cope, Finance, was discussed to change the Board Meeting date to the third week of the month so that we receive the monthly report from the Island County Treasurer's Office in time for the Board Meeting so that the most accurate financial documents can be provided prior to the meeting. The Commissioners asked Kay to produce a draft schedule and send to them for feedback.
- d. **Voucher Certification and Approval Process Change Discussion.** Kay Cope, Finance, proposed that SWFE issues vouchers at least twice per month instead of once a month as is the current practice. In order to make this change both Kay and Chief Palmer would need an official bond. The Commissioners asked Kay to forward her research documents to them for review and to have a resolution for the next meeting to approve this change.
- e. **Recognition Awards Program Discussion.** Chief Palmer expressed that the current SOPS regarding the Recognition Awards Program does not seem meaningful enough and would like to change the way SWFE acknowledges its members. Chief Palmer would like to form an awards committee to handle nominations. Members would be able to nominate and then make recommendations to Officers/Commissioners for final decision. Some different awards suggested by the Chief were; Medal of Honor, Medal of Valor, Unit Citation, District Officer, Recruit of the Year, Rookie of the Year, Chiefs Challenge Coins, Community Service, and Letters of Merit, to name a few. Chief Palmer will present the criteria for these awards and then present to the Commissioners as well as a policy amendment.

VIII. Announcements: Flu Shots will be available on October 13th during regular drill time.

IX. Varia: Commissioner Simmons asked when the audit would be completed and if there would be a special meeting needed for an exit interview. If there is only one Commissioner who would like to attend as the board representative then no special meeting is needed.

X. Executive Session: None.

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

XII. Conclude. Chairman Helland concluded the meeting at 6:54P.M.

Respectfully Submitted By,

Kay Cope

Kay Cope,
District Secretary