

**SOUTH WHIDBEY  
FIRE/EMS  
REGULAR MEETING  
5579 Bayview Road, Langley,  
Washington  
January 10<sup>th</sup>, 2020 – 5:30 PM**

**Minutes**

**Attendance:** Chairman Mestemacher, Commissioner Simmons, Chief Palmer. Commissioner Hawley was absent.  
**In Audience:** Mike Noblet-Commissioner Elect, Karen Noblet, Lauren Corson, Marshall Corson, Deputy Chief Jon Beck, Deputy Chief Wendy Moffatt, Barry Pomeroy, Rebekah Pomeroy, Sherrye Wyatt, LT. Alex McMahan, FF/EMT Carlee Wilkie, FF/EMT Leah Kalahiki, FF/EMT Sean McDougald, FF/EMT Billy Piepenbrink, FF/EMT Tom Gideon, Suzi Prentiss.

- I. **Call to Order.** Chairman Mestemacher called the meeting to order at 5:31p.m.
- II. **Pledge of Allegiance.**
- III. **Oath of Office - Mike Noblet.** Commissioner Simmons swore in Michael Noblet as Commissioner, Position 2.
- IV. **Approval of Agenda.** Chief Palmer requested an addition to the agenda - Letter of Engagement from the SAO's office to be signed by the Chairman. Commissioner Noblet made a motion to accept the Agenda as presented with the addition, motion seconded by Chairman Mestemacher. Addition under New Business, H.
- V. **Annual Organizational Meeting:**
  - a. Election of Chair. Commissioner Noblet made a motion to elect Commissioner Hawley as Chairman for 2020; Chairman Mestemacher seconded. Motion carried.
  - b. Commissioner Mestemacher will remain Chairman during this meeting due to Commissioner Hawley's absence.
  - c. Election for Vice Chair. Commissioner Noblet made a motion to elect Commissioner Mestemacher as Vice Chair of the Board for 2020; Commissioner Mestemacher seconded. Motion carried.
  - d. Board of Volunteer Firefighter Representatives (BOT) - Chief Palmer stated that he, District Secretary Sarah Pedersen, and the new Chairman are automatically representatives per RCW, and that one additional Commissioner should be voted onto the Board of Trustees. Chairman Mestemacher made a motion to elect Commissioner Noblet as the final member; Commissioner Noblet seconded. Motion carried.
- VI. **Public Input. –**
  - a. Rebekah Pomeroy stated that she is a volunteer out of the Bayview station. Rebekah would like to know why Commissioner Hawley has had so many absences. Mrs. Pomeroy stated that she believes she has been to more meetings than Commissioner Hawley has, and has concerns regarding her lack of involvement.

- b. Barry Pomeroy stated that he is also a volunteer out of the Bayview Station and resides on Bayview Road. Mr. Pomeroy stated that he is disappointed with the lack of Commissioner involvement over the years and as a community member, finds it unacceptable that Commissioner Hawley has missed so many meetings. He has had many discussions with his wife regarding the lack of volunteers and believes we are at a crisis with the current shortage in staffing. He is waiting for a fire to occur and no one responds. Mr. Pomeroy is in support of the levy and creating career positions, and he will be campaigning for the levy.

Mr. Pomeroy stated that his intention tonight was to ask the Board to vote Commissioner Hawley off of the Board, and feels that we need someone active sitting in that chair.

Commissioner Noblet thanked Mrs. Pomeroy and Mr. Pomeroy for their heartfelt communication given to the Board.

VII. **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. Special Meeting on December 10<sup>th</sup>, 2019
  - ii. Regular Meeting on December 12<sup>th</sup>, 2019
- b. Finance Officer's Reports –
- c. Monthly Vouchers— \$228,195.01

Commissioner Noblet made a motion to approve the Consent Agenda, Chairman Mestemacher seconded.

VIII. **Unfinished Business** –

- a. **Bayview Fire Station Update.** Chief Palmer notified the Board that we have received final payment, and have processed it out of the 2019 budget. We do still have the retainage, which should be released by the next Board meeting.
- b. **Review of payment #14, final payment.** There were no questions about payment #14. Will be paid out of 2019 budget.

IX. **New Business** –

- a. **New Member.** The Board welcomed the following new member to the District:
  - i. Clay O'Brien

Chief Palmer stated that while Mr. O'Brien was not able to be here tonight, he did get the chance to interview him.

- b. **Policy Amendment - Policy 101 Board of Fire Commissioners, Section 101.9 Committees, offered for second reading.**

**POLICY 101: BOARD OF FIRE COMMISSIONERS**

**101.9 COMMITTEES**

It is necessary from time to time for board members to sit on committees, both internal and external, in order to represent the district on matters of importance to the district.

The chair shall appoint board members, as necessary, to fill such committee positions. In order to avoid a quorum of the board at committee meetings, no more than one board member shall be appointed to any committee.

Board members assigned to committees shall report committee activities to the board at the meeting following committee meetings.

Commissioner Noblet would like to make an amendment to the verbiage of the policy change and read aloud his suggested change - “Board members assigned to such committees shall report what occurred in each committee meeting to the Board at its next meeting following each non-Board committee meeting.”

Chief Palmer stated that the suggested edit leaves out some meetings, and suggested “Board members assigned to such committees shall report what occurred in each committee meeting to the Board at its next meeting following each **Board and** non-Board committee meeting.”

Commissioner Noblet made a motion to approve the policy change with Chief Palmer’s recommendation; Chairmen Mestemacher seconded. Motion carried.

**c. Policy Amendment - Policy 1012 Salary and Benefits, Section 1012.2 Pay Periods and Disbursement offered for second reading.**

**POLICY 1012: SALARY AND BENEFITS**

**1012.2 PAY PERIODS AND DISBURSEMENT**

Pay periods are twice monthly, with twenty-six (26) pay periods per year, each fourteen (14) days long. The first pay period begins at midnight prior to the first day of the month and ends at midnight the fourteenth day of the month. The second pay period begins at midnight prior to the fifteenth day of the month and ends at midnight the last day of the month. Pay days are seven (7) days from the end of the pay period. Salaries Pay for FLSA exempt employees are is calculated at 50% of their monthly annual salary regardless of the number of days in a month divided by 26.

Pay shall be disbursed to employees at the earliest possible time. Pay shall not be disbursed to employees prior to the completion of the work for which the pay is intended. No employee shall withhold the pay of another without specific instruction from the courts or the District Chief.

Commissioner Noblet made a motion to adopt the policy change as offered; Commissioner Mestemacher seconded. Motion passed.

**d. Resolution 2020-01 Completion of Construction of Station 36.** Chief Palmer stated that the District is required by state statute to accept the building as completed, and the 30 day wait to release the retainage starts when this is done. Commissioner Noblet made a motion to pass Resolution 2020-01; Commissioner Mestemacher seconded. Motion carried.

**e. Contract approval for Website Management for SFX Small Business Solutions.** Chief Palmer stated that Maureen Denny of Moxiecreek is retiring after serving as the District’s website manager for 5 years. The District went out to bid and SFX was the only bidder at \$9000 annually. Chief Palmer said the company is a team of 4 and will be very capable of serving our needs.

Commissioner Noblet asked Chief Palmer if Maureen Denny has been in contact with SFX and was actively involved in this transition. Chief Palmer stated that Maureen has been and will be working with SFX to ensure a smooth transition. If the bid is approved, we will need to amend the approved budget to accommodate the increase in cost.

Commissioner Noblet made a motion to accept the bid from SFX as our new Website Manager; Chairman Mestemacher seconded the motion. Motion carried.

- f. Strategic Plan Discussion.** Chief Palmer asked the Board members ensure that we are on the right track with the strategic plan, and confirm that we are all heading in the same direction. Commissioner Noblet asked Chief Palmer questions regarding topics 1.1.1 “Minimum Staffing”, 1.1.4 “Arrive on scene within 14 minutes”, and 1.3.5 “Educate Members of Proper Sleep Habits”. Commissioner Noblet stated that he would have liked to discuss more topics, but would like all Commissioners to be present for that discussion because he believes that some of the resources to meet the goals in the Strategic Plan tie back to the Levy Lid Lift approval. Both Commissioner present stated that they do feel as though the Strategic Plan is going in a good direction for the District. Chief Palmer stated that he will be releasing a rough draft of the plan at the Officer’s Meeting on Monday.
- g. Discussion about information communications.** Chief Palmer shared a document requesting what type of information each Board member would like to receive, how they would like to receive it, and how often. Chief Palmer would like to be sure he is getting all communications and information out in the manner that Board members would like it. We will also discuss at next meeting when Commissioner Hawley is present.
- h. Letter of Engagement from the State Auditor’s Office.** Chief Palmer stated that even though we are close to wrapping up the Audit, the Engagement Letter is just a formality that the SAO must have on file. Commissioner Mestemacher and Chief Palmer will sign the Engagement Letter.

**X. Announcements:**

- a. Northwest Leadership Seminar, March 4-6, 2020.** Chief Palmer stated that we have 10 rooms reserved and if anyone is interested in attending, please let Kelly know.

Commissioner Noblet stated that he would like to see the Board establish which Commissioners will be going to which events this year, and each member be given the hotel and conference cancellation policy. He would also like Chief Palmer to draft a District policy for “no-showing” events that members have committed to. Chief Palmer replied that he will draft a policy for review.

- b. 2019 Awards Banquet, March 7th, 2020, at Useless Bay Golf and Country Club.** Chief Palmer asked members to mark their calendars for our Annual Awards Banquet. The invitation will be extended to retirees Kenon Simmons and Mike Cotton.

**XI. Varia:**

- a.** Chief Palmer reminded members that the retirement party for Kenon Simmons and Mike Cotton will be on Saturday, January 11th from 1-5pm, with a presentation at 4pm. All are welcome.
- b.** Commissioner Noblet notified the Board that he has received a request from the new Langley city council member, Craig Cyr, for the District to support a ban of all privately used fireworks within the City of Langley.
- c.** Chairman Mestemacher notified Chief Palmer and the Board that he will not be in attendance at the March meeting.

XII. Executive Session: None.

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

XIV. **Conclude.** Chairman Mestemacher concluded the meeting at 6:34 p.m.

Sarah Pedersen,  
District Secretary