

**SOUTH WHIDBEY  
FIRE/EMS  
REGULAR MEETING  
5579 Bayview Road, Langley,  
Washington  
January 19th, 2021 – 5:30 PM**

<https://global.gotomeeting.com/join/937293797>

**Minutes**

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

**In Audience:** Deputy Chief Wendy Moffatt, Deputy Chief Jon Beck, Lt. Leah Kalahiki, FF/EMT Rebekah Pomeroy, Christopher Greaves, Sherrye Wyatt, IT Specialist Michael Hastings.

- I. **Call to Order.** Chairman Mestemacher called the meeting to order at 5:31p.m.
- II. **Approval of Agenda.** Commissioner Noblet made a motion to approve the agenda as presented; Commissioner Metz seconded.
- III. Annual Organizational Meeting
  - a. **Election of Chair** - Commissioner Noblet made a motion to select Larry Metz as Chair of the Board; Commissioner Mestemacher seconded. Motion passed. New Chairman Metz asked Commissioner Mestemacher to finish out the current meeting as Chair.
  - b. **Election of Vice Chair** - Commissioner Metz made a motion to select Commissioner Noblet as Vice Chair of the Board; Commissioner Mestemacher seconded. Motion passed.
  - c. **ICOM Representative** - Commissioner Noblet asked Chief Palmer to please explain what the ICOM Representative is; Chief Palmer explained that the District rotates this seat with other agencies per our interlocal agreement. Commissioner Noblet made a motion to select Commissioner Mestemacher for the SWFE ICOM representative; Commissioner Metz seconded. Motion passed. Chief Palmer will send the ICOM meeting schedule out to Commissioner Mestemacher.
  - d. **Board of Volunteer Firefighter Representatives** - Chief Palmer stated that this position is historically chosen during the All District Meeting, and suggested that we keep the current representative, Eldon Baker, until that can be voted on by the members. The Board agreed. Chief Palmer stated that the Fire Chief, District Secretary, Vice Chair and Commissioner are automatically assigned to the Board of Trustees, the Chair of the Board is not a member.
- 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 December 10<sup>th</sup>, 2020
  - b. Finance Officer's Reports –
  - c. Monthly Vouchers— \$445,095.37

Commissioner Metz made a motion to approve the Consent Agenda; Commissioner Noblet seconded.

VI. **Unfinished Business –**

- a. **Update for Open Public Meetings.** Chief Palmer stated we are still in the same position as we have been, and roles for public meetings haven't changed. Chief Palmer and the Board agreed that GoTo Meetings will continue to be held for the District's board meetings.
- b. **Strategic Plan Status Report.** Chief Palmer sent the draft Strategic Plan out to the Board in preparation of tonight's meeting, thanking the Commissioners for their feedback and questions and stated that he hoped he had provided clarity. The status report will be posted to the website after tonight's meeting.

VII. **New Business –**

- a. **New employees: Jake Greve, Alex Carlson, Michael Hastings.** Chief Palmer notified the Board of the District's three new employees; Jake Greve is filling the maintenance position, Alex Carlson's is the District's new mechanic, and Michael Hastings has filled our new IT position. Deputy Chief Jon Beck is their supervisor.

The Board welcomed the new employees.

- b. **New Volunteer Members: Alexandra Bannister, Carson Wrightson, Cooper Ullmann, Eugene Reynolds, Lianne Kniest, Johnathan Karlburg, Christopher Greaves, Annemarie Charvat, Sofiya Goneva.** Johnathan Karlburg is struck from the agenda. Chief Palmer introduced the District's newest volunteers. The Board welcomed the new volunteers.
- c. **Kitsap 911 Reciprocal Lease Agreement.** Chief Palmer asked the Board to allow the District to enter into a reciprocal lease agreement with Kitsap 911, which essentially mirrors the agreement that we entered into with Snohomish 911 last month. Commissioner Noblet made a motion to enter into the agreement, Commissioner Metz seconded. Motion passed unanimously.
- d. **Budget Addition to the 2021 Budget.** Chief Palmer stated that the State of Washington increased minimum wage by nineteen cents per hour. Historically we do not include this pay increase into our employee's salaries as all employees make more than minimum wage, but Chief Palmer would like to start. This increase would apply to all hourly employees, excluding the 3 new hires, as this increase was factored into their starting wages. Commissioner Metz made a motion to approve the pay increase as suggested by Chief Palmer, Commissioner Noblet seconded. Motion passed unanimously.
- e. **Amendment to Policy 103: Financial Management, offered for first reading.** Chief Palmer stated that during the last audit, they recommended that we have an EFT policy in place. This change identifies how the Finance Officer manages EFT transactions with the Treasurer's office. Commissioner Noblet made a motion to approve the amendment as presented; Commissioner Metz seconded. The policy amendment will be offered at the next regular meeting for final reading.
- f. **Resolution 2021-01 Transferring Funds.** Chief Palmer asked the Board to allow the project with ICOM regarding the Bayview tower to increase radio frequency to be expended from the 2020 budget. The District's share of the project is \$31,972.33. Commissioner Noblet made a motion to approve the transfer of funds as presented; Commissioner Metz seconded. Motion passed unanimously.
- g. **Resolution 2021-02 Warrant Cancellation.** Commissioner Metz made a motion to approve Resolution 2021-02 for a warrant cancellation for the reason listed; Commissioner Noblet seconded. Motion passed unanimously.

- h. Call Volume Report.** Chief Palmer presented a report previously submitted to the Board showing current call volume and history. He stated the 2020 had the second highest call volume in the history of the District; with only 2018 exceeding it. Chief Palmer reviewed call volume statistics with the Board. Currently, we are averaging 10 calls per day, year-to-date.

**VIII. Announcements:**

- a.** Sherrye Wyatt is currently working on the next newsletter, anticipated to be released on February 5th. After some discussion, it was decided that Commissioner Metz will star in the Commissioner's Corner.

**IX. Comments from Commissioners:**

- a.** Commissioner Metz stated that he is happy to be on the Board and looking forward to serving the District.
- b.** Commissioner Noblet stated that he would like to discuss Chief Palmer's retirement in 2022, outlining a job description and who/what we are looking for in the next Fire Chief. Chief Palmer suggested a GoTo meeting workshop in the near future.

**X. Executive Session:** None.

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

**XII. Conclude.** Chairman Mestemacher concluded the meeting at 5:52 p.m.

Sarah Pedersen,  
District Secretary