

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
March 14, 2013 - 5:30 PM**

Minutes

In Attendance:

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

In audience: AC Busch, DVC Shields, Gary Gabelein

- I. Call to Order – Commissioner Helland called the meeting to order at 5:30pm.
- 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 February 14, 2013
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants – \$86,917.04
 - ii. Vendor Warrants – \$80,732.02
 - d. Chief's Report

Commissioner Simmons moved to approve the consent agenda; motion carried.
- VI. Unfinished Business – none
- VII. New Business –
 - a. Badge Pinning – Chairman Helland presented Lt. Liz Smith with her new badge; Joey Goss was not in attendance.
 - b. Resolution 2013-02 – Commissioner Simmons moved to approve the resolution for surplus equipment; motion carried.
 - c. Resolution 2013-03 – Commissioner Simmons moved to approve the resolution to resolve/rescind resolutions no longer in force from 2008-2012; motion carried.
 - d. Seattle Maintenance Solutions – The board discussed that they are currently out of compliance with the cleaning contract and have been placed on a 30 day probationary period.
 - e. Lexipol – Chief Palmer led the discussion about the policy and procedures proposal from Lexipol. The company writes policies and procedures in compliance with state and federal law based on best practices

and procedures in the industry. Chief Palmer is currently looking into other companies that offer the same service.

VIII. Announcements –

- a. Chief Palmer announced that the search for new RMS software has begun. The first webinar was on March 13th with ImageTrend; four more companies are on the calendar to demo their software over the next few weeks.
- b. Commissioner Simmons congratulated former member Irene Bullock on the Red Cross award she will receive on March 21st.
- c. Commissioner Simmons announced he will be out of the country for the next meeting on April 11th.

IX. Varia –

- a. Commissioner Elliot requested an update on the AFG Communications Grant – Chief Palmer informed the board that the district has requested an extension of the grant and is waiting for a response from FEMA.

X. Executive Session – The board entered session at 5:57pm to discuss one personnel performance matter. The board re-entered regular session at 6:10 pm.

XI. Action taken as result of Executive Session – Commissioner Simmons moved to extend Scott Carscadden's leave of absence until June 13th; motion carried.

XII. Concluded – 6:11pm

Cindy Rehberg
District Secretary