

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
September 10th, 2015 - 5:30 PM**

Minutes

In Attendance: Chairman Helland, Commissioner Simmons, Commissioner Elliot, Chief Palmer

In Audience: Gary Gabelein, Eldon Baker, Chief Beck.

- 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 August 13th, 2015
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll Warrants \$114,378.43
 - ii. Vendor Warrants \$ 296,902.41

Commissioner Elliot moved to approve the consent agenda, motion carried.

- VI. Unfinished Business –
 - a) Policy Manual Update—Chief Palmer stated that the final edition is ready and once it has been adopted it will be sent back to Lexipol for a final read through to correct any grammatical errors.

b) Fire Boat Repair Update—Chief Palmer reported that Enduris will cover the cost of repairs on the failed boat engine, less our deductible. Island Marine will be ordering a new engine. The cause was undetermined. Our cost will be under \$10,000. Chief Beck will be in charge of all maintenance on the boat moving forward.

c) Assign Board Member to Budget Review Team—Chief Palmer reminded the Board that one Commissioner is needed to attend the weekly budget review meetings to discuss the 2016 budget. The two topics that input is needed by the Commissioners are Personnel pay increases and whether or not we will hire part time firefighters. The Commissioners asked the Chief ensure we inform the public of the need for hiring part time firefighters. The Commissioners also wanted to get feedback from current volunteers on how they feel about hiring part time firefighters. Chief Palmer will work with Sherrye Wyatt on a survey that will get sent out to the current volunteers for their input, which will be due back on September 18th. Chief Palmer will also have a meeting with the South Whidbey Record to discuss key items in the 2016 budget which would include discussion on part time firefighters. Commissioner Elliot indicated that he would be available to attend the budget review meetings.

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VII. New Business –

- a. Resolution 2015-12 Adoption of the Policy and Procedures Manual 2015 Edition. Chief Palmer read the resolution in its entirety. Commissioner Simmons moved to approve Resolution 2015-12, motion carried.
- b. Resolution 2015-14 Warrant Cancellation. Commissioner Elliot moved to approve Resolution 2015-14 to cancel warrant #654384, motion carried.

VIII. Announcements.

- Chief Palmer informed the Board that SWFE held an informational meeting at the end of August that served as an opportunity for anyone interested in potentially serving their community as a member of SWFE to come out and learn about what it takes to become a firefighter/EMT. The meeting was well attended and 4 applications were received from the group that attended. Chief plans on holding these meetings 3-4 times per year.
- All District Picnic will be held on Sunday, September 13th at Castle Park at noon.
- Chief Palmer wanted to remind the Board that his contract was up at the end of this year and that he would present them with a new one at the end of November for consideration.

IX. Varia: Commissioner Elliot informed the group that he will be out of town from October 6-19th.

X. Executive Session: Chairman Helland dismissed the public at 6:22P.M. for the Board to enter Executive Session for a period of 10 minutes to discuss five personnel performance matters, five action items to result from the meeting. The session ended at 6:26P.M.

XI. Action taken as result of Executive Session: The Regular meeting reconvened at 6:26P.M. Commissioner Simmons moved to dismiss Liz Smith, Kelly Wrightson, James Wrightson, Pete Williams, and Rick Neal for lack of participation, motion carried.

XII. Conclude. Chairman Helland concluded the meeting at 6:29P.M.

Kay Cope,
District Secretary