

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5579 Bayview Road, Langley, Washington
November 9th, 2021 – 5:30 PM
Meeting Minutes**

<https://global.gotomeeting.com/join/141028109>

Attendance via GoTo Meeting: Chairman Noblet, Commissioner Mestemacher, Chief Palmer.

In Audience: FF/EMT Benenati, Lt. Eric Ensign, Jim Towers, Savannah Erickson, Kelly McDonald, Suzi Prentiss, Sherrye Wyatt, Deputy Chief Jon Beck, Tara Rudolph, one unknown caller at 5:42pm. FF/EMT Robert Husom joined at 5:46pm.

- I. Call to Order. Chairman Noblet called the meeting to order at 5:30p.m.
- II. Oath of office for new Commissioner. District Secretary Sarah Pedersen swore in Jim Towers as Commissioner Position #1.
- III. Approval of Agenda. Commissioner Mestemacher made a motion to approve the agenda as presented; Commissioner Towers seconded.
- IV. Public Input. Savannah Erickson, Commissioner-Elect for Position #3, introduced herself to the Board and the audience.
- 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 October 14th, 2021.
 - ii. Special Meeting on November 4th (b), 2021.
 - b. Finance Officer’s Reports –
 - c. Monthly Vouchers— \$583,336.95

Commissioner Mestemacher made a motion to approve the consent agenda as presented; Commissioner Towers seconded.

- VI. **Unfinished Business** –
 - a. 2022 Budget Presentation. Chief Palmer stated that there has been one change since the first reading at the last meeting; The District received its three vehicles that were not expected to be received until 2022. These will be paid for this year. Chief Palmer explained how the District’s revenues are expended into our internal funds, The District’s bond payment, and the budget process. Commissioner Towers asked a question regarding overtime; Chief Palmer stated that we should have enough budgeted for the remainder of the year.

VII. **New Business** –

- a. Resolution 2021-13 Levy Certification. Finance Officer Sarah Pedersen explained the Resolution and items needing to be filed with the County by November 30th. Commissioner Towers made a motion to approve Resolution 2021-13 as presented; Commissioner Mestemacher seconded. Motion carried unanimously.
- b. 2019-2020 Audit. Finance Officer Sarah Pedersen stated to the Board that the District’s remote audit is starting, with a tentative Entrance Conference on November 17th at 10am. We have remediated the recommendations from the last audit.
- c.

VIII. Announcements: Administrative Specialist Kelly McDonald announced that the District Awards/Retirement Banquet will be held on December 4th at 5:30pm.

IX. Comments from Commissioners:

- a. Chairman Noblet asked what the status of the Fire Chief search is. Chief Palmer stated that the deadline for applications was yesterday, and we received 8. ESCI will start going through the applications and present qualified applicants to the Board.

Commissioner Towers requested that the Board be presented with a monthly volunteer status, to include why a volunteer leaves. Chief Palmer will provide this. He stated that the most recent volunteer left due to accepting a career position in Oregon.

Commissioner Mestemacher encouraged the new and existing Commissioners to attend as many Commissioner conferences and trainings as they can, as the information they provide is very helpful. Chief Palmer stated that he has reached out to our District Attorney to see if he would be able to do a 2-3 hour training session with the Board in January regarding laws and policies.

X. Executive Session: None.

XI. Action taken as result of Executive Session: None.

XII. Conclude. Chairman Noblet concluded the meeting at 6:26 p.m.

Sarah Pedersen,
District Secretary