



## **SOUTH WHIDBEY FIRE/EMS**

5579 Bayview Road • Langley, WA 98260  
360/321-1533 • Fax 360/321-9385 • [www.swfe.org](http://www.swfe.org)

Commissioners:  
Michael W. Noblet  
Jim Towers  
Savannah Erickson

### **PUBLIC NOTICE**

#### ***Regular Meeting of the Board of Commissioners Thursday, Aug 18<sup>th</sup> 5:30pm***

Join Zoom Meeting

<https://us06web.zoom.us/j/83399938615>

Meeting ID: 833 9993 8615

One tap mobile

+12532158782,,83399938615# US (Tacoma)

+16694449171,,83399938615# US

**Agenda will be posted to the website within 24 hours of the meeting.**

This meeting will be in person at South Whidbey Fire/EMS  
5579 Bayview Rd, Langley WA 98260 with optional remote viewing via Zoom Meeting.  
If attending in person, a sign in sheet will be available at the entrance.

**SOUTH WHIDBEY FIRE/EMS**

**LOCAL BOARD FOR VOLUNTEER FIREFIGHTERS**

**5579 Bayview Rd, Langley WA 98260**

**Aug 18<sup>th</sup>, 2022- 5:30 PM**

**Join Zoom Meeting**

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**Agenda**

- I. Call to Order
- II. Approval of Agenda
- III. New Business –
  - a. Approval of 2021 Pension Participation Form.
  - b. Approval of Accident Report 22-01
  - c. Approval of Invoice Voucher 22-02
  - d. Approval of Invoice Voucher 22-03
  - e. Approval of Invoice Voucher 22-04
  - f. Approval of Invoice Voucher 22-05
  - g. Approval of Invoice Voucher 22-06
- IV. Concluded

**SOUTH WHIDBEY FIRE/EMS**  
**REGULAR MEETING**  
**5579 Bayview Road, Langley, Washington**  
**Aug 18<sup>th</sup>, 2022– 5:30 PM**  
**Agenda**

Join Zoom Meeting  
<https://us06web.zoom.us/j/83399938615>

Meeting ID: 833 9993 8615  
One tap mobile  
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+16694449171,,83399938615# US

- I. Call to Order.
- II. Approval of Agenda.
- III. Public Input.
- IV. 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 May 4<sup>th</sup>, 2022
    - ii. Regular Meeting on June 9<sup>th</sup>, 2022
    - iii. Regular Meeting on July 14<sup>th</sup>, 2022
    - iv. Special Meeting on July 27<sup>th</sup>, 2022
  - b. Finance Officer's Reports – Budget Position Report
  - c. Monthly Vouchers— \$545,524.85
- V. Unfinished Business –
  - a. Policy second reading
    - i. Surplus Policy 103.7.7
    - ii. Volunteer Points Schedule Policy 1012.4.1
    - iii. Board of Fire Commissioners Policy 101
  - b. Network Security Update
- VI. New Business –
  - a. Call Volume Report for July
  - b. Monthly Recruitment/Retention Report.
  - c. 4<sup>th</sup> seat coverage report
  - d. New Volunteers
    - i. Taylor Crowe
    - ii. Sarah Ledoux

- e. Resolution 2022-08 Mid-Year Budget Adjustment
- f. Resolution 2022-07 Warrant Cancellation
- g. Resolution 2022-09 Surplus Items
- h. Policy first reading
  - i. Chaplain Policy
- i. Updates from Chief Walsh's
- j. Staff Spotlight

VII. Announcements.

VIII. Comments from Commissioners.

IX. Executive Session.

X. Action taken as result of Executive Session.

XI. Conclude.

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 91 00 00 Estimated Beginning Balance	0.00	642,252.11	(642,252.11)	0.0%
308 Beginning Balances	0.00	642,252.11	(642,252.11)	0.0%
<b>310 Taxes</b>				
311 10 00 00 Property Taxes 75%	3,667,819.06	2,267,264.74	1,400,554.32	61.8%
337 00 00 01 Leasehold Excise Tax	2,000.00	1,085.23	914.77	54.3%
337 00 00 02 Timber Tax	0.00	1,002.64	(1,002.64)	0.0%
310 Taxes	3,669,819.06	2,269,352.61	1,400,466.45	61.8%
<b>330 State Generated Revenues</b>				
331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	0.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	1,000.00	0.00	1,000.00	0.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	0.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	1,220.00	1,180.00	40.00	96.7%
337 07 60 00 In-Lieu Tax - Ferries	3,923.10	0.00	3,923.10	0.0%
337 07 70 00 In-Lieu Tax - School District	1,620.00	0.00	1,620.00	0.0%
330 State Generated Revenues	7,763.10	1,180.00	6,583.10	15.2%
<b>340 Charges For Services</b>				
341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	0.0%
342 21 00 00 Hospital Payments For Consumable Supplies	167,198.32	0.00	167,198.32	0.0%
340 Charges For Services	167,198.32	0.00	167,198.32	0.0%
<b>360 Misc Revenues</b>				
361 11 00 01 Investment Interest	6,000.00	4,377.52	1,622.48	73.0%
362 10 00 00 CPR Public Class Registration	800.00	0.00	800.00	0.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	0.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Revenue	0.00	4,740.11	(4,740.11)	0.0%
360 Misc Revenues	6,800.00	9,117.63	(2,317.63)	134.1%
<b>380 Non Revenues</b>				
369 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
389 90 00 10 Other Custodial Activities	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>390 Other Revenues</b>				
395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>397 Interfund Transfers</b>				
397 22 00 02    Transfer From Capital Fund	0.00	600,000.00	(600,000.00)	0.0%
397 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%
<b>Fund Revenues:</b>	<b>3,851,580.48</b>	<b>3,521,902.35</b>	<b>329,678.13</b>	<b>91.4%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 10 01    Authorized Overtime - Training	25,250.00	1,884.39	23,365.61	7.5%
522 45 20 10    FICA Medicare Benefits-FF OT Training	0.00	144.13	(144.13)	0.0%
522 45 20 20    L&I / Unemployment Premiums-FF OT Training	0.00	114.31	(114.31)	0.0%
522 45 20 30    Healthcare Benefits-FF OT Training	0.00	1.03	(1.03)	0.0%
522 45 20 40    Retirement Benefits-FF OT Training	0.00	99.53	(99.53)	0.0%
522 Fire Control	25,250.00	2,243.39	23,006.61	8.9%

<b>591 Debt Service</b>				
591 22 71 01    Principle Payments	185,000.00	0.00	185,000.00	0.0%
592 22 83 01    Interest Payments	134,160.00	67,080.00	67,080.00	50.0%
591 Debt Service	319,160.00	67,080.00	252,080.00	21.0%

<b>594 Capital Expenditures</b>				
594 20 35 60    Personal Safety Equipment - Capital	125,000.00	98,142.39	26,857.61	78.5%
594 22 30 00    Communications Equipment	354,200.00	0.00	354,200.00	0.0%
594 45 35 10    Fire Training Equipment - Capital	21,000.00	10,117.24	10,882.76	48.2%
594 60 48 31    Marine Vehicle Repair - Capital	25,000.00	0.00	25,000.00	0.0%
594 Capital Expenditures	525,200.00	108,259.63	416,940.37	20.6%

### 010 ADMIN

<b>522 Fire Control</b>				
522 10 10 10    Chief's Wages	146,311.10	109,966.73	36,344.37	75.2%
522 10 10 20    Deputy Chiefs' Wages	345,022.14	176,742.24	168,279.90	51.2%
522 10 10 30    Division Chief's Wages	0.00	0.00	0.00	0.0%
522 10 10 40    Administration Wages	285,059.75	174,497.61	110,562.14	61.2%
522 10 10 60    Commissioner's Stipends	12,288.00	9,088.00	3,200.00	74.0%
522 10 10 85    Public Education Officer Wages	0.00	0.00	0.00	0.0%
522 10 10 90    Disability	4,000.00	900.00	3,100.00	22.5%
522 10 15 20    Deputy Chief Deferred Comp Match	6,900.42	1,684.38	5,216.04	24.4%
522 10 15 21    Admin Deferred Compensation Match	5,701.16	958.99	4,742.17	16.8%
522 10 20 10    FICA / Medicare Benefits-Admin	60,334.10	34,337.04	25,997.06	56.9%
522 10 20 20    L&I / Unemployment Premiums-Admin	27,664.72	12,996.01	14,668.71	47.0%
522 10 20 30    Admin Healthcare Benefits/ADD	187,410.44	152,794.81	34,615.63	81.5%
522 10 20 40    Retirement Benefits-ADMIN	62,269.89	31,466.78	30,803.11	50.5%
522 10 20 50    Tuition Reimbursement-Admin	2,500.00	0.00	2,500.00	0.0%
522 10 31 10    Office Supplies	6,650.00	4,613.84	2,036.16	69.4%
522 10 31 11    Printing - Newsletter	7,200.00	2,106.24	5,093.76	29.3%
522 10 31 12    Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20    Photographic Supplies	100.00	82.65	17.35	82.7%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 32 10 Fuel - Administration	10,000.00	5,236.53	4,763.47	52.4%
522 10 35 10 Office Equipment	1,100.00	733.03	366.97	66.6%
522 10 35 20 Software	5,405.00	0.00	5,405.00	0.0%
522 10 35 30 Computer Hardware	28,850.00	18,460.68	10,389.32	64.0%
522 10 41 10 Legal Services	5,500.00	7,287.50	(1,787.50)	132.5%
522 10 41 20 Audit & Review Services	7,000.00	12,660.40	(5,660.40)	180.9%
522 10 41 30 Consulting Services	30,000.00	8,570.00	21,430.00	28.6%
522 10 41 33 Consulting Marketing Retention	0.00	0.00	0.00	0.0%
522 10 41 34 Consulting Website	0.00	0.00	0.00	0.0%
522 10 41 40 Professional Services	880.00	535.79	344.21	60.9%
522 10 41 70 Photography	500.00	0.00	500.00	0.0%
522 10 42 10 Postage & Shipping	9,490.00	2,970.79	6,519.21	31.3%
522 10 42 20 Internet Connections/Whidbey Telecom	10,800.00	6,911.45	3,888.55	64.0%
522 10 42 30 Cell & Digital Telephones	25,200.00	16,927.27	8,272.73	67.2%
522 10 42 40 Wired Telephones & FAX/Whidbey Telecom	9,540.00	6,706.12	2,833.88	70.3%
522 10 42 50 Alarm Monitoring	2,100.00	761.61	1,338.39	36.3%
522 10 43 01 Admin Ferry Fees	270.00	0.00	270.00	0.0%
522 10 43 10 Commissioner Travel	500.00	176.08	323.92	35.2%
522 10 43 20 Career Staff Travel	4,900.00	0.00	4,900.00	0.0%
522 10 44 10 Administrative Advertising	2,500.00	815.89	1,684.11	32.6%
522 10 44 30 Volunteer Recruit./Retention Advertising	2,500.00	1,006.75	1,493.25	40.3%
522 10 45 10 Admin Equipment Leases	7,656.00	2,524.27	5,131.73	33.0%
522 10 46 10 Liability/Umbrella-Enduris	104,890.00	1,317.00	103,573.00	1.3%
522 10 47 10 Election Expenses	0.00	6,163.80	(6,163.80)	0.0%
522 10 47 20 Timber Tax	17.90	0.00	17.90	0.0%
522 10 47 30 Clean Water Uility Taxes	448.33	453.93	(5.60)	101.2%
522 10 48 10 Computer Repair & Maintenance	6,000.00	717.78	5,282.22	12.0%
522 10 48 20 Office Equipment Repair & Maintenance	1,290.00	1,401.84	(111.84)	108.7%
522 10 49 10 Memberships	8,062.00	4,250.00	3,812.00	52.7%
522 10 49 20 Subscriptions	39,882.23	35,202.63	4,679.60	88.3%
522 10 49 30 Information Services	2,707.50	416.75	2,290.75	15.4%
522 10 49 40 Software Recuring Licenses	38,035.66	17,838.79	20,196.87	46.9%
522 10 49 50 Investment/Bank Fees	760.00	47.27	712.73	6.2%
<b>522 Fire Control</b>	<b>1,526,296.34</b>	<b>872,329.27</b>	<b>653,967.07</b>	<b>57.2%</b>
<b>010 ADMIN</b>	<b>1,526,296.34</b>	<b>872,329.27</b>	<b>653,967.07</b>	<b>57.2%</b>

### 020 FIRE SUPPRESSION

522 Fire Control

522 20 15 10 Volunteer Reimbursement	140,000.00	48,116.09	91,883.91	34.4%
522 20 15 20 Volunteer Deferred Compensation Match	3,000.00	1,500.00	1,500.00	50.0%
522 20 15 30 Volunteer Shift Reimbursement	0.00	0.00	0.00	0.0%
522 20 20 10 FICA/Medicare Benefits-Volunteers	10,710.00	3,856.02	6,853.98	36.0%
522 20 20 31 Accidental Death & Disability - VFIS	2,300.00	5,774.00	(3,474.00)	251.0%
522 20 20 41 Retirement Premium-Board Of Vol. FF's	4,500.00	1,800.00	2,700.00	40.0%
522 20 20 42 Retirement Premium-LOSAP	25,827.00	34,175.00	(8,348.00)	132.3%
522 20 20 50 Tuition Reimbursement-Part Time FFs & Volunteers	2,500.00	0.00	2,500.00	0.0%
522 20 23 10 Physicals	2,760.00	0.00	2,760.00	0.0%
522 20 23 20 Vaccinations	3,360.00	0.00	3,360.00	0.0%
522 20 23 30 Testing	1,050.00	0.00	1,050.00	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 23 40	Fitness Equipment	7,586.47	1,755.50	5,830.97 23.1%
522 20 23 50	Fitness Supplies	0.00	0.00	0.00 0.0%
522 20 24 20	Board of Volunteer Firefighters - Liability Insura	2,500.00	0.00	2,500.00 0.0%
522 20 24 30	LOSAP - Life Insurance	0.00	0.00	0.00 0.0%
522 20 24 40	Trusteed Plans (WFCA)	950.00	756.42	193.58 79.6%
522 20 28 10	Recognition Awards	9,120.00	2,786.09	6,333.91 30.5%
522 20 28 20	Special Recognition & Activities	11,295.00	6,117.07	5,177.93 54.2%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	1,790.00	429.84	1,360.16 24.0%
522 20 28 40	Health & Wellness Activities	0.00	0.00	0.00 0.0%
522 20 31 10	Fire Operations Supplies	8,670.00	6,702.36	1,967.64 77.3%
522 20 31 11	Fire Rehab Supplies	2,070.00	220.18	1,849.82 10.6%
522 20 31 12	Fire Safety Supplies	450.00	26.07	423.93 5.8%
522 20 31 20	Medical Operations Supplies	38,033.00	4,616.22	33,416.78 12.1%
522 20 31 30	Marine Rescue Operations Supplies	1,806.00	2,101.29	(295.29) 116.4%
522 20 31 40	Technical Rescue Operations Supplies	0.00	66.76	(66.76) 0.0%
522 20 31 60	Uniforms & Badges	20,605.00	10,040.61	10,564.39 48.7%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	8,158.33	13,291.67 38.0%
522 20 32 20	Fuel - Medical Apparatus	8,500.00	3,668.73	4,831.27 43.2%
522 20 32 30	Fuel - Marine Apparatus	4,200.00	1,177.05	3,022.95 28.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00 0.0%
522 20 35 10	Fire Equipment	40,716.69	6,649.56	34,067.13 16.3%
522 20 35 11	Rehab Equipment	50.00	54.34	(4.34) 108.7%
522 20 35 12	Fire Safety Equipment	1,770.00	2,451.66	(681.66) 138.5%
522 20 35 20	Medical Equipment	6,300.00	750.00	5,550.00 11.9%
522 20 35 30	Marine Rescue Equipment	17,090.00	8,261.22	8,828.78 48.3%
522 20 35 40	Technical Rescue Equipment	3,700.00	3,647.45	52.55 98.6%
522 20 35 50	Communications Equipment	45,236.14	43,471.50	1,764.64 96.1%
522 20 35 60	Personal Safety Equipment	62,260.00	38,634.09	23,625.91 62.1%
522 20 41 10	Hose Testing	5,000.00	138.55	4,861.45 2.8%
522 20 41 20	Apparatus Testing/Certification	7,830.00	5,825.12	2,004.88 74.4%
522 20 41 30	SCBA Flow Testing/Certification	7,912.50	0.00	7,912.50 0.0%
522 20 41 40	Biohazard Waste Disposal	264.00	72.52	191.48 27.5%
522 20 42 10	Dispatch Services	87,238.27	46,552.54	40,685.73 53.4%
522 20 45 10	Operations Equipment Leases	2,500.00	0.00	2,500.00 0.0%
522 20 45 20	Operations Rents And Fees	17,751.84	17,753.47	(1.63) 100.0%
522 22 10 00	Part Time Firefighter Wages	942,510.91	624,531.98	317,978.93 66.3%
522 22 10 01	Authorized Overtime Part Time Firefighters	30,000.00	27,249.37	2,750.63 90.8%
522 22 15 20	Firefighter Deferred Compensation Match	18,750.24	0.00	18,750.24 0.0%
522 22 20 10	FICA Medicare Benefits-PT Firefighters	78,260.33	46,578.85	31,681.48 59.5%
522 22 20 20	L&I/ Unemployment Premiums- PT Firefighters	49,131.04	60,346.56	(11,215.52) 122.8%
522 22 20 30	Part Time Firefighters Healthcare Benefits/AD&D	207,942.84	209,708.98	(1,766.14) 100.8%
522 22 20 40	Retirement Benefits Part Time Firefighters	126,618.20	34,572.33	92,045.87 27.3%
<b>522 Fire Control</b>		<b>2,094,365.47</b>	<b>1,321,093.72</b>	<b>773,271.75 63.1%</b>
<b>020 FIRE SUPPRESSION</b>		<b>2,094,365.47</b>	<b>1,321,093.72</b>	<b>773,271.75 63.1%</b>

### 030 FIRE PREVENTION & INVESTIGATION



## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 30 31 51 Fire Prevention Supplies	500.00	0.00	500.00	0.0%
522 30 31 60 Public Education Operating Supplies	5,360.00	670.67	4,689.33	12.5%
522 30 32 10 Public Education Fuel	150.00	0.00	150.00	0.0%
522 30 49 00 Special Projects	3,600.00	785.68	2,814.32	21.8%
<b>522 Fire Control</b>	<b>9,610.00</b>	<b>1,456.35</b>	<b>8,153.65</b>	<b>15.2%</b>
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>9,610.00</b>	<b>1,456.35</b>	<b>8,153.65</b>	<b>15.2%</b>

### 045 TRAINING EMPLOYEE

522 Fire Control

522 45 31 00 Administration Training Supplies	429.70	38.03	391.67	8.9%
522 45 31 10 Fire Training Supplies	7,953.78	2,999.16	4,954.62	37.7%
522 45 31 20 Medical Training Supplies	4,985.00	2,316.55	2,668.45	46.5%
522 45 31 21 Medical Training Supplies - WEMSC Grant	1,222.00	0.00	1,222.00	0.0%
522 45 31 30 Marine Training Supplies	330.00	0.00	330.00	0.0%
522 45 31 40 Technical Rescue Training Supplies	0.00	0.00	0.00	0.0%
522 45 32 10 Fuel - Training	400.00	46.41	353.59	11.6%
522 45 35 00 Administration Training Equipment	0.00	0.00	0.00	0.0%
522 45 35 10 Fire Training Equipment	34,353.28	7,988.20	26,365.08	23.3%
522 45 35 20 Medical Training Equipment	7,260.95	1,327.08	5,933.87	18.3%
522 45 35 30 Marine Training Equipment	1,320.00	0.00	1,320.00	0.0%
522 45 35 40 Technical Rescue Training Equipment	0.00	0.00	0.00	0.0%
522 45 41 10 Training Professional Services	7,800.00	0.00	7,800.00	0.0%
522 45 43 00 Administrative Training Travel	2,345.00	65.00	2,280.00	2.8%
522 45 43 01 Administrative Lodging & Food	12,508.00	693.13	11,814.87	5.5%
522 45 43 02 Training Ferry Fees	430.00	54.70	375.30	12.7%
522 45 43 10 Fire Training Travel	75.00	0.00	75.00	0.0%
522 45 43 11 Fire Lodging & Food	3,045.00	0.00	3,045.00	0.0%
522 45 43 20 Medical Training Travel	50.00	0.00	50.00	0.0%
522 45 43 21 Medical Lodging & Food	800.00	0.00	800.00	0.0%
522 45 43 30 Marine Training Travel	0.00	0.00	0.00	0.0%
522 45 43 31 Marine Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 40 Technical Rescue Training Travel	0.00	0.00	0.00	0.0%
522 45 43 41 Technical Rescue Lodging & Food	0.00	0.00	0.00	0.0%
522 45 43 50 Maintenance Training Travel	2,400.00	0.00	2,400.00	0.0%
522 45 43 51 Maintenance Lodging & Food	4,250.00	1,096.20	3,153.80	25.8%
522 45 49 00 Administration Tuition & Registration	11,085.00	685.00	10,400.00	6.2%
522 45 49 10 Fire Tuition & Registration	17,185.00	1,254.44	15,930.56	7.3%
522 45 49 11 Fire Training Projects & Workshops	10,380.00	0.00	10,380.00	0.0%
522 45 49 20 Medical Tuition & Registration	8,220.00	507.93	7,712.07	6.2%
522 45 49 21 Medical Training Projects	784.00	0.00	784.00	0.0%
522 45 49 22 Medical Tuition - CBT Grant	0.00	0.00	0.00	0.0%
522 45 49 30 Marine Tuition & Registration	200.00	0.00	200.00	0.0%
522 45 49 31 Marine Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 40 Technical Rescue Tuition & Registration	10,095.00	9,839.00	256.00	97.5%
522 45 49 41 Technical Rescue Training Projects	0.00	0.00	0.00	0.0%
522 45 49 50 Maintenance Tuition & Registration	3,395.95	1,150.00	2,245.95	33.9%
522 45 49 60 Health & Wellness Training - Registration	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>	<b>153,302.66</b>	<b>30,060.83</b>	<b>123,241.83</b>	<b>19.6%</b>

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>045 TRAINING EMPLOYEE</b>	<b>153,302.66</b>	<b>30,060.83</b>	<b>123,241.83</b>	<b>19.6%</b>

### 050 FACILITIES

#### 522 Fire Control

522 50 10 00	Maintenance Employees Wages	134,557.75	85,491.52	49,066.23	63.5%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00	0.0%
522 50 15 20	Maintenance Deferred Compensation Match	2,691.16	0.00	2,691.16	0.0%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	10,599.67	6,089.35	4,510.32	57.4%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,223.45	4,439.28	2,784.17	61.5%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	57,982.56	44,782.24	13,200.32	77.2%
522 50 20 40	Retirement Benefits-Maintenance Employees	17,776.96	8,622.98	9,153.98	48.5%
522 50 20 50	Tuition Reimbursement-Maintenance Employees	2,500.00	0.00	2,500.00	0.0%
522 50 31 10	Janitorial Supplies	8,400.00	3,059.87	5,340.13	36.4%
522 50 31 20	Maintenance Parts & Supplies	8,064.00	574.95	7,489.05	7.1%
522 50 32 10	Fuel - Maintenance	4,500.00	2,151.16	2,348.84	47.8%
522 50 35 10	Small Tools	48,250.00	40,912.36	7,337.64	84.8%
522 50 35 20	Furnishings	700.00	310.51	389.49	44.4%
522 50 35 30	Appliances	750.00	0.00	750.00	0.0%
522 50 41 10	Janitorial Services	47,944.00	15,604.00	32,340.00	32.5%
522 50 41 20	Yard Maintenance	15,000.00	0.00	15,000.00	0.0%
522 50 41 30	Building Maintenance Services	24,208.00	7,510.17	16,697.83	31.0%
522 50 45 10	Maintenance Equipment Rental & Leases	2,000.00	638.25	1,361.75	31.9%
522 50 47 10	Electricity Consumed	47,424.00	18,828.73	28,595.27	39.7%
522 50 47 20	LPG Gas Consumed	5,610.90	3,402.77	2,208.13	60.6%
522 50 47 30	Water Consumed	5,866.00	3,209.25	2,656.75	54.7%
522 50 47 40	Waste Disposal Used	4,220.00	2,181.03	2,038.97	51.7%
522 50 48 10	Facilities Repair & Maintenance	10,100.00	2,818.60	7,281.40	27.9%
<b>522 Fire Control</b>		<b>470,368.45</b>	<b>250,627.02</b>	<b>219,741.43</b>	<b>53.3%</b>

<b>050 FACILITIES</b>		<b>470,368.45</b>	<b>250,627.02</b>	<b>219,741.43</b>	<b>53.3%</b>
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### 060 VEHICLE & EQUIP MAINTENANCE

#### 522 Fire Control

522 60 43 01	Maintenance Ferry Fees	1,000.00	585.65	414.35	58.6%
522 60 48 10	Fire Equipment Repair & Maintenance	27,662.04	9,197.41	18,464.63	33.2%
522 60 48 11	Fire Apparatus Repair & Maintenance	97,920.00	36,431.90	61,488.10	37.2%
522 60 48 12	Administrative Vehicle Repair & Maintenance	11,320.05	5,593.08	5,726.97	49.4%
522 60 48 20	Medical Equipment Repair & Maintenance	2,785.00	0.00	2,785.00	0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	6,160.00	1,562.40	4,597.60	25.4%
522 60 48 30	Marine Equipment Repair & Maintenance	2,000.00	861.43	1,138.57	43.1%
522 60 48 31	Marine Vehicle Repair & Maintenance	25,200.00	22,013.41	3,186.59	87.4%
522 60 48 40	Technical Rescue Equipment Repair & Maintenance	500.00	0.00	500.00	0.0%
522 60 48 41	Technical Rescue Vehicle Repair & Maintenance	950.00	0.00	950.00	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 7

001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,750.00	539.29	3,210.71 14.4%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	324.60	1,125.40 22.4%
522 60 49 70	Collision/Accident	5,999.98	31.74	5,968.24 0.5%
<b>522 Fire Control</b>		<b>187,197.07</b>	<b>77,140.91</b>	<b>110,056.16 41.2%</b>
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>		<b>187,197.07</b>	<b>77,140.91</b>	<b>110,056.16 41.2%</b>

### 062 CAPITAL FACILITIES

#### 594 Capital Expenditures

594 22 62 38	Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00 0.0%
594 22 63 30	Cultus Bay Radio Tower Site	37,520.00	0.00	37,520.00 0.0%
594 22 63 31	Station 31 - 5535 Cameron Road	37,600.00	67.94	37,532.06 0.2%
594 22 63 32	Station 32 - 6435 Central Avenue	4,500.00	0.00	4,500.00 0.0%
594 22 63 33	Station 33 - 3405 French Road	50,468.12	450.00	50,018.12 0.9%
594 22 63 34	Station 34 - 820 Camano Avenue	9,100.00	0.00	9,100.00 0.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	15,205.00	1,022.87	14,182.13 6.7%
594 22 63 36	Station 36 - 5579 Bayview Road	59,196.00	55,144.20	4,051.80 93.2%
594 22 63 37	Maintenance Facility - 2874 Verlaine Street	31,654.84	2,486.13	29,168.71 7.9%
594 22 64 01	Bayview Facility Construction General Fund	0.00	0.00	0.00 0.0%
<b>594 Capital Expenditures</b>		<b>245,243.96</b>	<b>59,171.14</b>	<b>186,072.82 24.1%</b>
<b>062 CAPITAL FACILITIES</b>		<b>245,243.96</b>	<b>59,171.14</b>	<b>186,072.82 24.1%</b>

### 070 OTHER

#### 580 Non Expenditures

588 10 00 00	Prior Period Adjustment	0.00	(702.31)	702.31 0.0%
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00 0.0%
589 90 00 00	Payroll Deduction Clearing	0.00	(21,959.47)	21,959.47 0.0%
<b>580 Non Expenditures</b>		<b>0.00</b>	<b>(22,661.78)</b>	<b>22,661.78 0.0%</b>

#### 597 Interfund Transfers

597 00 00 02	Transfer To Capital Fund	0.00	600,000.00	(600,000.00) 0.0%
597 00 00 03	Transfer To Reserve Fund	0.00	0.00	0.00 0.0%
597 00 00 04	Transfer To Contingency Fund	0.00	0.00	0.00 0.0%
<b>597 Interfund Transfers</b>		<b>0.00</b>	<b>600,000.00</b>	<b>(600,000.00) 0.0%</b>

**070 OTHER** **0.00** **577,338.22** **(577,338.22)** **0.0%**

**Fund Expenditures:** **5,555,993.95** **3,366,800.48** **2,189,193.47** **60.6%**

# 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 8

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001 General Fund

01/01/2022 To: 12/31/2022

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<b>Fund Excess/(Deficit):</b>	<b>(1,704,413.47)</b>	<b>155,101.87</b>
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## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 9

003 Reserve Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 10 00 Estimated Beginning Balance	0.00	52,935.18	(52,935.18)	0.0%
308 Beginning Balances	0.00	52,935.18	(52,935.18)	0.0%

397 Interfund Transfers

397 00 00 03 Transfer From General Fund To Reserve	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>52,935.18</b>	<b>(52,935.18)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>52,935.18</b>		
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## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 10

004 Contingency Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 91 11 00	Estimated Beginning Balance	0.00	168,476.26	(168,476.26)	0.0%
308 Beginning Balances		0.00	168,476.26	(168,476.26)	0.0%

360 Misc Revenues

367 11 00 00	Donations & Gifts	0.00	1,000.00	(1,000.00)	0.0%
360 Misc Revenues		0.00	1,000.00	(1,000.00)	0.0%

397 Interfund Transfers

397 00 00 04	Transfer From General Fund To Contingency	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>169,476.26</b>	<b>(169,476.26)</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>169,476.26</b>		
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## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

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300 Capital Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 00 00 Estimated Beginning Balance	0.00	2,358,673.14	(2,358,673.14)	0.0%
308 Beginning Balances	0.00	2,358,673.14	(2,358,673.14)	0.0%

### 310 Taxes

311 10 00 01 Property Taxes 25%	907,648.06	755,754.89	151,893.17	83.3%
310 Taxes	907,648.06	755,754.89	151,893.17	83.3%

### 397 Interfund Transfers

397 00 00 02 Transfer From General Fund	0.00	600,000.00	(600,000.00)	0.0%
397 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

<b>Fund Revenues:</b>	<b>907,648.06</b>	<b>3,714,428.03</b>	<b>(2,806,779.97)</b>	<b>409.2%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 20 35 12 Fire Safety Equipment - Capital	616,156.50	1,277.32	614,879.18	0.2%
594 20 42 10 Dispatch Services - Capital	20,093.42	20,093.42	0.00	100.0%
594 22 64 00 Bayview Facility Construction	0.00	0.00	0.00	0.0%
594 22 64 11 Vehicles	302,787.62	129,102.37	173,685.25	42.6%
594 22 64 13 Fire Apparatus	660,000.00	0.00	660,000.00	0.0%
594 22 65 00 Bayview Facility Building Permit & Design Work	0.00	0.00	0.00	0.0%
594 Capital Expenditures	1,599,037.54	150,473.11	1,448,564.43	9.4%

### 999 Ending Balance

508 41 00 00 Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

## 062 CAPITAL FACILITIES

### 594 Capital Expenditures

594 22 62 11 Bayview Road Property	319,160.00	782.62	318,377.38	0.2%
594 Capital Expenditures	319,160.00	782.62	318,377.38	0.2%

<b>062 CAPITAL FACILITIES</b>	<b>319,160.00</b>	<b>782.62</b>	<b>318,377.38</b>	<b>0.2%</b>
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## 070 OTHER

### 597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	600,000.00	(600,000.00)	0.0%
597 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 12

300 Capital Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>070 OTHER</b>	<b>0.00</b>	<b>600,000.00</b>	<b>(600,000.00)</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>1,918,197.54</b>	<b>751,255.73</b>	<b>1,166,941.81</b>	<b>39.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,010,549.48)</b>	<b>2,963,172.30</b>		



## 2022 BUDGET POSITION

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022

Page: 13

301 Bond Fund	01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 20 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2022 BUDGET POSITION TOTALS

South Whidbey Fire EMS

Time: 12:33:57 Date: 08/11/2022


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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	3,851,580.48	3,521,902.35	91.4%	5,555,993.95	3,366,800.48	61%
003 Reserve Fund	0.00	52,935.18	0.0%	0.00	0.00	0%
004 Contingency Fund	0.00	169,476.26	0.0%	0.00	0.00	0%
300 Capital Fund	907,648.06	3,714,428.03	409.2%	1,918,197.54	751,255.73	39%
301 Bond Fund	0.00	0.00	0.0%	0.00	0.00	0%
	<u>4,759,228.54</u>	<u>7,458,741.82</u>	<u>156.7%</u>	<u>7,474,191.49</u>	<u>4,118,056.21</u>	<u>55.1%</u>

South Whidbey Fire/EMS  
Batch Form Document  
Aug 17th, 2022 EFTPS  
Payment Date: 08/11/2022  
Fund: 638  
Check #EFT

Date	Check	Vendor	Amount	Memo
8/17/2022	EFT	Department of Retirement Services	\$21,282.32	PERS 2 & LEOFF 2- 7/2022- R1
8/17/2022	EFT	Department of Retirement Services	\$708.46	PERS 3 -7/2022-R1
8/17/2022	EFT	Department of Retirement Services	\$3,942.79	DCP 08/2022-R2- 899Y32
<b>Total</b>			<b>\$25,933.57</b>	

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Payroll Officer:   
Linda Mazeres

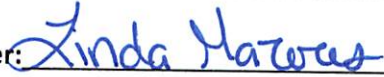
Fire Chief:   
Nicholas Walsh

South Whidbey Fire/EMS  
Batch Form Document  
Aug 16th, 2022 EFTPS  
Payment Date: 08/16/2022  
Fund: 638  
Check #EFT

Date	Check	Vendor	Amount	Memo
8/16/2022	EFT	Internal Revenue Service	\$24,358.00	Payroll Taxes 08/11/2022
Total			\$24,358.00	

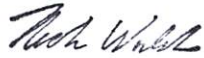
I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Payroll Officer:



Linda Mazeres

Fire Chief:



Nicholas Walsh

South Whidbey Fire/EMS  
Batch Form Document  
Aug 11th, 2022 Vol Checks  
Payment Date: 8/11/2022  
Fund: 638  
Check #661593-661600

Date	Check	Vendor	Amount	Memo
8/11/2022	661593	Baker, Charles C.	\$81.73	Q2 Volunteer Points
8/11/2022	661594	Collins, Anne M	\$302.68	Q2 Volunteer Points
8/11/2022	661595	Gideon, Tom P	\$761.89	Q2 Volunteer Points
8/11/2022	661596	Kniest, Lianne	\$36.01	Q2 Volunteer Points
8/11/2022	661597	Ranta, Kirsti	\$372.17	Q2 Volunteer Points
8/11/2022	661598	St Amand, Mari	\$13.39	Q2 Volunteer Points
8/11/2022	661599	Ullman, Cooper	\$1,001.34	Q2 Volunteer Points
8/11/2022	661600	Wrightson, Carson	\$48.03	Q2 Volunteer Points
<b>Total</b>			<b>\$2,617.24</b>	

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS,

Payroll Officer:

  
Linda Mazeres

Fire Chief:

  
Nick Walsh

South Whidbey Fire/EMS

Batch Form Document

Aug 11th, 2022 DD

Payment Date: 08/11/2022

Fund: 638

Check #EFT

Date	Check	Vendor	Amount	Memo
8/11/2022	EFT	Beck, Jonathan J.	\$2,700.11	July 22-Aug 5 Payroll
8/11/2022	EFT	Benenati, Blake	\$1,913.85	July 22-Aug 5 Payroll
8/11/2022	EFT	Boyd, Brian	\$2,440.84	July 22-Aug 5 Payroll
8/11/2022	EFT	Carlson, Alex B	\$2,814.45	July 22-Aug 5 Payroll
8/11/2022	EFT	Crowe, Katheryne	\$1,749.27	July 22-Aug 5 Payroll
8/11/2022	EFT	Diffie, Karley	\$1,777.45	July 22-Aug 5 Payroll
8/11/2022	EFT	Dilley, Joseph M	\$3,296.73	July 22-Aug 5 Payroll
8/11/2022	EFT	Ensign, Eric D	\$3,441.88	July 22-Aug 5 Payroll
8/11/2022	EFT	Erickson, Savannah	\$158.59	07/27; Mileage
8/11/2022	EFT	Greaves, Christopher	\$1,756.04	July 22-Aug 5 Payroll
8/11/2022	EFT	Greve, Jake D	\$1,719.06	July 22-Aug 5 Payroll
8/11/2022	EFT	Hastings, Michael C	\$2,793.47	July 22-Aug 5 Payroll
8/11/2022	EFT	Husom, Robert	\$3,413.53	July 22-Aug 5 Payroll
8/11/2022	EFT	Kalahiki, Leah	\$2,525.08	July 22-Aug 5 Payroll
8/11/2022	EFT	Lange, Vicki	\$2,226.97	July 22-Aug 5 Payroll
8/11/2022	EFT	Mazerres, Linda B	\$2,203.44	July 22-Aug 5 Payroll
8/11/2022	EFT	McDonald, Kelly M	\$1,704.61	July 22-Aug 5 Payroll
8/11/2022	EFT	McDougald, Sean C	\$2,241.85	July 22-Aug 5 Payroll
8/11/2022	EFT	McMahon, Alexandra	\$2,875.32	July 22-Aug 5 Payroll
8/11/2022	EFT	Ney, Terrence	\$2,985.26	July 22-Aug 5 Payroll
8/11/2022	EFT	Noblet, Michael W	\$117.64	7/27/2022
8/11/2022	EFT	Towers, James A.	\$117.64	7/27/2022
8/11/2022	EFT	Turner, Christopher	\$1,879.99	July 22-Aug 5 Payroll
8/11/2022	EFT	Walsh, Nicholas S	\$3,115.81	July 22-Aug 5 Payroll
8/11/2022	EFT	Wilkie, Carlee	\$2,179.38	July 22-Aug 5 Payroll
			\$54,148.26	

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Payroll Officer:

  
Linda Mazerres

Fire Chief:

  
Nicholas Walsh

South Whidbey Fire/EMS

Batch Form Document

August 11th, 2022 DD

Payment Date: 08/11/2022

Fund: 638

Check #EFT

Date	Check	Vendor	Amount	Memo
8/11/2022	EFT	Batey, Dennis	\$348.16	Q2 Volunteer Points
8/11/2022	EFT	Blair, Naomi	\$96.04	Q2 Volunteer Points
8/11/2022	EFT	Canfield, Judith	\$120.05	Q2 Volunteer Points
8/11/2022	EFT	Conley, Adam	\$85.66	Q2 Volunteer Points
8/11/2022	EFT	Cravy, Jeffrey L	\$101.58	Q2 Volunteer Points
8/11/2022	EFT	Davison, Brent C	\$13.16	Q2 Volunteer Points
8/11/2022	EFT	Gabelein, Jon	\$367.69	Q2 Volunteer Points
8/11/2022	EFT	Hagen, Nicole	\$1,833.07	Q2 Volunteer Points
8/11/2022	EFT	Hustead, Gregory	\$1,173.69	Q2 Volunteer Points
8/11/2022	EFT	Luck, Corey K	\$264.12	Q2 Volunteer Points
8/11/2022	EFT	McMahon, Patricia J	\$274.28	Q2 Volunteer Points
8/11/2022	EFT	Peterson, Thomas T.	\$0.00	Q2 Volunteer Points
8/11/2022	EFT	Pomeroy, Rebekah A	\$162.08	Q2 Volunteer Points
8/11/2022	EFT	Ratcliff, Morgan A	\$348.16	Q2 Volunteer Points
8/11/2022	EFT	Reynolds, Gene	\$573.50	Q2 Volunteer Points
8/11/2022	EFT	Reynolds, Suzanne E	\$144.07	Q2 Volunteer Points
8/11/2022	EFT	Shimada, Paul H	\$39.51	Q2 Volunteer Points
8/11/2022	EFT	Simmons, Jeffrey W.	\$726.43	Q2 Volunteer Points
8/11/2022	EFT	Simmons, Melissa	\$2,979.12	Q2 Volunteer Points
8/11/2022	EFT	Swenson, Marc G	\$88.88	Q2 Volunteer Points
8/11/2022	EFT	Welch, Teresa	\$0.00	Q2 Volunteer Points
8/11/2022	EFT	Wilkie, Cody	\$24.01	Q2 Volunteer Points
			<b>\$9,763.26</b>	

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

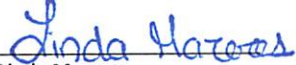
Payroll Officer:   
Linda Mazer

Fire Chief:   
Nick Walsh

South Whidbey Fire/EMS  
 Batch Form Document  
 Aug 10th, 2022 AP Batch  
 Payment Date: 08/10/2022  
 Fund: 638  
 Check #661601-661636

Date	Check	Vendor	Amount
8/10/2022	661601	Absolute Pest Control, Robert Coleman	\$400.73
8/10/2022	661602	All Whidbey Topsoil & Construction Inc.	\$70.73
8/10/2022	661603	Amazon Capital Services	\$860.22
8/10/2022	661604	CDW Government, Inc.	\$466.14
8/10/2022	661605	Champion Bolt & Supply Inc	\$45.80
8/10/2022	661606	Corey Oil & Propane, LLC	\$76.30
8/10/2022	661607	Correctional Industries	\$166.48
8/10/2022	661608	Drivelines NW, Inc	\$380.17
8/10/2022	661609	Everett Marine Co-Op, Michael E. Pruitt	\$2,299.76
8/10/2022	661610	Fed Ex	\$95.01
8/10/2022	661611	Fire Service Repair	\$5,825.12
8/10/2022	661612	FirstNet - AT&T MOBILITY	\$2,820.25
8/10/2022	661613	Flying Wrench Inc.	\$2,247.36
8/10/2022	661614	Freeland Water District	\$112.07
8/10/2022	661615	G12 Communications LLC	\$425.50
8/10/2022	661616	Grainger	\$112.80
8/10/2022	661617	Hamilton Jet	\$697.62
8/10/2022	661618	Jerry Beck & Company Inc.	\$12,536.17
8/10/2022	661619	Kent D. Bruce Co. LLC	\$20.00
8/10/2022	661620	Langley, City of	\$330.68
8/10/2022	661621	Lexipol LLC	\$6,592.54
8/10/2022	661622	Motor Trucks	\$515.97
8/10/2022	661623	Motorola Solutions	\$98,142.39
8/10/2022	661624	Penninsula Auto World, INC, Frontier Ford	\$63.95
8/10/2022	661625	Puget Sound Energy	\$608.36
8/10/2022	661626	Purcell Tire & Service Center	\$485.55
8/10/2022	661627	Quality Cleaning Etc. Inc.	\$2,444.00
8/10/2022	661628	Romaine Electric-15	\$538.00
8/10/2022	661629	Sebo's Do-it Center	\$349.86
8/10/2022	661630	Six Robbles' Inc	\$345.91
8/10/2022	661631	South Whidbey School District #206	\$4,284.51
8/10/2022	661632	TargetSolutions Learning LLC	\$15,355.84
8/10/2022	661633	US Fire Equipment LLC	\$606.45
8/10/2022	661634	Waytek Inc	\$294.90
8/10/2022	661635	West Marine Products, Inc.	\$571.63
8/10/2022	661636	Western Facilities Supply, Inc.	\$991.33
			<b>\$162,180.10</b>

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim, is a just, due and unpaid obligation against South Whidbey Fire/EMS, and that I am authorized to authenticate and certify to said claim.

Payroll Officer:   
 Linda Mazeres

Fire Chief:   
 Nicholas Walsh



South Whidbey Fire/EMS  
Batch Form Document  
Aug 3rd, 2022 EFTPS  
Payment Date: 08/03/2022  
Fund: 638  
Check #EFT

Date	Check	Vendor	Amount	Memo
8/3/2022	EFT	Department of Retirement Services	\$1,648.59	DCP 08/2022-R1- 899Y32
<b>Total</b>			<b>\$1,648.59</b>	

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Payroll Officer:

  
*Linda Mazeres*

*Linda Mazeres*

Fire Chief:



*Nicholas Walsh*

South Whidbey Fire/EMS  
 Batch Form Document  
 July 28th, 2022 AP Batch  
 Payment Date: 07/28/2022  
 Fund: 638  
 Check #661578-661592

Date	Check	Vendor	Amount
7/28/2022	661578	Aflac	\$1,566.60
7/28/2022	661579	All-Phase Electric Supply Co.	\$316.83
7/28/2022	661580	Amazon Capital Services	\$1,122.54
7/28/2022	661581	Electronic Business Machines	\$183.01
7/28/2022	661582	Enduris	\$127.00
7/28/2022	661583	Fire Chief Equipment	\$4,101.04
7/28/2022	661584	FirstNet - AT&T MOBILITY	\$2,815.15
7/28/2022	661585	Hamilton Jet	\$816.40
7/28/2022	661586	Jerry Beck Services LLC	\$1,081.57
7/28/2022	661589	Systems for Public Safety, Inc.	\$142.31
7/28/2022	661588	Systems for Public Safety, Inc.	\$10,151.59
7/28/2022	661587	Systems for Public Safety, Inc.	\$7,333.03
7/28/2022	661590	Trusteed Plans Service Corp.	\$459.36
7/28/2022	661590	Trusteed Plans Service Corp.	\$58,239.47
7/28/2022	661591	US Bank Visa	\$2,838.33
7/28/2022	661592	WA D/Licensing	\$243.25
<b>Total</b>			<b>\$91,537.48</b>

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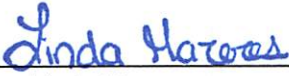
Payroll Officer: *Linda Mazer*  
 Linda Mazer

Fire Chief: *Nicholas Walsh*  
 Nicholas Walsh

South Whidbey Fire/EMS  
Batch Form Document  
July 27th, 2022 EFTPS  
Payment Date: 07/27/2022  
Fund: 638  
Check #EFT

Date	Check	Vendor	Amount	Memo
7/27/2022	EFT	Department of Retirement Services	\$1,814.50	DCP 07/2022- 899Y32
Total			\$1,814.50	

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Payroll Officer:   
Linda Mazeres

Fire Chief:   
Nicholas Walsh

South Whidbey Fire/EMS  
Batch Form Document  
July 21th, 2022 AP Batch  
Payment Date: 07/21/2022  
Fund: 638  
Check #661571-661577

Date	Check	Vendor	Amount
7/21/2022	661571	CDW Government, Inc.	\$466.14
7/21/2022	661572	Canon Financial Services, Inc.	\$263.16
7/21/2022	661573	Firstline Communications, INC	\$289.01
7/21/2022	661574	Grainger	\$237.73
7/21/2022	661574	Grainger	\$51.21
7/21/2022	661574	Grainger	\$221.75
7/21/2022	661575	Island Disposal, Inc.	\$125.17
7/21/2022	661575	Island Disposal, Inc.	\$177.30
7/21/2022	661576	Kroesen's	\$745.49
7/21/2022	661577	Pierce County Fire Protection Dist. 16	\$2,000.00
<b>Total</b>			<b>\$4,576.96</b>

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Payroll Officer:

  
Linda Mazer


Fire Chief:


  
Nicholas Walsh

South Whidbey Fire/EMS  
 Batch Form Document  
 July 20th, 2022 AP Batch  
 Payment Date: 07/20/2022  
 Fund: 638  
 Check #661518-661570

Date	Check	Vendor	Amount
7/20/2022	661518	Absolute Pest Control, Robert Coleman	\$400.73
7/20/2022	661519	All Battery Sales & Service	\$1,762.99
7/20/2022	661520	All Whidbey Topsoil & Construction Inc.	\$195.66
7/20/2022	661521	Alpine Products Inc.	\$289.84
7/20/2022	661522	Amazon Capital Services	\$690.43
7/20/2022	661523	Awards Forever	\$13.12
7/20/2022	661524	Bound Tree Medical, LLC.	\$1,447.14
7/20/2022	661525	Builders Hardware & Supply Co Inc.	\$177.41
7/20/2022	661526	Canon Financial Services, Inc.	\$262.91
7/20/2022	661527	Clinton Water District	\$95.47
7/20/2022	661528	Cummins Sales and Service	\$783.36
7/20/2022	661529	Day Wireless Systems	\$6,822.28
7/20/2022	661530	Desert Diamond Industries	\$275.00
7/20/2022	661531	Diamond Rentals	\$326.70
7/20/2022	661532	Everett Yacht Service	\$7,343.27
7/20/2022	661533	Fed Ex	\$106.69
7/20/2022	661534	Fire Fleet Maintenance LLC	\$1,969.64
7/20/2022	661535	Firstline Communications, INC	\$570.68
7/20/2022	661536	Fisheries Supply	\$604.78
7/20/2022	661537	G12 Communications LLC	\$1,264.67
7/20/2022	661538	Galls, BMO Harris Bank, N.A.	\$777.90
7/20/2022	661539	Grainger	\$624.81
7/20/2022	661540	Harbor Marine Maintenance & Supply, INC	\$5.23
7/20/2022	661541	I-COM	\$20,093.42
7/20/2022	661542	IC E R & R Fund	\$453.93
7/20/2022	661543	Island Auto Supply	\$82.54
7/20/2022	661544	Kent D. Bruce Co. LLC	\$2,152.47
7/20/2022	661545	LabCorp Occupational Testing Service	\$31.25
7/20/2022	661546	Les Schwab Tire	\$77.24
7/20/2022	661547	Motor Trucks	\$49.47
7/20/2022	661548	Motorola Solutions	\$35,117.88
7/20/2022	661549	Naomi's Self Serve	\$116.83
7/20/2022	661550	Northwest Safety Clean	\$58.38
7/20/2022	661551	Port of Everett, Marina Payments	\$1,336.25
7/20/2022	661552	Puget Sound Energy	\$2,420.28
7/20/2022	661553	Quality Cleaning Etc. Inc.	\$2,068.00
7/20/2022	661554	Quill Corporation	\$281.51
7/20/2022	661555	Saratoga Water District	\$80.00
7/20/2022	661556	SeaWestern Fire Apparatus & Equip.	\$717.42
7/20/2022	661557	Sebo's Do-It Center	\$178.16
7/20/2022	661558	Snure Law Office, PSC	\$412.50
7/20/2022	661559	Stericycle, INC.	\$10.36
7/20/2022	661560	T-Mobile	\$411.61
7/20/2022	661561	Tessco Inc	\$1,073.48
7/20/2022	661562	US Bank Visa	\$285.96
7/20/2022	661563	Vistaire Water System	\$248.18
7/20/2022	661564	WA D/Revenue	\$33.38
7/20/2022	661565	WA Fire Chiefs	\$850.00
7/20/2022	661566	WA State Ferries	\$65.85
7/20/2022	661567	Waytek Inc	\$273.90
7/20/2022	661568	West Marine Products, Inc.	\$57.36
7/20/2022	661569	Whidbey Telecom	\$1,235.19
7/20/2022	661570	Whistle Workwear of Everett	\$212.65
			<b>\$97,296.16</b>

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Payroll Officer:   
 Linda Mazeres

Fire Chief:   
 Nicholas Walsh

South Whidbey Fire/EMS  
Batch Form Document  
July 28th, 2022 EFTPS  
Payment Date: 07/28/2022  
Fund: 638  
Check #EFT

Date	Check	Vendor	Amount	Memo
7/28/2022	EFT	Internal Revenue Service	\$19,144.07	Payroll Taxes 07/28/2022
<b>Total</b>			<b>\$19,144.07</b>	

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Payroll Officer:   
Linda Mazeres

Fire Chief:   
Nicholas Walsh

## **Board of Fire Commissioners**

### **101.1 (proposed)**

South Whidbey Fire/EMS (SWFE) is a special purpose governmental district serving around 15,000 residents, business owners and visitors covering 66 square miles of southern Whidbey Island. The district is paramilitary styled local governmental organization with administrative orders issued from the fire chief or deputy chiefs and travel down through an established chain of command. SWFE employees report to one superior and as such must follow his/her command. If employees were to have multiple bosses, formal or informal, it would result in confusion and resulting possible danger to a firefighter during a fire/emergency.

SWFE's chain of command principle is buttressed by the concept of unity in direction defined as having one goal motivating employees of protecting life and property of those the District serves. Such directional unity is enhanced by having an orderly communication flow from top to bottom and bottom up.

The district is headed by three elected fire commissioners whose responsibility is to represent the interests of those citizens SWFE serves by developing and approving policy to guide the district to attain its goal of protecting its citizens from harm.

### **101.2 COMMISSIONER'S AUTHORITY AND RESPONSIBILITY (proposed)**

The commissioners are the district's sole policy makers and as such do not have any direct or indirect administrative personnel authority other than the hiring/firing of the fire chief. Individual commissioners are not permitted to influence the carrying out of policy by the fire chief or deputy chiefs and/or other staff members. Such influence attempts are, but not limited to, meetings with employees either planned or unannounced joining of meetings between the fire chief and district staff or communicating by electronic means to observe or otherwise be involved with implementing or influencing district policy.

The board's sole direct personnel related authority is to negotiate, approve, and, terminate an employment contract with the district's fire chief. The board has the authority to fix the compensation to be paid to the fire chief through the fire chief's employment contract. In addition, the board has the authority to approve policy upon recommendation from the fire chief for contracts with other employees or agents of the district, whether through contracts or normal budgetary process.

Commissioners shall not assume duties and responsibilities of the fire chief, nor that of members of the fire chief's staff or any other administrative or line personnel.

The board and staff shall not be bound in any way by any action taken or statement made by any individual commissioner, except when such statements or actions are pursuant to specific instructions through official action of the board such as approved policy as determined by a majority vote of the board of commissioners which then becomes the official policy of the District.

### **101.3 INDIVIDUAL COMMISSIONER'S GENERAL RESPONSIBILITIES**

Fire commissioners have the following general responsibilities but are not limited to:

1. Give proper respect due responsible staff members.
2. Support the fire chief when outside pressure may be applied to revise a policy or procedure.
3. Be respectful of those he/she serves.
4. Show confidence in the fire district and the staff members' future.
5. Strive to build a positive approach to negative questions and/or matters.
6. Be informed on all matters pertinent to his or her elected responsibilities..
7. Weigh all possible information to arrive at his/her decision.
8. Do not commit the district in any way before there has been a full discussion by the commissioners and administration (when appropriate), and policy has been received.
8. Clearly state he/she is speaking for him or herself when giving an individual opinion and not representing the board as a whole.
9. Handle business matters in an expedient and professional manner.
10. Set meetings with the chief, when appropriate or necessary, to gather information, discuss business or confer on district matters.
11. Encourage staff members to participate in professional associations and community activities.
12. The board and staff shall not be bound in any way by any action taken or statement made by any individual commissioner, except when such statements or actions are pursuant to specific instructions through official action of the board.
13. Not post any social media comments on the District's social media platforms since such posting is authorized by the Fire Chief to be done only by the District's webmaster or equivalent designated person.

### **101.4 BOARD OF COMMISSIONERS' GENERAL RESPONSIBILITIES**

The Board of Commissioners' specific responsibilities include, but are not limited to, the following based on a majority vote of the board are:

1. Select the chief and delegate all necessary administrative powers to him/her.



2. Negotiate, approve, and, terminate an employment contract with the fire chief.
3. The board shall have the authority to fix the compensation to be paid to the fire chief through the contract, and all other employees or agents of the district, whether through contracts or normal budgetary process.
4. Clarify its expectations of the duties and responsibilities of the fire chief.
5. Adopt policies for the operation of the fire protection district.
6. Provide direction for the scope and operation of the fire services program.
5. Approve the annual budget.
6. Approve staff positions based upon the recommendations of the chief.
7. Approve contracts for capital improvements.
8. Approve policy authorize a vote of the people to vote for tax supported bonds and or tax levy lifts.
9. Approve payment of vouchers and payroll.
10. Approve disposal of surplus supplies and equipment.
11. Approve criteria and processes for evaluating staff.
12. Approve insurance program recommended by the fire chief.
13. Serve as final arbitrator for appeals of staff and citizens.
14. Review reports, documents and information produced by the fire chief that are relevant to district business.
15. Review standard operating procedures.
16. Review personnel actions (employment/termination) taken by the fire chief.
17. Review monthly and annual fiscal reports.
18. Seat a replacement commissioner should an incumbent commissioner resign or otherwise leave office during his/her term of office.
19. Other responsibilities/policies as determined by state law or to respond to emergencies facing the district

## **101.5 PENALTIES FOR NOT FOLLOWING AUTHORITY OR RESPONSIBILITIES**

A commissioner who intentionally or unintentionally does not follow the roles and responsibilities herein, as interpreted by the majority of board members, may be subject to the following actions:

1. First infraction: A verbal reminder in executive session and not in a public forum.
2. Second infraction: A written reminder and notification of a public statement to be made. A copy will be given to each member of the board.
3. Third infraction: A public statement will be read into the District record listing the roles or responsibilities that were not followed, and the number of times that this occurred.

## **101.6 NUMBER OF AND QUALIFICATIONS OF COMMISSIONERS (proposed)**

The Board of Fire Commissioners consists of three members who must reside within the District's boundaries, be an American citizen and registered voter and be elected by a majority of registered voters of the fire district.

Fire commissioners serve in accordance with the policies as found in this section as well as the entire SWFE Standard Operating Procedures (SOP), and Washington State law as defined by The Revised Code of *Washington* (RCW 52.14.).

A person elected to the Board of Fire Commissioners may not serve as a volunteer of the district during his or her tenure on the board.

A quorum of the Board of Fire Commissioners shall be not less than two (2) Commissioners.

## **101.7 TERMS OF OFFICE**

Except as otherwise provided by law, commissioners shall hold office for terms of six years and until their successors are elected and qualified. Terms of commissioners shall be staggered to provide for election of one Commissioner every two years.

Each commissioner elected to a six year term shall take office at the first meeting in January following an election provided:

1. Election results have been certified by the county auditor; and
2. The newly elected commissioner has taken and subscribed to an oath of office as required by RCW 52.14.070, Oath of Office.

A commissioner elected to a less than 6 year term shall assume office as soon as the election results have been certified and has taken the oath of office.

#### **101.8 ELECTIONS**

District election shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person may become a candidate for the office of Fire Commissioner by filing a declaration of candidacy with the county auditor during the filing period as establish by the State of Washington and Island County.

In the event that there are more than two candidates for any board position, a primary election shall be held on the third Tuesday of September in the manner as prescribed by law.

The two candidates receiving the greatest number of votes will appear on the November election ballot.

#### **101.9 RESIGNATION**

A commissioner may resign from the board at any time, for any reason by providing the board with a written resignation.

If the commissioner's permanent residence ceases to be in the fire district boundaries, the commissioner shall resign immediately.

The board shall consider the resignation at its next regular scheduled meeting. The board shall accept the resignation by formal action and declare the position vacant, unless the resignation is withdrawn any time prior to the board's action.

#### **101.10 VACANCIES**

If a board position is vacated, the remaining commissioners shall fill that position by appointment, as follows:

1. The position shall be filled by appointment of a qualified person by a vote of the remaining commissioners, within sixty (60) days of the vacancy.
2. If the board of fire commissioners fails to fill the vacancy within sixty (60) days, the Board of Commissioners of Island County shall fill the position.
3. If the number of vacancies is such that the remaining number of commissioners does not constitute a quorum, the Board of Commissioners of Island County shall appoint sufficient qualified persons to the board to bring the number of commissioners to not less than three.
4. In the event that more than one person is appointed by the Board of Commissioners of Island County, those appointments shall be made to ensure that the staggering of terms is accomplished.

Any appointee shall serve in the position until the next regularly scheduled fire district election, at which time a commissioner shall be elected for the unexpired term(s).

#### **101.11 COMMISSIONER'S OATH OF OFFICE**

Each fire commissioner and the district secretary shall take an oath to support the constitutions of the United States and the State of Washington, and to faithfully discharge the duties of his/her office to the best of his/her abilities.

A Notary Public authorized to administer oaths must certify to this oath and the signature of the member, and shall file the signed oath of office in the Island County Auditor's Office.

#### **101.12 BOARD OF FIRE COMMISSIONERS MEETINGS**

All meetings of the Board of Fire Commissioners shall be held in accordance with this section. Meetings shall be conducted in an orderly, business like manner, using Robert's Rules of Order to guide procedures.

Meetings of the Board of Fire Commissioners shall be scheduled, and conducted in compliance with all applicable laws of the State of Washington, and as deemed by the board to be in the best interests of the community and the District.

Each fire commissioner should receive the meeting agenda and all supporting materials to agenda items in a timely manner, defined as no later than the Friday before the scheduled Thursday Board of Commissioners meeting. Receipt will be via the board member's designated email address. Exceptions to this policy can be made when necessary, such as an emergency, but only after prior notice is made to every board member.

The agenda must include all items for which action will be taken at the meeting. Those items to be discussed in executive session, for which action will be taken in the open meeting, must appear on the agenda.

Each commissioner shall have a single vote on issues and all votes shall be by voice, unless a roll call vote is requested by the chair or other member of the Board.

#### 101..1 ANNUAL ORGANIZATIONAL MEETING

The January meeting of each year shall be the Annual Organizational Meeting, at which the board officers shall be elected, and the annual meeting schedule shall be approved.

#### **101.8.2 REGULAR MEETINGS**

The Board of Fire Commissioners shall meet in regular session not less that once a month, on a schedule and at a location approved by the board.

When a meeting date falls on a legal holiday, the meeting shall be held at a time and location noted on the approved meeting schedule.

### **101..3 SPECIAL MEETINGS**

Special meetings may be called by the chair or on a petition of the majority of the board.

A written notice of the special meeting, stating its purpose, shall be delivered to each fire commissioner not less than 24 hours in advance.

Public notice shall also be posted not less than 24 hours in advance.

Business transacted at the special meeting is limited to that stated in the notice of special meeting.

### **101.4 EMERGENCY MEETINGS**

In the event of an emergency, including large scale disasters, or incidents involving possible personal injury or property damage, the Board of Fire Commissioners may meet immediately and take official action without prior notification.

### **101..5 EXECUTIVE SESSIONS**

Before convening in executive session, the chair shall publicly announce the purpose for excluding the public from the meeting, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair. An executive session may be conducted for one or more of the following purposes;

1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
2. To consider the minimum price at which real estate will be offered for sale or public lease when public knowledge regarding such consideration would cause a likelihood of decreased price, however, the final action of selling or leasing public property shall be taken in a meeting open to the public;

3. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
4. To receive and evaluate complaints or charges brought against a commissioner or staff member, however, upon the request of such commissioner or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
5. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member, however, discussion of salaries, wages, and other conditions of employment to be generally applied with the commission staff shall occur in a meeting open to the public, and when the commission elects to take a final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
6. To evaluate the qualifications of a candidate for appointment to the commission, however, any interview of such candidate and final action appointing a candidate to the commission shall be in a meeting open to the public;
7. To discuss with legal counsel representing a matter relating to commission enforcement actions, or to discuss with legal counsel representing the district, litigation or potential litigation to which the commission, or commissioners acting in an official capacity are likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district;

A closed session of the fire commission may be held when the board is;

1. Involved in collective bargaining sessions with employee organizations, grievance meetings and discussion relating to the interpretation or application of a labor agreement; or

2. That portion of a meeting during which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress.

## **101.86 BOARD OF COMMISSIONERS MEETING PUBLIC NOTICE**

In order to maintain transparency, and to communicate with the public in a consistent manner, the public shall be notified of all regular and special meetings of the board.

Notice of an emergency meeting may be sent with less than 24 hours notice via electronic means if possible.

The district will notify all news media that have requested notice of such meetings. Furthermore, the district will provide such notification to citizens that have requested such notifications.

## **101.8.7 BOARD OF COMMISSIONERS OPEN MEETINGS**

All meetings, and portions thereof, shall be open to the public, with the exception of executive sessions, as required by the State of Washington, Open Meetings Act.

All final actions by the board, including those from executive sessions, shall be taken at an open meeting.

Audience Participation shall be allowed as follows;

1. Following approval of the meeting agenda at the beginning of the meeting.
2. Following board discussion and prior to any official board action on items listed on the agenda, provided that the individual is a resident of the district, or staff. Individuals wishing to speak, must be recognized by the chair, must identify themselves for the record, and must limit their input to the issue being acted upon. Any representative of a firm eligible to bid on materials and services solicited by the board shall also be given opportunity to speak.



3. At the conclusion of the meeting, individuals shall be given opportunity to speak to any issue not included on the agenda.

The board reserves right to limit input to a reasonable amount of time, equitably for all speakers. Furthermore, the chair may interrupt or terminate an individual's statement if it exceeds the allotted time limited established, is personally directed, is abusive, obscene or irrelevant.

The board may adjourn a regular, special or adjourned meeting to a specific future date. Notice of such adjournment or continuation must be posted at or near the door to the meeting.

### **101.8.8 BOARD OF COMMISSIONERS MEETING MINUTES**

The District Secretary shall record the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record, the board may direct the Secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.

Minutes shall be comprehensive and shall show the following;

1. The date, time, and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with a general statement of the purpose and the duration.
6. Actions taken as result of the executive session.

## 7. Time of conclusion or adjournment.

Draft minutes shall be delivered to commissioners in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publically, provided the commissioners have had an opportunity to review them before adoption. A file of permanent minutes of all board meetings shall be maintained in the district office to be made available for inspection upon the proper request of any interested party.

### **101.9 BOARD OF COMMISSIONERS 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.

### **101.10 BOARD OF COMMISSIONERS OFFICERS**

#### **101.10.1 CHAIR**

The chair shall preside at all Board meetings and sign all papers and documents as required by law and as authorized by action of the Board.

The chair shall conduct the meeting in the manner prescribed by the Board's policies. And the chair shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote.

The chair should conduct the meeting so that deliberation is clear, concise, and directed to the issue at hand, and that discussion and action is summarized before moving to the next agenda item. The chair should manage the meeting so that the agenda is expeditiously handled.

The chair shall confer with the Fire Chief regarding sensitive issues which need immediate action. When appropriate, the Chief will confer with individual board members when other opinions should be sought.

The chair or his/her designee shall serve as spokesperson of the Board. The chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board.

### **101.10.2 VICE CHAIR**

The vice chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

### **101.10.3 SECRETARY**

The board shall appoint a secretary of the district for such term as they shall determine. The secretary shall not be a member of the board, nor have any authority on behalf of the board, except as listed as follows:

1. The secretary shall keep a record of the proceedings of the board, and;
2. shall take and subscribe to an official oath of office similar to that of the commissioners, which shall be filed with the Island County Auditor's Office, and;
3. shall be the official recipient of correspondence as pertains to the board, and;
4. shall perform other duties as prescribed by the board.

## **101.11 BOARD OF COMMISSIONERS MEETING ATTENDANCE**

Each commissioner is obligated to attend board meeting regularly. Whenever possible, commissioners should give advance notice to the chair or Chief of his/her inability to attend a board meeting.

Absence from regularly scheduled meetings will be excused by request for unusual employment circumstances or assignments, illness, or death in the family.

After two consecutive unexcused absences, a commissioner will be sent notification to appear at the next regularly scheduled meeting or be subject to loss of his/her position. The board shall declare a commissioner's position vacant after three (3) consecutive unexcused absences from regular board meetings.

## **101.12 COMMISSIONERS POLITICAL RELATIONSHIPS**

The Board of Fire Commissioners recognizes the need to provide information or communicate on matters pertaining to fire district affairs or advocate the official position or interests of the district to any elected official or officer or staff member of any agency.

Staff shall serve as a resource for the board before it becomes involved in a political issue in order to provide recommendations and political direction to the board. Before taking any action on a political issue, the board shall develop a district position statement on the issue in order to provide unity and congruence to the district's position and to prepare the board ahead of time to take action on any issue(s).

The conduct of the board and staff with regard to political activities shall be governed by RCW 42.17.130, which forbids the use of any of the facilities of a public office, or the district, directly or indirectly, for the purpose of assisting a campaign or the election of any person to any office or for the promotion or opposition to any ballot proposition. This does not preclude the use of district facilities for activities that are part of the normal and regular conduct of the district, action taken at an open public meeting, or statement by the commissioners in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry.

The Board of Fire Commissioners recognizes the need for volunteers to use valuable drill time for its intended purpose, and prohibits any candidate running for a political position to attend any volunteer drills for the purpose of campaigning.

In the event that there are two or more candidates for one of the fire commissioner positions on the board, and all candidates choose to participate, the district may arrange a Meet the Candidates event, prior to the general election. This event may be held on district property or any other appropriate location. All district members shall be invited and the event shall not occur on a regular drill night.

Committee representatives shall seek direction for political action from the board prior to taking action on a committee as a representative of the district and the Board of Fire Commissioners. Committee representative shall also report back to the board the results of their action and committee activities.

If a commissioner does not agree with the political position taken by the majority of the board and desires to give his or her personal opinion or take actions contrary to the board's position, the commissioner shall clearly state the he or she is not representing the board or district.

### **101.13 CODE OF CONDUCT**

It is expected by our community that fire commissioners, and the chief, maintain the highest ethical position possible in the performance of their duties, in accordance with the RCW. Except as provided by law, commissioner or the chief, shall not:

1. for any reward, consideration, or gratuity paid or agreed to be paid, grant to another, either directly or indirectly, the right or authority to discharge any function of his or her office, or permit another to perform any of his or her duties.
2. use his or her position to secure special privileges or exemptions for himself, herself, or others.
3. directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the district, for a matter connected with or related to their services as an officer of the district unless otherwise provided by law.

4. accept employment or engage in business or professional activity that the officer might reasonably expect would require him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.

5. disclose confidential information gained by reason of their position, nor otherwise use such information for his or her personal gain or benefit.

6. employ or use any person, money, or property under his or her official control or direction, or in his or her official custody, for the private benefit or gain of himself or another.

7. be beneficially interested, either directly or indirectly, in any contract which may be made by, through or under their supervision, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. A Commissioner or the Chief, is not interested in a contract, within the meaning of the RCW, if he or she has only a remote interest in the contract and the extent of the interest is disclosed to the board and noted in the official minutes or similar records of the district prior to formation of the contract, and thereafter the board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the commissioner(s) having the remote interest. As used in this section "remote interest" means:

a. That of a non-salaried officer of a nonprofit corporation;

b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;

c. That of a landlord or tenant for a contracting party;

d. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

**\*\*Note\*\*** None of the provisions of this section are applicable to any commissioner or the C chief, if interested in a contract, even if the interest is only remote, if the commissioner or chief influences or attempts to influence any other member of the board to enter into the contract.

In addition to all other penalties, a violation by any commissioner or the chief of the provisions of RCW Chapter 42.52 "Ethics in Public Service" shall result in forfeiture of his or her office.

## **101.14 COMMISSIONER COMPENSATION AND EXPENSES**

### **101.14.1 COMPENSATION**

Fire Commissioners are eligible to receive compensation at the rate determined by RCW 52.14.010 for the following activities:

1. Attending regular, special, and emergency meetings of the Board of Fire Commissioners.
  
2. Serving as a designated representative of the board, including but not limited to, such activities as; fire district committees, community development and/or betterment committees, collective bargaining, etc..
  
3. Attending board approved training and/or development activities, including but not limited to; regional, state, or national fire district association conferences, board in-services, etc.. This includes travel time to and from the event.
  
4. Attending special board-related activities when approved by the board in advance, including but not limited to; building dedications, staff retirements, and other ceremonies.

Total compensation for the year shall not exceed the maximum determined by RCW 52.14.010, plus reasonable expenses incurred for travel, meals, and lodging.

A fire commissioner may waive any or all of his or her compensation for any month or months during his or her term of office by written waiver filed with the fire district. The waiver may be filled out any time following the commissioner's election, but before the date on which the compensation would otherwise be paid, and shall specify the month or period of months for which it is filed.

A commissioner shall submit a monthly claim which verifies the nature and amount of approved activities, other than regular meetings, for which compensation is claimed during the month. Receipts for any travel, meals and lodging shall be included with the claim.

#### 101.14.2 COMMISSONERS EXPENSES

The actual expenses for commissioners while traveling to and from and attending board meetings may be paid. The expenses of Commissioners who attend conferences or meetings as official representatives of the fire district may be paid. Such expenses for conferences may be paid in advance with prior approval. A commissioner may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel. Reimbursable expenses are:

1. Transportation expenses including fares for commercial or public carriers and mileage at the approved IRS standard mileage rate when using one's own private vehicle.
2. Fees and registration costs for conferences and meetings.
3. Hotel/Motel fees at a single room rate, or per diem at the current approved rate.
4. Actual expenses for meals, or per-diem at the current approved rate.
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

#### Non-Reimbursable Expenses:

1. Expenses for personal benefit, entertainment, or alcohol shall not be reimbursed.

#### Expenses To Be Reimbursed To The District:



1. In the event that a commissioner registers for conferences or meetings and fails to attend without a legitimate excuse, the commissioner shall reimburse the District for all costs incurred by the District, to include but not limited to, hotel room charges, travels expenses, or registration expenses. For the purpose of this section a legitimate excuse shall be a family or medical emergency, or travel disruption beyond the control of the commissioner.

### **101.13.3 COMMISSIONER'S INSURANCE**

The district shall maintain sufficient insurance to protect he board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the fire district and within his or her authority as a fire commissioner.

An individual commissioner may participate at his or her own cost in any of the life, health, health care, accident, disability, salary protection, or any other form of insurance made available to staff.



# SOUTH WHIDBEY FIRE / EMS

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(360)321-1533 • Fax (360)321-9385 • www.swfe.org

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## MEMORANDUM

**TO:** Board of Fire Commissioners  
**FROM:** Nicholas Walsh, Fire Chief  
**DATE:** August 12, 2022  
**SUBJECT:** Mid-Year Budget Review

This will be the first full year with full time career firefighters at South Whidbey Fire/EMS. With this great investment in our community have come some additional costs that will need some adjustment due to unanticipated increases in insurance fees.

Upon my arrival as Chief here at South Whidbey Fire/EMS, it was made clear by the board that you wanted greater transparency in wages and adherence to the adopted salary matrix. In response I updated that salary matrix and the board approved step wage increases for our non-represented members. This will require some adjustment at mid-year but can be covered within the general fund, and will not require a transfer from capital.

South Whidbey Fire/EMS has also hired a new finance officer, Linda Mazeres. Since Linda came on board she has worked hard to reconcile finances and worked with the state auditors to complete our audit. While there were several challenges, overall the audit is going well. The audit has resulted in higher than expected fees, which will require transfer from capital.

We hired a new Division Chief of Training Joseph Dilley. Previously this position was a Deputy Chief. The decision was made to change the rank of this position to Division Chief. With this change, some funds will need to be transferred from the Deputy Chief Wages account to Division Chief Wages account, this will not require any additional funds from capital.

As you are aware, South Whidbey Fire/EMS was the victim of a cyber-attack. This attack likely occurred sometime in 2021 and was identified in 2022. There were many costs associated with this attack and recovery, most of which were covered by insurance. In order to prevent future attacks we anticipate additional costs to our budget to facilitate a transition to "hosted" services such as email and website. Some of those costs have been addressed in this budget adjustment.

Additionally we will be replacing our Self Contained Breathing Apparatus this year. This comes with a large price tag, which was largely anticipated. This investment did cost more than anticipated and will require additional funds from capital.

The majority of our South Whidbey Fire/EMS budget is on track for both revenues and expenses for 2022. Following is a view of our accounts status and a request for adjustments which are based on anticipated expenditures.

Internally, our funds are divided into four on-going funds. Balances are healthy within these funds.

Fund 1	General Fund	\$155,101.87
Fund 2	Capital Fund	\$2,963,172.30
Fund 3	Reserve Fund	\$ 52,935.18
Fund 4	Contingency Fund	\$ 169,476.26
	<b>Total Funds</b>	<b>\$3,340,685.61</b>

**Table 1.**

We are currently invested through the State Pool with \$1,208,387.51 from Fund 2.

Revenues are categorized in four different ways; Taxes, State Generated Revenue, Charge for Services, and Miscellaneous Revenues. Year-To-Date revenue collections are as reflected in the following table.

Taxes	61.8%
State Generated Revenues	15.2%
Charges for Services	0.0%
Miscellaneous Revenues	134.1%

**Table 2.**

Total expenditures are tracked in 9 budget categories and are also on track with Mid-Year expectations as reflected in the following table.

Administration	57.2%
Fire Suppression (Operations)	63.1%
Fire Prevention	15.2%
Training	19.6%
Facilities	53.3%
Vehicle & Equipment Maintenance	41.2%
Capital Projects, Fund 1	24.1%
Capital Projects, Fund 2 (Debt Service)	0.0%
Capital Projects, Fund 2 (Facilities & Apparatus)	0.0%

**Table 3.**

Within these categories, expenses are tracked in 198 Line Accounts. In this budget 24 accounts are unfunded. Of the 198 Line Accounts, 20 accounts are at or above 70% expenditures, or expected to be by the end of the year. Of those, 11 are considered At Risk accounts, and 10 accounts are at or above 100% expenditures. As always, some accounts may show an excess in year-to-date spending due to one-time purchases, yearly payments, etc. Accounts showing expenditures of 70% or greater and are closely monitored to ensure appropriate spending.

Most problematic are those accounts which are at or in excess of 70% or expected to exceed the account balance within the year based on spending to date and projected needs. Those accounts may require fund transfers in order to cover anticipated expenses for the balance of the year. Those accounts in excess of 100% are in deficit spending and are of greatest concern. These accounts reflect a cumulative deficit total of (\$33,090.00), a relatively small amount compared to the overall budget. Of the 10 deficit accounts, I don't anticipate additional spending in 2 of these accounts and do not request additional funds. I do request fund transfers for 8 accounts. The following table shows those accounts and amount of deficit.

### DEFICIT ACCOUNTS

Account Number	Account	Budget Amount	Amount Expended	Deficit Amount	Notes
104110	Legal Services	\$5,500.00	\$7284.50	(\$1787.50)	Fund Transfer
104120	Audit & Review Services	\$7,000.00	\$12,660.40	(\$5,660.40)	Fund Transfer
104730	Clean Water Utility Tax	\$448.33	\$453.93	(\$5.60)	No Action
104820	Office Equipment Repair & Maintenance	\$1,290.00	\$1,401.84	(\$111.84)	Fund Transfer
203511	Rehab Equipment	\$50.00	\$54.34	(\$4.34)	No Action
203512	Fire Safety Equipment	\$1,770.00	\$2,451.66	(\$681.66)	Fund Transfer
202031	Accidental Death & Disability	\$2,300.00	\$5,774.00	(\$3,474.00)	Fund Transfer
202042	Retirement Premium-LOSAP	\$25,827.00	\$34,175.00	(\$8,348.00)	Fund Transfer
222020	L&I/ Unemployment Premiums-FT FF	\$49,131.04	\$60,346.56	(\$11,250.52)	Fund Transfer
222030	Firefighters Healthcare Benefits AD&D	\$207,942.00	\$209,708.98	(\$1,766.14)	Fund Transfer
	<b>Total of Deficit Accounts</b>	<b>\$301,258.37</b>	<b>\$334,311.21</b>	<b>(\$33,090.00)</b>	

Table 4.

Of the 10 accounts identified in Table 4, 6 will require transfer of funding from capital.

At Risk accounts are those that show a high rate of spending compared to the percent of the year that has passed, or have anticipated expenses in excess of that budgeted. We are currently just over 60% of the year gone. The 12 accounts in Table 5 are those that I expect to be in deficit before the end of the year without a fund transfer.

### AT RISK ACCOUNTS

Account Number	Account	Budget Amount	Amount Required	Needed Amount	Notes
101010	Chiefs Wages	\$146,311.10	\$161,162.88	\$14,851.78	Fund Transfer
101060	Commissioners Stipends	\$12,288.00	\$15,600.00	\$3,312.00	Fund Transfer
502030	Maintenance Healthcare Benefits/AD&D	\$57,982.56	\$71,576.29	\$13,593.73	Fund Transfer
102030	Admin Healthcare Benefits/ AD&D	\$187,410.44	\$209,375.58	\$21,965.14	Fund Transfer
501000	Maintenance Wages	\$134,557.75	\$138,229.53	\$3,671.78	Fund Transfer
101030	Division Chief Wages	\$0.00	\$57,993.84	\$57,993.84	Fund Transfer
104920	Subscriptions	\$39,882.23	\$50,086.45	\$10,204.22	Fund Transfer
504130	Building Maintenance Services	\$24,208.00	\$25,508.00	\$1,300.00	Fund Transfer
104140	Professional Services	\$880.00	\$18,880.00	\$18,000.00	Fund Transfer
226336	Station 36	\$59,196.00	\$64,196.00	\$5,000.00	Fund Transfer
104230	Cell & Digital Telephones	\$25,200.00	\$39,600.00	\$14,400.00	Fund Transfer
221001	Authorized Firefighter Overtime	\$30,000.00	\$55,000.00	\$25,000.00	Fund Transfer
	<b>Totals</b>	<b>\$717,916.08</b>	<b>\$907,208.57</b>	<b>\$189,292.49</b>	

Table 5.

In order to ensure continued progress in some areas of the organizations operations, it will be necessary to transfer funds from accounts which we anticipate savings to accounts determined to be underfunded. I request account to account transfers within Fund 1of **\$118,464.24** as indicated in the following table.

**Account Transfers within General Fund 1:**

<b>From</b>	<b>Account</b>	<b>Amount</b>	<b>To</b>	<b>Account</b>	<b>Purpose</b>
522.10.49.40	Software Recurring Licenses	<b>\$10,204.22</b>	522.10.49.20	Subscriptions	Archiver, Outlook (cyber security)
522.50.41.10	Janitorial Services	<b>\$1,300.00</b>	522.50.41.30	Building Maint. Services	Service UPS in IT Room
522.50.41.10	Janitorial Services	<b>\$500.00</b>	522.10.48.20	Office Equip. Repair & Maint.	UPS Battery Failure
522.10.41.30	Consulting Services	<b>\$18,000.00</b>	522.10.41.40	Professional Svcs.	Exchange Migration & Network Mapping (cyber security)
522.10.10.20	Deputy Chiefs Wages	<b>\$42,024.60</b>	522.10.10.30	Division Chiefs Wages	New Division Chief Hired
522.10.10.20	Deputy Chiefs Wages	<b>\$6,235.42</b>	522.50.10.00	Maintenance Wages	Step Increase
522.20.21.20	Medical Operations Supplies	<b>\$14,400.00</b>	522.10.42.30	Cell & Digital Telephones	Engine wifi overage Carryover from '21
522.45.10.01 522.10.31.11	Auth. Overtime- Trng. Printing- Newsletter	<b>\$20,000.00</b> <b>\$5,000.00</b>	522.22.10.01	Authorized OT Firefighter	FF OT was not increased from '21
522.20.31.21	Medical Operations Supplies	<b>\$800.00</b>	522.20.35.12	Fire Safety Equipment	Carryover chaps order from '21
	<b>Total Fund 1 Transfer</b>	<b>\$118,464.24</b>			

**Table 6.**

In order to fund increases in personnel costs, computer hardware purchases, contract fees, and capital projects, it will be necessary to transfer funds from Fund 2 Capital, into Fund 1 General Fund. Unallocated Fund 2 funds are held in reserve and I request a transfer of **\$288,372.18** to Fund 1 for operations.

**Fund 2 to Fund 1 Transfers**

<b>From</b>	<b>Account</b>	<b>Amount</b>	<b>To</b>	<b>Account</b>	<b>Purpose</b>
Fund 2	Capital Reserve	<b>\$3,474.00</b>	522.20.20.31	Accidental Death & Disability	Fee increase
Fund 2	Capital Reserve	<b>\$8,348.00</b>	522.20.20.42	Retirement Premium-LOSAP	Premium Increase & '21 carryover
Fund 2	Capital Reserve	<b>\$71,562.08</b>	522.22.20.20	L&I/ Unemployment Premium- FT FF	Fee Increase
Fund 2	Capital Reserve	<b>\$13,593.73</b>	522.50.20.30	Maint. Healthcare Benefits AD&D	Fee Increase '21 carryover
Fund 2	Capital Reserve	<b>\$21,965.14</b>	522.10.20.30	Admin Healthcare Benefits/AD&D	Fee increase '21 carryover
Fund 2	Capital Reserve	<b>\$136,265.45</b>	522.22.20.30	Firefighters Healthcare Benefits/AD&D	Fee increase '21 carryover
Fund 2	Capital Reserve	<b>\$10,000.00</b>	522.10.41.20	Audit Services	Higher than anticipated
Fund 2	Capital Reserve	<b>\$5,000.00</b>	522.10.41.10	Legal Services	Higher than anticipated
Fund 2	Capital Reserve	<b>\$14,851.78</b>	522.10.10.10	Chiefs Wages	Retirement payout, new chief
Fund 2	Capital Reserve	<b>\$3,312.00</b>	522.10.10.60	Commissioners Stipends	Higher than anticipated
	<b>Total Fund to Fund Transfer</b>	<b>\$288,372.18</b>			

Table 7.

Finally we require on 2 transfers within the capital fund to cover a higher than anticipated cost for self-contained breathing apparatus and acoustic panels for station 36. This was a needed and approved purchase for new breathing apparatus, which cost more at purchase than the amount originally quoted for budgeting purposes. These changes within capital total **\$71,843.50**.

Fund 2	Capital Reserve	<b>\$5,000.00</b>	594.22.63.36	Station 36	Acoustic panel overage
Fund 2	Capital Reserve	<b>\$66,843.50</b>	594.22.63.36	Fire safety equip.	SCBA cost increase
		<b>\$71,843.50</b>			

While we have experienced a large increase in personnel costs due largely to insurance fees and a cyber-attack, overall I believe the budget continues to be sound and within reason for our operation. I commend all of our Staff for their management of the accounts within their purview, and our members for their continued care of the resources citizens provide us. A special thank you to finance officer Mazeris and Resource Chief Beck for all of their work through this process.

Please let me know if you have any questions at all.

**SOUTH WHIDBEY FIRE/EMS  
5579 BAYVIEW ROAD  
LANGLEY, WA 98260**

**RESOLUTION NO. 2022-07**

**A RESOLUTION TO CANCEL THE FOLLOWING WARRANTS:**

Check Date	Check #	Vendor	Amount	Memo
8/13/2021	660642	Tyler Robbins	\$30.47	Lost Check
9/01/2021	660692	Ullmann, Cooper	\$20.00	Lost Check
12/30/2021	660996	Simmons Garage Inc.	\$6,956.80	Wrong Vendor
		<b>Total Warrants:</b>	<b>\$7,007.27</b>	

**WHEREAS**, the above checks were issued and a stop payment is not need due to the District having the warrants in hand.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of South Whidbey Fire/EMS that the above warrants be canceled and the funds returned to the Expense Fund of the District.

**ADOPTED** at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on August 18th, 2022, the following Commissioners being present:

\_\_\_\_\_  
Michael W. Noblet, Chairman

\_\_\_\_\_  
Jim Towers, Commissioner

\_\_\_\_\_  
Savannah Erickson, Commissioner



## South Whidbey Fire/EMS

Equipment to be declared surplus

August 18, 2022

### SURPLUS ASSETS/EQUIPMENT WITH VALUE OVER \$100.00

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**Command Unit: 2006 Ford F250 – Minimum Starting Bid \$3,500.00**

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Year Purchased: 2006  
Manufacture: Ford  
Model: F250 Super Duty, XL, 4WD, V-8 Gas, 8' Bed with Service Canopy  
VIN.: 1FTSX21596EC46387  
FD Asset ID: 0601  
Mileage (approximate): 147,480 (as of 8/10/2022)  
Notes: Replacement Policy Exceeded, Scheduled replacement ten years or 2018, and/or 140,000 miles. Asset 2101 has arrived to replace this asset. KBB.com value for private party sales of NON-EMERGENCY SERVICE unit is \$5,287-8,799.

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**Aid Units: 2008 Honda Pilot - Minimum Starting Bid \$1,500.00**

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Year Purchased: 2008  
Manufacture: Honda  
Model: Pilot, VP Sport Utility, AWD, V-6 Gas  
VIN.: 5FNYP18248B042116  
FD Asset ID: 0803  
Mileage (approximate): 161,234 (as of 8/7/2022)  
Notes: Replacement Policy Exceeded, Scheduled replacement ten years or 2018, and/or 140,000 miles. Asset 2101 has arrived to replace this asset. KBB.com value for private party sales of NON-EMERGENCY SERVICE unit is \$3,208-\$4,603.

Year Purchased: 2008  
Manufacture: Honda  
Model: Pilot, VP Sport Utility, AWD, V-6 Gas  
VIN.: 5FNYP18278B046158  
FD Asset ID: 0804  
Mileage (approximate): 165,370 (as of 8/6/2022)  
Notes: Replacement Policy Exceeded, Scheduled replacement ten years or 2018, and/or 140,000 miles. Asset 2101 has arrived to replace this asset. KBB.com value for private party sales of NON-EMERGENCY SERVICE unit is \$3,208-\$4,603.





## South Whidbey Fire/EMS

Equipment to be declared surplus

August 18, 2022

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**Aid Units: 2008 Honda Pilot - Minimum Starting Bid \$1,500.00 CONTINUED**

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Year Purchased: 2008  
Manufacture: Honda  
Model: Pilot, VP Sport Utility, AWD, V-6 Gas  
VIN.: 5FNYP18268B053747  
FD Asset ID: 0805  
Mileage (approximate): 165,140 (as of 8/1/2022)  
Notes: Replacement Policy Exceeded, Scheduled replacement ten years or 2018, and/or 140,000 miles. Asset 2101 has arrived to replace this asset. KBB.com value for private party sales of NON-EMERGENCY SERVICE unit is \$3,208-\$4,603.

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**Garmin: LOT of Garmin Plotters Pulled from Marine 3 - Minimum Starting Bid \$200.00**

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Manufacture: Garmin  
Model: GPSMAP 7212 – with 2021 Maps  
Serial No.: 1TZ006228  
FD Asset ID: N/A  
Notes: Included 2021 Map Update SD. Pulled in working condition. Power Cable, video input cable and mounting bracket included.

Manufacture: Garmin  
Model: GPSMAP 5212 – with 2019 Maps  
Serial No.: 159019287  
FD Asset ID: N/A  
Notes: Included 2019 Map Update SD. Pulled in working condition. Yellow video input cord and plug are damaged and not usable. Power Cable included, no mounting brackets or mounting hardware.

Manufacture: Garmin  
Model: GPS19x  
Serial No.: Unknown  
FD Asset ID: N/A  
Notes: NEMA2000. Pulled in working condition. Included mounts and OEM box and cables.

SOUTH WHIDBEY FIRE/EMS

RESOLUTION NO. 2022-09  
DECLARATION OF SURPLUS PROPERTY

WHEREAS, The District finds, from time to time, that various pieces of property are no longer used or of value to the District;

THEREFORE BE IT RESOLVED; the following items are hereby declared surplus and District Staff is directed to dispose of this property according to District Policy:

- Exhibit A-Attached list of Surplus Items

ADOPTED at the regular meeting of the Board of Fire Commissioners, August 18<sup>th</sup>, 2022.

By \_\_\_\_\_  
Michael W. Noblet, Chairman

By \_\_\_\_\_  
Jim Towers, Commissioner

By \_\_\_\_\_  
Savannah Erickson, Commissioner

### **332.1 PURPOSE AND SCOPE**

This policy establishes the guidelines for South Whidbey Fire/EMS chaplains to provide counseling or emotional support to members of the South Whidbey Fire/EMS, their families and members of the public.

### **332.2 POLICY**

South Whidbey Fire/EMS shall ensure that South Whidbey Fire/EMS chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

### **332.3 ELIGIBILITY**

Requirements for participation as a chaplain for South Whidbey Fire/EMS may include, but are not limited to:

- a. Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- b. Managing his/her household, family and personal affairs well.
- c. Having a good reputation in the community.
- d. Successful completion of an appropriate-level background investigation.
- e. A minimum of five years of successful counseling or ministry experience.
- f. Being in good health.
- g. Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

### **332.4 RECRUITMENT, SELECTION AND APPOINTMENT**

South Whidbey Fire/EMS shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by South Whidbey Fire/EMS.

All applicants shall be required to meet and pass the same pre-employment procedures as South Whidbey Fire/EMS members before appointment with the exception of any entry level firefighter knowledge or physical agility tests.

#### **332.4.1 RECRUITMENT**

Chaplains should be recruited on a continuous and ongoing basis consistent with South Whidbey Fire/EMS policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist South Whidbey Fire/EMS in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with South Whidbey Fire/EMS members before and during the selection process.

## 332.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- a. Submit the appropriate written application.
- b. Include a recommendation from employers or volunteer programs.
- c. Interview with the Fire Chief and the chaplain coordinator.
- d. Successfully complete an appropriate-level background investigation.
- e. Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the South Whidbey Fire/EMS Board of Commissioners, or their authorized designee.

## 332.5 IDENTIFICATION AND UNIFORMS

As representatives of South Whidbey Fire/EMS, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued South Whidbey Fire/EMS identification cards, which must be carried at all times while on-duty. The identification cards will be the standard South Whidbey Fire/EMS identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other South Whidbey Fire/EMS property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the South Whidbey Fire/EMS.

## 332.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within South Whidbey Fire/EMS, and to direct and assist efforts to jointly provide more

productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- a. Recruiting, selecting and training qualified chaplains.
- b. Conducting chaplain meetings.
- c. Establishing and maintaining a chaplain callout roster.
- d. Maintaining records for each chaplain.
- e. Tracking and evaluating the contribution of chaplains.
- f. Maintaining a record of chaplain schedules and work hours.
- g. Completing and disseminating, as appropriate, all necessary paperwork and information.
- h. Planning periodic recognition events.
- i. Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

### **332.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist South Whidbey Fire/EMS, its members and the community as needed. Assignments of chaplains will usually be to augment the Operations Division, but chaplains may be assigned to other areas within South Whidbey Fire/EMS as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of South Whidbey Fire/EMS.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of South Whidbey Fire/EMS or the public into a religious affiliation while representing themselves as chaplains with the South Whidbey Fire/EMS. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the South Whidbey Fire/EMS.

#### **332.7.1 COMPLIANCE**

Chaplains are volunteer members of South Whidbey Fire/EMS and, except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

#### **332.7.2 OPERATIONAL GUIDELINES**

- a. Chaplains will be asked to be available for call on an as-needed basis.
- b. Chaplains operating at emergency incidents or large-scale South Whidbey Fire/EMS events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.
- c. Each chaplain should serve with South Whidbey Fire/EMS a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- d. At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- e. Chaplains shall be permitted to ride with members during any shift and observe South Whidbey Fire/EMS operations or training sessions, provided the on-duty Chief Officer (300) has been notified and is aware of the activity.
- f. Chaplains shall not be evaluators of members of South Whidbey Fire/EMS.
- g. In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- h. When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- i. Chaplains shall serve only within the jurisdiction of South Whidbey Fire/EMS unless otherwise authorized by the Fire Chief or the authorized designee.
- j. Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

### 332.7.3 ASSISTING SOUTH WHIDBEY FIRE/EMS MEMBERS

The responsibilities of a chaplain related to South Whidbey Fire/EMS members include, but are not limited to:

- a. Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- b. Visiting sick or injured members in the hospital or at home.
- c. Attending and participating in funerals of active or retired members, when requested.
- d. Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- e. Providing counseling and support for members and their families.
- f. Being alert to the needs of members and their families.

### 332.7.4 ASSISTING SOUTH WHIDBEY FIRE/EMS

The responsibilities of a chaplain related to South Whidbey Fire/EMS include, but are not limited to:

- a. Assisting members in defusing a conflict or incident, when requested.

- b. Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of South Whidbey Fire/EMS.
- c. Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- d. Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of South Whidbey Fire/EMS members.
- e. Attending South Whidbey Fire/EMS functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- f. Participating in in-service training classes.
- g. Training others to enhance the effectiveness of South Whidbey Fire/EMS.

### 332.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- a. Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- b. Providing an additional link between the community, other chaplain coordinators and South Whidbey Fire/EMS.
- c. Providing a liaison with various civic, business and religious organizations.
- d. Assisting the community when they request representatives or leaders of various denominations.
- e. Assisting the community in any other function, as needed or requested.
- f. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

### 332.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

## **332.8 PRIVILEGED COMMUNICATIONS**

No person who provides chaplain services to members of South Whidbey Fire/EMS may work or volunteer for South Whidbey Fire/EMS in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any South Whidbey Fire/EMS member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

### **332.9 TRAINING**

The South Whidbey Fire/EMS may establish a minimum number of training hours and standards for South Whidbey Fire/EMS chaplains. The training, as approved by the Training Division Chief, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for South Whidbey Fire/EMS members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity