

**SOUTH WHIDBEY FIRE/EMS  
SPECIAL MEETING  
5579 Bayview Road, Langley, WA 98260  
January 3, 2024 – 4:00 PM  
Meeting Minutes**

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Meeting ID: 895 1421 1360  
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+12532158782,,89514211360#,,, \*626951# US (Tacoma)

**In Attendance:** Commissioner Towers, Commissioner Noblet, Commissioner Erickson, Chief Walsh, and Nicole Hagen

**Audience:** Deputy Chief Ney, Division Chief Dilley, FF/EMT Benenati, FF/EMT Townsend, FF/EMT Camargo, Lt. Kalahiki and FF/EMT Turner

**Zoom Audience:** FF/EMT Husom and David Lei.

**I. Call to Order**

Commissioner Noblet called the meeting to order at 4pm

**II. Approval of Agenda**

Commissioner Erickson motioned to approve the agenda, Noblet seconded the motion.

**The motion carried unanimously.**

**III. New Business**

Swearing in Jim Towers as Commissioner

Commissioner Noblet swore in Commissioner Towers.

Election of Board Chair

Commissioner Towers motioned to nominate and elect Commissioner Erickson for Board Chair, Noblet seconded the motion.

**The motion carried unanimously.**

**IV. Unfinished Business**

Plante Moran Accounting Contract

Chief Walsh presented the updated contract for Plante Moran. He clarified the amount of services that we would use going forward. Explained that a cap of \$30,000 was added and that once we reach that cap we would need to renew the contract. Plante Moran anticipates that it would take approximately 10 hours/week if they did all of the accounting for our department going forward.

Commissioner Erickson clarified that the cap was set at \$30,000 and asked if we knew the duration that we would be using their services.

Chief Walsh stated that the duration is to be determined and will depend on our needs going forward.

Commissioner Erickson stated that the 2024 budget has already been approved and asked if we have room in the budget for Plante Moran.

Chief Walsh explained that we have some room in the budget due to the fact that we aren't currently paying a finance officer.

Commissioner Erickson asked if Plante Moran will be able to assist with the upcoming audit and levy?

Chief Walsh stated that they would be able to assist the department with the upcoming audit and levy.

Commissioner Noblet motioned to approve the contract with Plante Moran, Towers seconded the motion.

**The motion carried unanimously.**

**I. Announcements**

Chief Walsh introduced our new full time FF Chavo. He will be heading to State Fire Academy end of January.

Chief Walsh updated on the finance officer position – waiting to get Plante Moran on board to help us figure out what our needs for the position are. He also updated on the Division Chief position – open until the end of January and will start the hiring process in February.

**II. Comments from Commissioners.**

Commissioner Noblet reported that the negotiation meetings with the Local Union have been very constructive and they are moving along.

**III. Conclude**

Commissioner Noblet motioned to adjourn the meeting, Towers seconded the motion.

**The motion carried unanimously.**

Meeting adjourned at 4:18pm

Nicole Hagen,  
Board Secretary