



# SOUTH WHIDBEY FIRE / EMS

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## BOARD OF FIRE COMMISSIONERS REGULAR MEETING January 12, 2023 – 5:30 pm Minutes – *DRAFT*

**In Attendance:** Commissioner Noblet, Commissioner Towers, Chief Walsh, and Kathryn Nguyen.

**Audience:** Chief Dilley, Chief Ney, Robert Husom, Nicole Hagen, Alex McMahon, Greg Husted, Sean McDougald, Chris Greaves, and Gina Walsh

**Zoom Audience:** Commissioner Erickson, Blake Benenati, Brian Boyd, Carlee Wilkie, Karley Diffie, Leah Kalahiki, and Traci Haynie

**Call to Order.**

Commissioner Noblet called the meeting to order at 5:32 pm

**Approval of Agenda.**

Commissioner Erickson motioned to approve the agenda; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

**Public input.**

Chief Ney requested a moment of silence for a fallen Fire Captain from Clallam County Fire District #3 in Sequim

**Consent Agenda.**

Approval of Minutes

Regular Meeting on December 8, 2022

Finance Officer's Reports

Budget position Report

Treasurer's Report

Monthly Vouchers

*Dated 12/09/2022 for EFT Payroll Liabilities in the amount of \$25,593.19*

*Dated 12/12/2022 for Accounts Payable Vouchers 661990-662022 in the amount of \$47,106.36*

*Dated 12/14/2022 for Payroll Vouchers 662050-662051 in the amount of \$968.21*

*Dated 12/14/2022 for Payroll Vouchers 662023-662049 in the amount of \$53,329.67*

*Dated 12/15/2022 for Accounts Payable Vouchers 662059-662070 in the amount of \$69,064.92*

*Dated 12/15/2022 for Payroll Vouchers 662052-662058 in the amount of \$4,242.23*

*Dated 12/29/2022 for Payroll Liabilities EFT in the amount of \$2,313.48*

*Dated 12/29/2022 for Payroll EFT in the amount of \$55,769.85*

*Dated 12/31/2022 for Accounts Payable Vouchers 662071-662101 in the amount of \$795,497.94*

*Total Warrants Approved \$1,053,885.85*

Commissioner Erickson asked why the names of employees with payroll were not presented on the check register.

Kathryn explained that the report omits the names for privacy but can be modified to add employee names if desired.

Commissioner Towers motioned to approve the Consent agenda; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

**Member Update.**

Traci Haynie

Chief Walsh explained that Traci had gone through all the required onboarding processes for volunteers and would attend the upcoming fire academy if approved.

Commissioner Noblet asked Traci what inspired her to get involved as a volunteer.

Traci explained that she had personal experience in EMS within her family and desired to give back to the community.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

### **Unfinished Business.**

None

### **New Business.**

Election of Board Chair for 2023

Commissioner Noblet explained that a new Board Chair is elected at the first meeting of the new year.

Commissioner Noblet released his duty as Board Chair and nominated Jim Towers.

Commissioner Erickson motioned to approve; Commissioner Noblet seconded the motion.

**The motion carried unanimously.**

Sole-Source Declaration

Chief Walsh explained that Sole-Source was the only vendor able to provide washing machine extractors necessary for bunker gear.

Commissioner Noblet asked if there were no other vendors available.

Chief Walsh confirmed.

Commissioner Erickson motioned to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Resolution 2023-01

Kathryn explained that the resolution is annually updated to appoint the Investment Officers for the current year. Chief Walsh and Kathryn Nguyen were appointed as Investment Officers for the duration of 2023.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding- Step Increases

Chief Walsh stated that the memorandum clarifies vague language regarding the timing of step increases.

Commissioner Towers asked in the step increases were always tied to the hiring date.

Chief Walsh confirmed.

Commissioner Erickson asked what brought the district to develop the memorandum.

Chief Walsh explained how a probation extension brought up whether the employee's time would start over.

Commissioner Erickson asked if the Union would approve the memorandum.

Chief Walsh stated that it would be the labor and management board to agree upon the memoranda.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding – MERP

Chief Walsh explained that the MERP program was not originally added to the Union contract. The program would come at no cost to the district but would allow for contribution negotiations if the Union desires.

Commissioner Erickson motioned to approve; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

Memorandum of Understanding – LEOFF

Chief Walsh explained that LEOFF contributions are a state requirement for eligible positions. Adding the memorandum to the contract would add the language for employees.

Commissioner Towers motioned to approve; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

## Langley Water District Report

Chief Walsh presented the report showing the district's water usage reports. He explained that the water district's initial concern was waiting to receive reports. Chief Ney maintains the water usage reports. He submitted eleven reports and is unaware of any missing reports.

Commissioner Noblet asked if the water district does not request additional information after the reports are submitted.

Chief Walsh confirmed. He continued to explain how he had yet to receive a response after several attempts to contact the water district requesting joint training. The water district raised concerns about a

mainline failure on Pleasant Lane. Chief Walsh stated that several studies had been conducted on Pleasant Lane due to numerous failures.

Commissioner Noblet expressed his disappointment in how the water district addressed the issue in a public meeting rather than contacting Chief Walsh first.

### Annual Update

Chief Walsh walked through the annual update report breaking down the calls by a majority being EMS and rescue. 1.84% were fire structure calls, and 6.17% were false alarms. The call volume decreased nearly 200% from the previous year. In improving the 'fourth seat' coverage, coverage went up to 50% as of December. Volunteer participation increased. Seven members were sent to the fire academy, and six went to the EMT academy. The district hosted the National Fire Academy courses. Public records requests decreased from previous years. A new logo and website platform was introduced in 2022.

### Announcements

None

### Commissioner Comments.

Commissioner Noblet explained that after a meeting with Whidbey Health, they expressed no desire to change any practices regarding ambulance services.

### Executive Session:

a. *RCW 42.30.110(1)(f)*

b. *RCW 42.30.110(1)(i)*

Commissioner Noblet called for an executive session at 6:40 pm for 25 minutes until 7:10 pm.

Commissioner Noblet called the meeting back into session at 7:11 pm.

Commissioner Noblet explained that the board reviewed a report regarding a hostile work environment against Chief Walsh. The report concluded no evidence to the claim.

### Action Taken as a result of Executive Session

No actions were taken as a result of the executive session. The board would schedule a meeting with the complainant to discuss the findings.

### Adjourn.

Commissioner Noblet motioned to adjourn the meeting; Commissioner Erickson seconded the motion.

**The motion carried unanimously.**

The Regular Meeting of the Board was adjourned at 7:15 pm.

Kathryn Nguyen,  
District Board Secretary