

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**December 12, 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, DC Beck, DVC Shields, Chuck Baker, Will Pipenbrink, Anne Collins, Andrew Agnew, Robyn Hagglund

- I. Call to Order – Chairman 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 November 14<sup>th</sup>, 2013.
  - b. Finance Officer’s Reports –
  - c. Monthly Vouchers –
    - i. Payroll Warrants – \$90,636.84
    - ii. Vendor Warrants – \$361,589.52
  - d. Resolution 2013-12 – canceling warrant 652173

Commissioner Simmons moved to approve the consent agenda; motion carried.
- VI. Unfinished Business –
  - a. Budget Discussion – Chief Palmer updated the board on the budget; currently only minor changes have been made based on new information of rates for 2014, nothing of significance. The only wildcard is the RMS software implementation; some of the fees have not been determined and could change the bottom line.
  - b. Surplus Apparatus – Resolution 2013-13 was tabled to a future meeting. The Board is in agreement that storing it at a different facility may be the best option rather than to surplus it now; and a possible plan for restoration it at a later date.
- VII. New Business –
  - a. New Members – Chief Palmer introduced the new members to the Board.
    1. Lateral Transfer FF1 – Not Present: Pete Williams for station 32
    2. Fire Academy – Present: Andrew Agnew, Robyn Hagglund, Not present: Jo Oyola, Cameron Beck, Jesse Permenter.

3. EMT Academy – Not present: Dena Peel, Delia Tapp
  - b. Bid Award – Janitorial Services; Lowest bidder VLRE Coleman Enterprises bid \$9150.50, Commissioner Simmons moved to approve the bid and contract; motion carried.
  - c. Bid Award – Yard/Grounds Maintenance; single bidder All Whidbey Topsoil for \$15209.30, Commissioner Simmons moved to approve the bid and contract; motion carried.
  - d. Bid Award – Pest Control; single bidder Orkin at \$4865.41, Commissioner Elliot moved to approve; motion carried.
  - e. Bid Award and Contact Approval – Communications Consulting; single bidder Jerry Beck & Co at \$72.10 per hour, Commissioner Elliot moved to approve; motion carried.
  - f. Costco warrant for late fees – Check#652422 for \$42.70, Commissioner Elliot moved to approve the check; motion carried.
- VIII. Set Board Retreat Date for January 2014 – Commissioner Elliot moved to set the January meeting date for the 14<sup>th</sup> and the retreat date for January 11<sup>th</sup> at 8:30 am; motion carried.
- IX. Announcements – Chairman Helland wished everyone a Happy and safe Holiday season.
- X. Varia – none
- XI. Executive Session – Chairman Helland dismissed the public at 5:55pm for the Board to enter Executive session for a period of 30 minutes to discuss three personnel performance matters, three action items to result from the meeting. The session ended at 6:25pm.
- XII. Action taken as result of Executive Session – The Regular Meeting reconvened at 6:25pm. Commissioner Simmons moved to place Chuck Baker on probation for a period of one year with terms to be negotiated with Chief Palmer; motion carried. Commissioner Simmons moved to dismiss Joe Freia and Leah Kalahki for lack of participation; motion carried.
- XIII. Concluded – 6:28pm

Cindy Rehberg  
District Secretary