

**SOUTH WHIDBEY FIRE/EMS  
REGULAR MEETING  
5579 Bayview Road, Langley, WA 98260  
January 11, 2024 – 5:30 PM  
DRAFT Agenda**

Join Zoom Meeting  
<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=83108644511>

Meeting ID: 220 802 6387  
Passcode: 926342

One tap mobile  
+12532158782,,2208026387#,,, \*926342# US (Tacoma)  
+12532050468,,2208026387#,,, \*926342# US

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

**Audience:** EMT Helseth, Melody Wilkie and Matthew Dupre

**Zoom Audience:** FF/EMT Benenati, FF/EMT Camargo and Lt. Kalahiki

**I. Call to Order**

Commissioner Erickson called the meeting to order at 5:34pm

**II. Approval of Agenda**

Commissioner Erickson requested that the public comment section be added.

Commissioner Noblet motioned to approve the agenda with the addition of the comment section, Towers seconded the motion.

**The motion carried unanimously.**

**III. Public Input**

None

**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 routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

**Approval of Minutes**

Regular Meeting on December 14th

Special Meeting on December 16<sup>th</sup>

Special Meeting on December 20<sup>th</sup>

Special Meeting on January 3<sup>rd</sup>

**Finance Reports**

Budget Position Report

Check Register

Treasurer's Report

**Monthly Vouchers**

*Dated 12/7/2023 for Payroll Liabilities EFT in the amount of \$134,944.49*

*Dated 12/14/2023 for Payroll EFT in the amount of \$65,265.72*

*Dated 12/20/2023 for Accounts Payable in the amount of \$71,110.32*

*Dated 12/22/2023 for Accounts Payable in the amount of \$33,376.54*

*Total Warrants Approved \$356,651.48*

**V. Member Update**

Joseph Dominguez – Chief Walsh explained that Joseph recently moved here from California and will be attending the upcoming Island County Fire Academy.

Tyler Nesheim – Chief Walsh explained that Tyler will be attending the upcoming Island County Fire Academy.

Melody Wilkie – Chief Walsh explained that Melody has been riding along with the duty crew and has family and friends already in the department. Melody will be attending the upcoming Island County Fire Academy.

**VI. Unfinished Business**

**VII. New Business**

Plante Moran tax services approval

Chief Walsh explained the tax service that they would be providing.

Commissioner Noblet asked if this agreement has been approved through our legal council.

Chief Walsh explained that our legal council has not yet looked over the agreement.

Commissioner Noblet motioned to approve the contract for tax services subject to it being looked over by our legal council, Towers seconded the motion.

**The motion carried unanimously.**

**I. Announcements**

None

**II. Comments from Commissioners.**

**III. Executive Session**

*RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

No executive session taken.

**IV. Action taken as a result of the Executive Session**

None

**V. Conclude**

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

**The motion carried unanimously.**

Commissioner Erickson adjourned the meeting at 5:47pm

Nicole Hagen,  
Board Secretary



# SOUTH WHIDBEY FIRE / EMS

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

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## BOARD OF FIRE COMMISSIONERS SPECIAL MEETING January 31, 2024 – 4:00 p.m. Minutes – *Draft*

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

**Audience:** Chief Dilley and FF/EMT Husom

### **I. Call to Order.**

Commissioner Erickson called the meeting to order at 4pm

### **II. Approval of Agenda.**

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

**The motion carried unanimously.**

### **I. Executive Session.**

*RCW 42.30.110(1)(g)* To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

Commissioner Erickson called the executive sessions to order at 4pm for 60 minutes

Commissioner Erickson extended the executive session at 5:01pm for 90 minutes.

Commissioner Erickson extended the executive session at 6:31pm for 60 minutes.

Commissioner Erickson called the meeting back to session at 7:29 pm

### **II. Actions Taken as a Result of Executive Session**

Commissioner Noblet motioned to approve the Chief's Evaluation and pay raise; Commissioner Towers seconded the motion.

**The motion carried unanimously.**

### **III. Conclude**

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

**The motion carried unanimously.**

Commissioner Erickson adjourned the Special Meeting of the Board of Commissioners at 7:30 pm

Nicole Hagen,  
District Board Secretary

## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 18:14:43 Date: 01/31/2024

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001 General Fund 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 41 01 00 Estimated Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

### 310 Taxes

311 10 00 00 Property Taxes	6,132,547.68	0.00	6,132,547.68	0.0%
337 00 00 01 Leasehold Excise Tax	3,000.00	0.00	3,000.00	0.0%
337 00 00 02 Timber Tax	0.00	0.00	0.00	0.0%
310 Taxes	6,135,547.68	0.00	6,135,547.68	0.0%

### 330 State Generated Revenues

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	0.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	0.00	3,923.00	0.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	0.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	0.0%
330 State Generated Revenues	5,540.67	0.00	5,540.67	0.0%

### 340 Charges For Services

341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	0.0%
342 21 00 00 Hospital Payments For Consumable Supplies	279,055.68	120,872.00	158,183.68	43.3%
340 Charges For Services	279,055.68	120,872.00	158,183.68	43.3%

### 360 Misc Revenues

361 11 00 01 Investment Interest	30,000.00	0.00	30,000.00	0.0%
362 10 00 00 CPR Public Class Registration	4,000.00	540.00	3,460.00	13.5%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	0.0%
367 11 00 01 Donations and Gifts	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	0.00	0.00	0.0%
360 Misc Revenues	34,000.00	540.00	33,460.00	1.6%

### 380 Non Revenues

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%

### 390 Other Revenues

395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	0.0%
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

Time: 18:14:43 Date: 01/31/2024

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001 General Fund

01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
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390 Other Revenues

390 Other Revenues	0.00	0.00	0.00	0.0%
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397 Interfund Transfers

397 00 01 03 Transfer from Reserve	0.00	0.00	0.00	0.0%
397 00 01 04 Transfer from Contingency	0.00	0.00	0.00	0.0%
397 22 00 02 Transfer From Capital Fund	0.00	0.00	0.00	0.0%

397 Interfund Transfers	0.00	0.00	0.00	0.0%
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<b>Fund Revenues:</b>	<b>6,454,144.03</b>	<b>121,412.00</b>	<b>6,332,732.03</b>	<b>1.9%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 22 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00	0.0%
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522 50 20 00 Fire Suppression And Emergency Medical Services - Personnel Benefits	0.00	0.00	0.00	0.0%
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522 Fire Control	0.00	0.00	0.00	0.0%
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**010 ADMIN**

522 Fire Control

522 10 10 10 Chief's Wages	161,805.00	12,187.20	149,617.80	7.5%
522 10 10 20 Deputy Chiefs' Wages	267,808.15	10,368.00	257,440.15	3.9%
522 10 10 30 Division Chief's Wages	119,876.19	9,582.40	110,293.79	8.0%
522 10 10 40 Administration Wages	210,478.89	10,586.09	199,892.80	5.0%
522 10 10 60 Commissioner's Stipends	36,864.00	0.00	36,864.00	0.0%
522 10 15 20 ChiefsDeferred Comp Match	10,989.79	451.10	10,538.69	4.1%
522 10 15 21 Admin Deferred Compensation Match	4,209.58	141.54	4,068.04	3.4%
522 10 20 10 FICA / Medicare Benefits-Admin	60,259.15	1,501.94	58,757.21	2.5%
522 10 20 20 L&I / Unemployment Premiums-Admin	25,074.39	0.00	25,074.39	0.0%
522 10 20 30 Admin Healthcare Benefits/ADD	201,576.72	0.00	201,576.72	0.0%
522 10 20 40 Retirement Benefits-ADMIN	49,291.47	0.00	49,291.47	0.0%
522 10 20 50 Tuition Reimbursement-Admin	0.00	0.00	0.00	0.0%
522 10 31 10 Office Supplies	5,255.00	629.15	4,625.85	12.0%
522 10 31 11 Printing - Newsletter	0.00	0.00	0.00	0.0%
522 10 31 12 Maps & Mapping Supplies	100.00	0.00	100.00	0.0%
522 10 31 20 Photographic Supplies	950.00	0.00	950.00	0.0%
522 10 32 10 Fuel - Administration	10,000.00	716.23	9,283.77	7.2%
522 10 35 10 Office Equipment	1,700.00	0.00	1,700.00	0.0%
522 10 35 20 Software	1,375.00	0.00	1,375.00	0.0%
522 10 35 30 Computer Hardware	1,805.00	1,398.43	406.57	77.5%
522 10 41 10 Legal Services	16,000.00	4,835.00	11,165.00	30.2%
522 10 41 20 Audit & Review Services	19,000.00	3,712.00	15,288.00	19.5%
522 10 41 30 Consulting Services	73,500.00	6,000.00	67,500.00	8.2%
522 10 41 33 Consulting- Website	3,600.00	3,600.00	0.00	100.0%
522 10 41 40 Professional Services	1,000.00	2,291.25	(1,291.25)	229.1%
522 10 42 10 Postage & Shipping	4,050.00	28.53	4,021.47	0.7%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 10 42 20	Internet Connections/Whidbey Telecom	11,400.00	928.33	10,471.67 8.1%
522 10 42 30	Cell & Digital Telephones	28,444.00	4,562.92	23,881.08 16.0%
522 10 42 40	Wired Telephones & FAX/Whidbey Telecom	9,024.00	754.85	8,269.15 8.4%
522 10 42 50	Alarm Monitoring	625.00	0.00	625.00 0.0%
522 10 43 01	Admin Ferry Fees	270.00	27.50	242.50 10.2%
522 10 43 10	Commissioner Travel	500.00	0.00	500.00 0.0%
522 10 43 20	Career Staff Travel	1,700.00	0.00	1,700.00 0.0%
522 10 44 10	Administrative Advertising	1,500.00	1,101.00	399.00 73.4%
522 10 44 30	Volunteer Recruit./Retention Advertising	1,500.00	93.60	1,406.40 6.2%
522 10 45 10	Admin Equipment Leases	4,293.00	911.93	3,381.07 21.2%
522 10 46 10	Liability/Umbrella-Enduris	164,644.05	0.00	164,644.05 0.0%
522 10 47 10	Election Expenses	12,500.00	6,323.01	6,176.99 50.6%
522 10 47 20	Timber Tax	17.90	0.00	17.90 0.0%
522 10 47 30	Clean Water Utility Taxes	454.20	0.00	454.20 0.0%
522 10 48 10	Computer Repair & Maintenance	121,720.00	7,298.61	114,421.39 6.0%
522 10 48 20	Office Equipment Repair & Maintenance	1,290.00	0.00	1,290.00 0.0%
522 10 49 10	Memberships	8,882.00	4,450.00	4,432.00 50.1%
522 10 49 20	Subscriptions	62,964.21	596.88	62,367.33 0.9%
522 10 49 30	Information Services	5,588.70	177.00	5,411.70 3.2%
522 10 49 40	Software Recurring Licenses	41,303.72	1,301.94	40,001.78 3.2%
522 10 49 50	Investment/Bank Fees	600.00	0.00	600.00 0.0%
<b>522 Fire Control</b>		<b>1,765,789.11</b>	<b>96,556.43</b>	<b>1,669,232.68 5.5%</b>
<b>010 ADMIN</b>		<b>1,765,789.11</b>	<b>96,556.43</b>	<b>1,669,232.68 5.5%</b>

### 020 FIRE SUPPRESSION

#### 522 Fire Control

522 20 15 10	Volunteer Reimbursement	60,000.00	0.00	60,000.00 0.0%
522 20 15 20	Volunteer Deferred Compensation Match	5,000.00	0.00	5,000.00 0.0%
522 20 15 30	Volunteer Shift Reimbursement	40,000.00	0.00	40,000.00 0.0%
522 20 20 10	FICA/Medicare Benefits-Volunteers	11,092.50	0.00	11,092.50 0.0%
522 20 20 31	Accidental Death & Disability - VFIS	5,500.00	0.00	5,500.00 0.0%
522 20 20 32	Disability	2,000.00	0.00	2,000.00 0.0%
522 20 20 35	Volunteer AD&D Insurance	2,000.00	0.00	2,000.00 0.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	1,230.00	0.00	1,230.00 0.0%
522 20 20 42	Retirement Premium-LOSAP	33,000.00	0.00	33,000.00 0.0%
522 20 20 50	Tuition Reimbursement-Part Time FFs & Volunteers	0.00	0.00	0.00 0.0%
522 20 23 10	Physicals	10,250.00	0.00	10,250.00 0.0%
522 20 23 20	Vaccinations	3,500.00	0.00	3,500.00 0.0%
522 20 23 30	Testing	10,000.00	0.00	10,000.00 0.0%
522 20 23 40	Fitness Equipment	4,614.94	0.00	4,614.94 0.0%
522 20 24 40	Trusteed Plans (WFCA)	1,200.00	0.00	1,200.00 0.0%
522 20 28 10	Recognition Awards	4,960.00	0.00	4,960.00 0.0%
522 20 28 20	Special Recognition & Activities	7,599.00	0.00	7,599.00 0.0%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	2,350.00	0.00	2,350.00 0.0%
522 20 31 10	Fire Operations Supplies	7,270.00	0.00	7,270.00 0.0%
522 20 31 11	Fire Rehab Supplies	2,070.00	0.00	2,070.00 0.0%



## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 31 12	Fire Safety Supplies	450.00	0.00	450.00 0.0%
522 20 31 20	Medical Operations Supplies	14,135.00	103.96	14,031.04 0.7%
522 20 31 30	Marine Rescue Operations Supplies	1,531.00	0.00	1,531.00 0.0%
522 20 31 60	Uniforms & Badges	31,620.00	2,091.82	29,528.18 6.6%
522 20 32 10	Fuel - Fire Apparatus	21,450.00	2,139.33	19,310.67 10.0%
522 20 32 20	Fuel - Medical Apparatus	15,000.00	1,045.32	13,954.68 7.0%
522 20 32 30	Fuel - Marine Apparatus	1,700.00	0.00	1,700.00 0.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00 0.0%
522 20 34 01	Wildland Food	64.82	0.00	64.82 0.0%
522 20 34 02	Wildland Communication Equipment	1,517.26	0.00	1,517.26 0.0%
522 20 34 03	Wildland Personal Safety Equipment	1,364.95	0.00	1,364.95 0.0%
522 20 34 04	Wildland Equipment and Supplies	31.76	0.00	31.76 0.0%
522 20 35 10	Fire Equipment	52,457.00	303.72	52,153.28 0.6%
522 20 35 11	Rehab Equipment	118.00	0.00	118.00 0.0%
522 20 35 12	Fire Safety Equipment	320.00	0.00	320.00 0.0%
522 20 35 20	Medical Equipment	3,700.00	0.00	3,700.00 0.0%
522 20 35 30	Marine Rescue Equipment	5,750.00	0.00	5,750.00 0.0%
522 20 35 40	Technical Rescue Equipment	8,080.00	0.00	8,080.00 0.0%
522 20 35 50	Communications Equipment	10,250.00	37,642.93	(27,392.93) 367.2%
522 20 35 60	Personal Safety Equipment	39,655.00	19,269.30	20,385.70 48.6%
522 20 41 10	Hose Testing	13,419.00	0.00	13,419.00 0.0%
522 20 41 20	Apparatus Testing/Certification	7,340.00	0.00	7,340.00 0.0%
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	144.00	0.00	144.00 0.0%
522 20 42 10	Dispatch Services	105,053.76	0.00	105,053.76 0.0%
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	18,837.51	13,308.70	5,528.81 70.6%
522 22 10 00	Full Time Firefighter Wages	1,353,407.29	93,456.37	1,259,950.92 6.9%
522 22 10 01	Authorized Overtime Full Time Firefighters	88,200.00	5,817.64	82,382.36 6.6%
522 22 15 20	Firefighter Deferred Compensation Match	29,568.63	1,123.65	28,444.98 3.8%
522 22 20 10	FICA Medicare Benefits-FT Firefighters	115,361.99	3,585.46	111,776.53 3.1%
522 22 20 20	L&I/ Unemployment Premiums- FT Firefighters	137,681.68	0.00	137,681.68 0.0%
522 22 20 30	Full Time Firefighters Healthcare Benefits/AD&D	438,010.20	0.00	438,010.20 0.0%
522 22 20 40	Retirement Benefits Full Time Firefighters	78,652.54	0.00	78,652.54 0.0%
<b>522 Fire Control</b>		<b>2,819,420.33</b>	<b>179,888.20</b>	<b>2,639,532.13 6.4%</b>
<b>020 FIRE SUPPRESSION</b>		<b>2,819,420.33</b>	<b>179,888.20</b>	<b>2,639,532.13 6.4%</b>

### 030 FIRE PREVENTION & INVESTIGATION

522 Fire Control

522 30 31 51	Fire Prevention Supplies	3,075.00	0.00	3,075.00 0.0%
522 30 31 60	Public Education Operating Supplies	12,790.00	587.13	12,202.87 4.6%
522 30 31 61	Public Education Equipment	4,000.00	0.00	4,000.00 0.0%
522 30 32 10	Public Education Fuel	150.00	0.00	150.00 0.0%
522 30 49 00	Special Projects	6,500.00	0.00	6,500.00 0.0%
522 30 49 01	Authorized Overtime-Fire Prevention/Public Education	5,000.00	0.00	5,000.00 0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	31,515.00	587.13	30,927.87	1.9%
<b>030 FIRE PREVENTION &amp; INVESTIGATION</b>	<b>31,515.00</b>	<b>587.13</b>	<b>30,927.87</b>	<b>1.9%</b>

### 045 TRAINING EMPLOYEE

522 Fire Control

522 45 10 01	Authorized Overtime-Training	36,824.00	0.00	36,824.00	0.0%
522 45 31 00	Administration Training Supplies	108.00	0.00	108.00	0.0%
522 45 31 10	Fire Training Supplies	8,213.64	0.00	8,213.64	0.0%
522 45 31 20	Medical Training Supplies	4,770.00	0.00	4,770.00	0.0%
522 45 31 21	Medical Training Supplies - WEMSC Grant	554.00	0.00	554.00	0.0%
522 45 31 30	Marine Training Supplies	250.00	0.00	250.00	0.0%
522 45 31 40	Technical Rescue Training Supplies	250.00	0.00	250.00	0.0%
522 45 32 10	Fuel - Training	500.00	0.00	500.00	0.0%
522 45 35 10	Fire Training Equipment	10,000.00	8,486.40	1,513.60	84.9%
522 45 35 20	Medical Training Equipment	705.00	0.00	705.00	0.0%
522 45 35 30	Marine Training Equipment	250.00	0.00	250.00	0.0%
522 45 41 10	Training Professional Services	20,500.00	0.00	20,500.00	0.0%
522 45 43 00	Administrative Training Travel	3,650.00	0.00	3,650.00	0.0%
522 45 43 01	Administrative Lodging & Food	10,000.00	0.00	10,000.00	0.0%
522 45 43 02	Training Ferry Fees	650.00	0.00	650.00	0.0%
522 45 43 10	Fire Training Travel	5,050.00	0.00	5,050.00	0.0%
522 45 43 11	Fire Lodging & Food	11,695.00	0.00	11,695.00	0.0%
522 45 43 20	Medical Training Travel	200.00	0.00	200.00	0.0%
522 45 43 21	Medical Lodging & Food	3,600.00	0.00	3,600.00	0.0%
522 45 43 50	Maintenance Training Travel	3,300.00	0.00	3,300.00	0.0%
522 45 43 51	Maintenance Lodging & Food	3,100.00	0.00	3,100.00	0.0%
522 45 49 00	Administration Tuition & Registration	5,050.00	625.00	4,425.00	12.4%
522 45 49 10	Fire Tuition & Registration	22,183.00	0.00	22,183.00	0.0%
522 45 49 11	Fire Training Projects & Workshops	12,720.00	0.00	12,720.00	0.0%
522 45 49 20	Medical Tuition & Registration	10,990.80	7,422.16	3,568.64	67.5%
522 45 49 21	Medical Training Projects	1,040.00	0.00	1,040.00	0.0%
522 45 49 30	Marine Tuition & Registration	274.40	0.00	274.40	0.0%
522 45 49 31	Marine Rescue Training Projects	23,500.00	0.00	23,500.00	0.0%
522 45 49 50	Maintenance Tuition & Registration	2,870.95	1,501.00	1,369.95	52.3%
522 45 49 60	Health & Wellness Training - Registration	2,500.00	0.00	2,500.00	0.0%
522 Fire Control		205,298.79	18,034.56	187,264.23	8.8%
<b>045 TRAINING EMPLOYEE</b>		<b>205,298.79</b>	<b>18,034.56</b>	<b>187,264.23</b>	<b>8.8%</b>

### 050 FACILITIES

522 Fire Control

522 50 10 00	Maintenance Employees Wages	166,028.54	12,836.81	153,191.73	7.7%
522 50 10 01	Maintenance Employees Authorized Overtime	4,000.00	0.00	4,000.00	0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 50 15 20	Maintenance Deferred Compensation Match	3,400.57	99.42	3,301.15 2.9%
522 50 20 10	FICA/Medicare Benefits-Maintenance Employees	13,267.33	482.58	12,784.75 3.6%
522 50 20 20	L&I/Unemployment Premiums-Maintenance Employees	7,535.28	0.00	7,535.28 0.0%
522 50 20 30	Maintenance Healthcare Benefits/AD&D	78,027.96	0.00	78,027.96 0.0%
522 50 20 40	Retirement Benefits-Maintenance Employees	16,203.72	0.00	16,203.72 0.0%
522 50 31 10	Janitorial Supplies	4,650.00	840.89	3,809.11 18.1%
522 50 31 20	Maintenance Parts & Supplies	4,250.00	0.00	4,250.00 0.0%
522 50 32 10	Fuel - Maintenance	2,900.00	239.01	2,660.99 8.2%
522 50 35 10	Small Tools	2,500.00	0.00	2,500.00 0.0%
522 50 35 20	Furnishings	1,400.00	0.00	1,400.00 0.0%
522 50 35 30	Appliances	1,000.00	0.00	1,000.00 0.0%
522 50 41 20	Yard Maintenance	22,584.00	2,023.01	20,560.99 9.0%
522 50 41 30	Building Maintenance Services	31,735.38	9,092.21	22,643.17 28.7%
522 50 45 10	Maintenance Equipment Rental & Leases	6,000.00	0.00	6,000.00 0.0%
522 50 47 10	Electricity Consumed	43,685.00	4,615.94	39,069.06 10.6%
522 50 47 20	LPG Gas Consumed	8,010.90	663.59	7,347.31 8.3%
522 50 47 30	Water Consumed	5,986.00	646.14	5,339.86 10.8%
522 50 47 40	Waste Disposal Used	5,637.92	355.77	5,282.15 6.3%
522 50 48 10	Facilities Repair & Maintenance	9,900.00	840.41	9,059.59 8.5%
<b>522 Fire Control</b>		<b>438,702.60</b>	<b>32,735.78</b>	<b>405,966.82 7.5%</b>
<b>050 FACILITIES</b>		<b>438,702.60</b>	<b>32,735.78</b>	<b>405,966.82 7.5%</b>

### 060 VEHICLE & EQUIP MAINTENANCE

522 Fire Control

522 60 43 01	Maintenance Ferry Fees	1,000.00	0.00	1,000.00 0.0%
522 60 48 10	Fire Equipment Repair & Maintenance	28,337.04	10,466.85	17,870.19 36.9%
522 60 48 11	Fire Apparatus Repair & Maintenance	100,000.00	9,227.13	90,772.87 9.2%
522 60 48 12	Administrative Vehicle Repair & Maintenance	8,000.00	2,845.32	5,154.68 35.6%
522 60 48 20	Medical Equipment Repair & Maintenance	797.00	0.00	797.00 0.0%
522 60 48 21	Medical Vehicle Repair & Maintenance	8,400.00	224.12	8,175.88 2.7%
522 60 48 30	Marine Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 31	Marine Vehicle Repair & Maintenance	20,650.00	0.00	20,650.00 0.0%
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%
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00 0.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	1,750.00	0.00	1,750.00 0.0%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00 0.0%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98 0.0%
<b>522 Fire Control</b>		<b>178,834.02</b>	<b>22,763.42</b>	<b>156,070.60 12.7%</b>

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>060 VEHICLE &amp; EQUIP MAINTENANCE</b>	<b>178,834.02</b>	<b>22,763.42</b>	<b>156,070.60</b>	<b>12.7%</b>

### 062 CAPITAL FACILITIES

591 Debt Service

591 22 71 01	Principle Payments	200,000.00	0.00	200,000.00	0.0%
592 22 83 01	Interest Payments	120,910.00	0.00	120,910.00	0.0%
591 Debt Service		320,910.00	0.00	320,910.00	0.0%

594 Capital Expenditures

594 22 30 00	Communications Equipment	279,000.00	0.00	279,000.00	0.0%
594 22 35 00	Fire Training Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 35 10	Fire Equipment- Capital	108,000.00	0.00	108,000.00	0.0%
594 22 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 35 60	Personal Safety Equipment - Capital	0.00	0.00	0.00	0.0%
594 22 42 10	Dispatch Services - Capital	0.00	0.00	0.00	0.0%
594 22 62 11	Station 32-33 Replacement	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
594 22 63 31	Station 31 - 5535 Cameron Road	0.00	0.00	0.00	0.0%
594 22 63 32	Station 32 - 6435 Central Avenue	0.00	0.00	0.00	0.0%
594 22 63 33	Station 33 - 3405 French Road	500.00	0.00	500.00	0.0%
594 22 63 34	Station 34 - 820 Camano Avenue	0.00	0.00	0.00	0.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	750.00	0.00	750.00	0.0%
594 22 63 36	Station 36 - 5579 Bayview Road	27,000.00	0.00	27,000.00	0.0%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	0.0%
594 22 64 03	Medical Equipment- Capital	0.00	0.00	0.00	0.0%
594 22 64 32	Computers / IT Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures		415,250.00	0.00	415,250.00	0.0%

<b>062 CAPITAL FACILITIES</b>	<b>736,160.00</b>	<b>0.00</b>	<b>736,160.00</b>	<b>0.0%</b>
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### 064 CAPITAL VEHICLES

594 Capital Expenditures

594 22 48 35	Marine Vehicle Repair- Capital	0.00	0.00	0.00	0.0%
594 22 64 10	Vehicles	0.00	0.00	0.00	0.0%
594 22 64 12	Fire Apparatus	443,080.00	2,451.26	440,628.74	0.6%
594 Capital Expenditures		443,080.00	2,451.26	440,628.74	0.6%

<b>064 CAPITAL VEHICLES</b>	<b>443,080.00</b>	<b>2,451.26</b>	<b>440,628.74</b>	<b>0.6%</b>
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### 070 OTHER

580 Non Expenditures

588 10 00 00	Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 00 00 10	Non Expenditure - Suspense	0.00	0.00	0.00	0.0%

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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001 General Fund 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>580 Non Expenditures</b>				
589 90 00 00 Payroll Deduction Clearing	0.00	(34,563.41)	34,563.41	0.0%
580 Non Expenditures	0.00	(34,563.41)	34,563.41	0.0%
<b>597 Interfund Transfers</b>				
597 00 00 02 Transfer To Capital Fund	0.00	0.00	0.00	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%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>070 OTHER</b>	<b>0.00</b>	<b>(34,563.41)</b>	<b>34,563.41</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>6,618,799.85</b>	<b>318,453.37</b>	<b>6,300,346.48</b>	<b>4.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>(164,655.82)</b>	<b>(197,041.37)</b>		

## 2024 BUDGET POSITION

South Whidbey Fire EMS

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003 Reserve Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 10 00 Estimated Beginning Balance	344,242.22	0.00	344,242.22	0.0%
308 Beginning Balances	344,242.22	0.00	344,242.22	0.0%

360 Misc Revenues

361 11 00 02 Investment Interest	500.00	0.00	500.00	0.0%
360 Misc Revenues	500.00	0.00	500.00	0.0%

397 Interfund Transfers

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

<b>Fund Revenues:</b>	<b>344,742.22</b>	<b>0.00</b>	<b>344,742.22</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 03 Transfer from Reserve to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>344,742.22</b>	<b>0.00</b>		
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

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004 Contingency Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 11 00 Estimated Beginning Balance	170,707.41	0.00	170,707.41	0.0%
308 Beginning Balances	170,707.41	0.00	170,707.41	0.0%

360 Misc Revenues

361 11 00 03 Investment Interest	1,500.00	0.00	1,500.00	0.0%
360 Misc Revenues	1,500.00	0.00	1,500.00	0.0%

397 Interfund Transfers

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

<b>Fund Revenues:</b>	<b>172,207.41</b>	<b>0.00</b>	<b>172,207.41</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 01 04 Transfer from Contingency to General	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>172,207.41</b>	<b>0.00</b>		
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## 2024 BUDGET POSITION

South Whidbey Fire EMS

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300 General Investment Fund 01/01/2024 To: 12/31/2024

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 41 00 00 Estimated Beginning Balance	1,260,720.92	0.00	1,260,720.92	0.0%
308 Beginning Balances	1,260,720.92	0.00	1,260,720.92	0.0%

397 Interfund Transfers

397 00 00 02 Transfer From General Fund	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>1,260,720.92</b>	<b>0.00</b>	<b>1,260,720.92</b>	<b>0.0%</b>
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	Amt Budgeted	Expenditures	Remaining	
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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%

**070 OTHER**

597 Interfund Transfers

597 22 00 02 Transfer To General Fund	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>070 OTHER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>1,260,720.92</b>	<b>0.00</b>		
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## 2024 BUDGET POSITION TOTALS

South Whidbey Fire EMS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	6,454,144.03	121,412.00	1.9%	6,618,799.85	318,453.37	5%
003 Reserve Fund	344,742.22	0.00	0.0%	0.00	0.00	0%
004 Contingency Fund	172,207.41	0.00	0.0%	0.00	0.00	0%
300 General Investment Fund	1,260,720.92	0.00	0.0%	0.00	0.00	0%
	<u>8,231,814.58</u>	<u>121,412.00</u>	<u>1.5%</u>	<u>6,618,799.85</u>	<u>318,453.37</u>	<u>4.8%</u>

# CHECK REGISTER

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
65	01/11/2024	Payroll	1	EFT	Internal Revenue Service	19,945.50	941 Deposit for Pay Cycle(s) 01/11/2024 - 01/11/2024
1	01/05/2024	Claims	1	662878	Robert Coleman Absolute Pest Control	596.20	Inv. #14372
2	01/05/2024	Claims	1	662879	Amazon Capital Services	299.83	Inv. #1V6W-7QYF-3HHG & 1Y4J-7WLX-HYQX
3	01/05/2024	Claims	1	662880	RDSC Diversified Bayview Appliance and Mattress Center	772.96	Inv. # 17463
4	01/05/2024	Claims	1	662881	Bound Tree Medical, LLC.	76.48	Inv. #85193476 & 85200325
5	01/05/2024	Claims	1	662882	CDW Government, Inc.	1,398.43	Inv. #NT28568
6	01/05/2024	Claims	1	662883	Canon Financial Services, Inc.	263.16	Inv.#31740602
7	01/05/2024	Claims	1	662884	Daily Dispatch	344.25	Inv. #004323
8	01/05/2024	Claims	1	662885	Fed Ex	5.07	Inv.#8-363-65917
9	01/05/2024	Claims	1	662886	FirstNet - AT&T MOBILITY	1,999.49	Inv. #287296038392X12272023
10	01/05/2024	Claims	1	662887	BMO Harris Bank, N.A. Galls	207.59	Inv. #026630795
11	01/05/2024	Claims	1	662888	Health & Safety Institute HSI	464.81	Inv. #1944210
12	01/05/2024	Claims	1	662889	Traci L Haynie	200.00	Boot Reimbursement
13	01/05/2024	Claims	1	662890	IC EMS Council	7,422.16	Inv. #10242023
14	01/05/2024	Claims	1	662891	ISOOutsource	6,217.80	Inv.#CW289225 & CW289304
15	01/05/2024	Claims	1	662892	Island Auto Supply	1,195.44	Inv. #698539, 698893, 699068
16	01/05/2024	Claims	1	662893	Island County ER&R Fund	62.97	Inv. #23-283
17	01/05/2024	Claims	1	662894	Motorola Solutions	37,642.93	Inv. #8281784911 & 8281783159
18	01/05/2024	Claims	1	662895	Mukilteo Coffee Co.	31.20	Inv. #673666 & 673600
19	01/05/2024	Claims	1	662896	Onsite Construction	5,093.07	Inv. #23-51
20	01/05/2024	Claims	1	662897	Orca Information INC	110.00	Inv. #37147
21	01/05/2024	Claims	1	662898	Puget Sound Energy	1,395.77	Acct. #220008900312, 200010928691, 200010928238, 220008899761
22	01/05/2024	Claims	1	662899	Skagit Farmers Supply	636.90	Inv. #2011849
23	01/05/2024	Claims	1	662900	Streamline	3,600.00	Inv.# D3AC1CAB-0009
24	01/05/2024	Claims	1	662901	T-Mobile	281.82	Acct. #972274840
25	01/05/2024	Claims	1	662902	WA Fire Chiefs	1,925.00	Inv. #546 & 1501
26	01/05/2024	Claims	1	662903	WA Fire Commissioner Association	4,450.00	Inv. #300001382
27	01/05/2024	Claims	1	662904	WA State Auditor's Office	384.00	Inv. #L158067
29	01/12/2024	Claims	1	662905	Amazon Capital Services	50.95	Inv. # 1KT1-L9NP-DMVQ
30	01/12/2024	Claims	1	662906	Hanson's Building Supply	26.69	Inv. #2401-281264
31	01/12/2024	Claims	1	662907	IC Auditor Office	6,323.01	Inv. # B0038533
32	01/12/2024	Claims	1	662908	David King	8,486.40	Inv. #23-1
33	01/12/2024	Claims	1	662909	LLPA	6,000.00	Inv. #SW-0124
34	01/12/2024	Claims	1	662910	McGavick Graves, P.S.	3,510.00	Inv. # 38443 & 38442
35	01/12/2024	Claims	1	662911	Mukilteo Coffee Co.	15.60	Inv. # 673746
36	01/12/2024	Claims	1	662912	Overhead Door Company of Bellingham, INC	658.24	Inv. # 012250
37	01/12/2024	Claims	1	662913	Puget Sound Energy	267.50	Acct. #220017845409 & 200013858705
38	01/12/2024	Claims	1	662914	South Whidbey School District #206	3,475.83	Inv. # Fire-2024-04
39	01/12/2024	Claims	1	662915	Systems for Public Safety, Inc.	2,451.26	Inv. #45769
40	01/12/2024	Claims	1	662916	US Fire Equipment LLC	7,952.36	Inv.#15808, 15794, 15776, 15809
41	01/12/2024	Claims	1	662917	WA State Ferries	27.50	Inv.# RK418724
66	01/11/2024	Payroll	1	662918	IAFF Local Union 5212	115.80	Pay Cycle(s) 01/11/2024 To 01/11/2024 - FF Union Dues
67	01/11/2024	Payroll	1	662919	South Whidbey Firefighters Union	714.90	Pay Cycle(s) 01/11/2024 To 01/11/2024 - FF Association Dues
68	01/11/2024	Payroll	1	662920	Vimly Benefits Solutions	519.30	Pay Cycle(s) 01/11/2024 To 01/11/2024 - IAFF MERP Dues

# CHECK REGISTER

South Whidbey Fire EMS

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
69	01/11/2024	Payroll	1	662921	WA D/Retirement Systems	2,569.13	Pay Cycle(s) 01/11/2024 To 01/11/2024 - DEFERRED COMP; Pay Cycle(s) 01/11/2024 To 01/11/2024 - DEFERRED COMP-Maint; Pay Cycle(s) 01/11/2024 To 01/11/2024 - DCP Roth
70	01/19/2024	Claims	1	662922	Robert Coleman Absolute Pest Control	596.20	Inv.#13866
71	01/19/2024	Claims	1	662923	Amazon Capital Services	185.33	Inv.# 1QPD-KF49-TYGL & 19YT-R4X1-4WMD
72	01/19/2024	Claims	1	662924	Clinton Water District	94.21	Acct.# 134 & 68
73	01/19/2024	Claims	1	662925	Corey Oil & Propane, LLC	349.82	Inv.#101024
74	01/19/2024	Claims	1	662926	G12 Communications LLC	431.66	Inv.#129401
75	01/19/2024	Claims	1	662927	BMO Harris Bank, N.A. Galls	1,684.23	Inv. #026693591 & 026733422
76	01/19/2024	Claims	1	662928	Health & Safety Institute HSI	14.40	Inv.# 1953479
77	01/19/2024	Claims	1	662929	Hanson's Building Supply	27.48	Inv. #2401-282129
78	01/19/2024	Claims	1	662930	ISOsource	6,330.97	Inv.# CW289731, CW290046 & CW289975
79	01/19/2024	Claims	1	662931	LabCorp Occupational Testing Service	67.00	Inv. #78788575
80	01/19/2024	Claims	1	662932	Mukilteo Coffee Co.	15.60	Inv. #673816
81	01/19/2024	Claims	1	662933	Naomi's Self Serve	78.06	Acct. #820
82	01/19/2024	Claims	1	662934	Puget Sound Energy	2,012.56	Acct.# 220017726922
83	01/19/2024	Claims	1	662935	Saratoga Water District	80.00	ACCT.# 20320
84	01/19/2024	Claims	1	662936	SeaWestern Fire Apparatus & Equip.	4,970.20	Inv. #INV28480 & INV28667
85	01/19/2024	Claims	1	662937	Skagit Farmers Supply	8.72	Inv.# 61260, 61259, 61258, 61256, 61255, 61257, 61253 & 61254
86	01/19/2024	Claims	1	662938	Snure Law Office, PSC	275.00	01022024
87	01/19/2024	Claims	1	662939	Sound Business Center	200.19	Inv. #206057
88	01/19/2024	Claims	1	662940	US Fire Equipment LLC	146.78	Inv. #15822
89	01/19/2024	Claims	1	662941	Western Facilities Supply, Inc.	34.67	Inv. #048979A
90	01/19/2024	Claims	1	662942	Whidbey Telecom	15,960.22	Acct.# 182376, 119643 & 186070
116	01/26/2024	Claims	1	662943	Canon Financial Services, Inc.	263.16	Inv.#31903226
117	01/26/2024	Claims	1	662944	Ian G Carter	201.00	CDL Reimbursement
118	01/26/2024	Claims	1	662945	Cascade Fire & Safety	5,496.65	Inv. #166298CM
119	01/26/2024	Claims	1	662946	Island Disposal, Inc.	355.77	Inv.#79088945144, 79084035144 & 79083455144
120	01/26/2024	Claims	1	662947	Les Schwab Tire	224.12	Inv.#41300432721
121	01/26/2024	Claims	1	662948	Mukilteo Coffee Co.	15.60	Inv. #673873
122	01/26/2024	Claims	1	662949	Plante Moran	2,291.25	Inv.# 10152849
123	01/26/2024	Claims	1	662950	Sound Publishing Inc ADS	756.75	Inv. #8124548
124	01/26/2024	Claims	1	662951	WA State Auditor's Office	4,378.00	Inv. #L158684
43	01/11/2024	Payroll	10	EFT	Blake Benenati	2,194.30	Dec 22-Jan 5 Pyroll
44	01/11/2024	Payroll	10	EFT	Brian Boyd	2,236.69	Dec 22-Jan 5 Pyroll
45	01/11/2024	Payroll	10	EFT	Chavo Camargo	361.14	Dec 22-Jan 5 Pyroll
46	01/11/2024	Payroll	10	EFT	Ian G Carter	2,903.95	Dec 22-Jan 5 Pyroll
47	01/11/2024	Payroll	10	EFT	Katheryne Crowe	2,053.45	Dec 22-Jan 5 Pyroll
48	01/11/2024	Payroll	10	EFT	Karley Diffie	2,531.24	Dec 22-Jan 5 Pyroll
49	01/11/2024	Payroll	10	EFT	Joseph M Dilley	3,738.91	Dec 22-Jan 5 Pyroll
50	01/11/2024	Payroll	10	EFT	Jake D Greve	1,899.99	Dec 22-Jan 5 Pyroll
51	01/11/2024	Payroll	10	EFT	Nicole Hagen	1,240.94	Dec 22-Jan 5 Pyroll
52	01/11/2024	Payroll	10	EFT	Robert Husom	3,049.20	Dec 22-Jan 5 Pyroll
53	01/11/2024	Payroll	10	EFT	Leah Kalahiki	2,361.86	Dec 22-Jan 5 Pyroll
54	01/11/2024	Payroll	10	EFT	Vicki Lange	2,535.73	Dec 22-Jan 5 Pyroll
55	01/11/2024	Payroll	10	EFT	Peter Lund	2,063.34	Dec 22-Jan 5 Pyroll
56	01/11/2024	Payroll	10	EFT	Sean C McDougald	2,801.07	Dec 22-Jan 5 Pyroll

# CHECK REGISTER

South Whidbey Fire EMS

Time: 14:27:55 Date: 01/31/2024

01/01/2024 To: 01/31/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
57	01/11/2024	Payroll	10	EFT	Alexandra McMahon	2,386.84	Dec 22-Jan 5 Pyroll
58	01/11/2024	Payroll	10	EFT	Terrence Ney	3,412.83	Dec 22-Jan 5 Pyroll
59	01/11/2024	Payroll	10	EFT	Steven S Osborne	2,687.28	Dec 22-Jan 5 Pyroll
60	01/11/2024	Payroll	10	EFT	Lewis J Townsend	1,655.62	Dec 22-Jan 5 Pyroll
61	01/11/2024	Payroll	10	EFT	Christopher Turner	2,693.31	Dec 22-Jan 5 Pyroll
62	01/11/2024	Payroll	10	EFT	Cooper Ullmann	3,172.41	Dec 22-Jan 5 Pyroll
63	01/11/2024	Payroll	10	EFT	Nicholas S Walsh	3,609.80	Dec 22-Jan 5 Pyroll
64	01/11/2024	Payroll	10	EFT	Carlee Wilkie	1,762.62	Dec 22-Jan 5 Pyroll
91	01/25/2024	Payroll	10	EFT	Blake Benenati	2,157.57	Jan 5-Jan 19 payroll
92	01/25/2024	Payroll	10	EFT	Brian Boyd	2,216.19	Jan 5-Jan 19 payroll
93	01/25/2024	Payroll	10	EFT	Chavo Camargo	1,861.50	Jan 5-Jan 19 payroll
94	01/25/2024	Payroll	10	EFT	Ian G Carter	2,813.23	Jan 5-Jan 19 payroll
95	01/25/2024	Payroll	10	EFT	Katheryne Crowe	1,542.59	Jan 5-Jan 19 payroll
96	01/25/2024	Payroll	10	EFT	Karley Diffie	2,747.21	Jan 5-Jan 19 payroll
97	01/25/2024	Payroll	10	EFT	Joseph M Dilley	3,715.96	Jan 5-Jan 19 payroll
98	01/25/2024	Payroll	10	EFT	Jake D Greve	1,169.36	Jan 5-Jan 19 payroll
99	01/25/2024	Payroll	10	EFT	Nicole Hagen	1,653.15	Jan 5-Jan 19 payroll
100	01/25/2024	Payroll	10	EFT	Robert Husom	2,265.50	Jan 5-Jan 19 payroll
101	01/25/2024	Payroll	10	EFT	Leah Kalahiki	2,443.05	Jan 5-Jan 19 payroll
102	01/25/2024	Payroll	10	EFT	Vicki Lange	2,572.18	Jan 5-Jan 19 payroll
103	01/25/2024	Payroll	10	EFT	Peter Lund	2,095.35	Jan 5-Jan 19 payroll
104	01/25/2024	Payroll	10	EFT	Sean C McDougald	2,475.61	Jan 5-Jan 19 payroll
105	01/25/2024	Payroll	10	EFT	Alexandra McMahon	2,408.39	Jan 5-Jan 19 payroll
106	01/25/2024	Payroll	10	EFT	Terrence Ney	3,428.77	Jan 5-Jan 19 payroll
107	01/25/2024	Payroll	10	EFT	Steven S Osborne	1,230.33	Jan 5-Jan 19 payroll
108	01/25/2024	Payroll	10	EFT	Lewis J Townsend	2,031.84	Jan 5-Jan 19 payroll
109	01/25/2024	Payroll	10	EFT	Christopher Turner	2,165.95	Jan 5-Jan 19 payroll
110	01/25/2024	Payroll	10	EFT	Cooper Ullmann	922.20	Jan 5-Jan 19 payroll
111	01/25/2024	Payroll	10	EFT	Nicholas S Walsh	3,663.88	Jan 5-Jan 19 payroll
112	01/25/2024	Payroll	10	EFT	Carlee Wilkie	2,859.83	Jan 5-Jan 19 payroll

001 General Fund

291,525.06

Claims: 163,868.27  
 291,525.06 Payroll: 127,656.79

CERTIFICATION: 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 and that the claim is a due and unpaid obligation against South Whidbey Island Fire/EMS and that I am authorized to authenticate and certify to said claim.

Auditing Officer \_\_\_\_\_ Date: \_\_\_\_\_

Auditing Officer \_\_\_\_\_ Date: \_\_\_\_\_

# TREASURER'S REPORT

## Fund Totals

South Whidbey Fire EMS

12/01/2023 To: 12/31/2023

Time: 10:30:57 Date: 02/01/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,199,201.20	28,652.62	429,862.06	797,991.76	45,285.74	21,606.80	-3,913.00	860,971.30
003 Reserve Fund	53,509.54	93.70		53,603.24	0.00	0.00	0.00	53,603.24
004 Contingency Fund	171,639.27	300.56		171,939.83	0.00	0.00	0.00	171,939.83
300 General Investment Fund	2,208,387.51	0.00		2,208,387.51	0.00	0.00	0.00	2,208,387.51
	<u>3,632,737.52</u>	<u>29,046.88</u>	<u>429,862.06</u>	<b>3,231,922.34</b>	<u>45,285.74</u>	<u>21,606.80</u>	<u>-3,913.00</u>	<b>3,294,901.88</b>

# TREASURER'S REPORT

## Account Totals

South Whidbey Fire EMS

12/01/2023 To: 12/31/2023

Time: 10:30:57 Date: 02/01/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund-Island County Mai	1,675,215.08	28,648.46	409,076.88	1,294,786.66	-3,913.00	66,868.53	1,357,742.19
5 Capital Reserve Investment	1,708,387.51	0.00	0.00	1,708,387.51	0.00	0.00	1,708,387.51
7 Keybank (Direct Deposit)	95.53	0.00	0.00	95.53	0.00	0.00	95.53
10 Heritage (Direct Deposit)	23,890.59	95,004.16	115,785.18	3,109.57	0.00	24.01	3,133.58
11 Reserve Fund	53,509.54	93.70	0.00	53,603.24	0.00	0.00	53,603.24
12 Contingency Fund	171,639.27	300.56	0.00	171,939.83	0.00	0.00	171,939.83
Total Cash:	3,632,737.52	124,046.88	524,862.06	3,231,922.34	-3,913.00	66,892.54	<b>3,294,901.88</b>
	3,632,737.52	124,046.88	524,862.06	3,231,922.34	-3,913.00	66,892.54	<b>3,294,901.88</b>

# TREASURER'S REPORT

## Outstanding Vouchers

South Whidbey Fire EMS

12/01/2023 To: 12/31/2023

As Of: 12/31/2023 Date: 02/01/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	97	01/24/2023	Tr Rec	1		Central Whidbey Island Fire & Rescue	3,913.00	shows an invoice number of 266. But no invoice can
						Receipts Outstanding:	3,913.00	
2023	1677	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	54.18	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP- Maint
2023	1291	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	1,272.09	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DRS 457 (Deferred Comp)
2023	1300	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,623.45	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP
2023	1676	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	2,765.59	Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEFERRED COMP
2023	1293	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	127.93	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP- Maint
2023	1290	10/02/2023	Payroll	1	EFT	Vimly Benefits Solutions	1,454.04	Pay Cycle(s) 08/24/2023 To 08/24/2023 - IAFF MERP Dues; Pay Cycle(s) 09/07/2023 To 09/07/2023 - IAFF MERP Dues; Pay Cycle(s) 09/21/2023 To 09/21/2023 - IAFF MERP Dues
2023	1292	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,534.61	Pay Cycle(s) 08/10/2023 To 08/10/2023 - DEFERRED COMP
2023	1301	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	63.21	Pay Cycle(s) 09/21/2023 To 09/21/2023 - DEFERRED COMP- Maint
2023	1295	09/14/2023	Payroll	1	EFT	WA D/Retirement Systems	2,750.20	Pay Cycle(s) 08/01/2023 To 08/31/2023 - PERS 2
2023	1669	12/04/2023	Payroll	1	EFT	WA D/Retirement Systems	3,029.50	Pay Cycle(s) 11/04/2023 To 11/04/2023 - DRS 457 (Deferred Comp)
2022	1022	08/11/2022	Payroll	1	661596	Lianne Kniest	36.01	Q2 Volunteer Points
2022	1069	08/10/2022	Claims	1	661605	Champion Bolt & Supply Inc	45.80	INV #750665
2022	1145	08/24/2022	Claims	1	661663	Cooper Ullman	20.00	Fair Meal Reimbursement
2023	45	01/19/2023	Claims	1	662117	Nicole Hagen	300.00	Boot Reimbursement
2023	550	05/04/2023	Payroll	1	662325	Kirsti Ranta	73.88	April 18- April 28 Payroll
2023	566	05/04/2023	Payroll	1	662327	Carson Wrightson	12.00	April 18- April 28 Payroll
2023	970	07/20/2023	Claims	1	662517	Health & Safety Institute HSI	43.21	Inv. #1834113
2023	1074	08/10/2023	Payroll	1	662590	Charles C. Baker	149.84	July 21- Aug 4 Payroll
2023	1082	08/10/2023	Payroll	1	662591	Anne M Collins	250.03	July 21- Aug 4 Payroll
2023	1089	08/10/2023	Payroll	1	662592	Tom P Gideon	271.97	July 21- Aug 4 Payroll
2023	1094	08/10/2023	Payroll	1	662593	Robert Hinkelman	48.03	July 21- Aug 4 Payroll
2023	1116	08/10/2023	Payroll	1	662594	Mari St Amand	26.78	July 21- Aug 4 Payroll
2023	1126	08/10/2023	Payroll	1	662595	Carson Wrightson	36.01	July 21- Aug 4 Payroll

# TREASURER'S REPORT

## Outstanding Vouchers

South Whidbey Fire EMS

12/01/2023 To: 12/31/2023

As Of: 12/31/2023 Date: 02/01/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1164	08/23/2023	Claims	1	662626	Neil A Rixe	32.00	Fair Reimbursement
2023	1345	10/02/2023	Claims	1	662683	Motor Trucks International	3,876.07	INV# 11w5188
2023	1608	11/24/2023	Claims	1	662794	Leah Kalahiki	76.06	Reimbursement
2023	1613	11/24/2023	Claims	1	662799	McMahon, Pat	120.00	CPR Instructor Fee
2023	1618	11/24/2023	Claims	1	662804	Frontier Ford Penninsula Auto World, INC	398.36	ACCT# 4206
2023	1625	11/24/2023	Claims	1	662811	Shimada, Paul	80.00	CPR Instructor Fee
2023	1626	11/24/2023	Claims	1	662812	Sirennet.Com	1,614.56	INV# 271717
2023	1636	11/24/2023	Claims	1	662822	Cooper Ullmann	7.61	Reimbursement
2023	1680	12/07/2023	Payroll	1	662829	South Whidbey Firefighters Union	4,003.44	Pay Cycle(s) 11/02/2023 To 11/02/2023 - FF Association Dues; Pay Cycle(s) 10/05/2023 To 10/05/2023 - FF Association Dues; Pay Cycle(s) 09/21/2023 To 09/21/2023 - FF Association Dues; Pay Cycle(s) 08/1
2023	1722	12/20/2023	Claims	1	662834	Robert Coleman Absolute Pest Control	596.20	Inv. #14240
2023	1729	12/20/2023	Claims	1	662841	Daily Dispatch	280.00	Inv.#003978
2023	1735	12/20/2023	Claims	1	662847	Island Auto Supply	893.62	Acct# 1340
2023	1739	12/20/2023	Claims	1	662851	LabCorp Occupational Testing Service	134.00	Inv. #78443068
2023	1740	12/20/2023	Claims	1	662852	Locality Media, Inc	4,512.48	Inv. #4417
2023	1742	12/20/2023	Claims	1	662854	Mckesson Medical-Surgical	343.20	Inv.#21417533, 21283596
2023	1743	12/20/2023	Claims	1	662855	Motorola Solutions	10,811.02	Inv. #8281740355, 8281774411
2023	1753	12/20/2023	Claims	1	662865	South Whidbey School District #206	2,968.66	Inv. #FIRE-2024-03
2023	1754	12/20/2023	Claims	1	662866	T-Mobile	281.82	Acct #972274840
2023	1784	12/22/2023	Claims	1	662871	ESO Solutions	14,914.05	Inv. # ESO-125718
2023	1788	12/22/2023	Claims	1	662875	Sirennet.Com	329.60	Invoice #0271717
2023	1790	12/22/2023	Claims	1	662877	US Bank Visa	2,607.42	Acct. #4246044555692148
							66,868.53	
2023	1096	08/10/2023	Payroll	10	EFT	Cory S Jennings	24.01	July 21- Aug 4 Payroll
							24.01	
							66,892.54	

Fund	Claims	Payroll	Total
001 General Fund	45,285.74	21,606.80	66,892.54



# TREASURER'S REPORT

## Outstanding Vouchers

South Whidbey Fire EMS

12/01/2023 To: 12/31/2023

As Of: 12/31/2023 Date: 02/01/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
							45,285.74	21,606.80	66,892.54

**TREASURER'S REPORT**

**Signature Page**

South Whidbey Fire EMS

Time: 10:30:57 Date: 02/01/2024

12/01/2023 To: 12/31/2023

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We, the undersigned officers for South Whidbey Fire/EMS, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chief / Date Finance Officer / Date

Signed: \_\_\_\_\_  
Board Chairman / Date



# SOUTH WHIDBEY FIRE / EMS

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

Expenditure Approval Document  
Date of Approval: January 11, 2024  
Fund: 638

Warrants Approved from December 7 2023 – December 31 2023

Date	Check	Vendor	Amount
12/14/2023	EFT	Payroll	\$65,265.72
12/28/2023	EFT	Payroll	\$51,954.41
12/7/2023	EFT	Payroll Liabilities	\$134,944.49
12/20/2023	231202001- 231202037	Accounts Payable	\$71,110.32
12/22/2023	231203001- 231203007	Accounts Payable	\$33,376.54
<b>Total Warrants Approved</b>			<b>\$356,651.48</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 according 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.*

Finance Officer: \_\_\_\_\_  
Nicole Hagen

Fire Chief: \_\_\_\_\_  
Nick Walsh

Commissioner: \_\_\_\_\_  
Michael Noblet

Commissioner: \_\_\_\_\_  
Savannah Erickson

Commissioner: \_\_\_\_\_  
Jim Towers

Serving the communities of Bayview - Clinton - Freeland - Langley - Maxwelton – Saratoga  
*Our mission: "To protect and prepare the South Whidbey community through service and education."*



# SOUTH WHIDBEY FIRE / EMS

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

Expenditure Approval Document  
Date of Approval: February 22, 2024  
Fund: 638

Warrants Approved from January 5 2024 – January 26 2024

Date	Check	Vendor	Amount
1/5/2024	240101001-240101027	Accounts Payable	\$77,077.33
1/11/2024	EFT	Payroll & Payroll Liabilities	\$77,217.15
1/12/2024	240102001-240102013	Accounts Payable	\$39,245.34
1/19/2024	240104001-240104021	Accounts Payable	\$33,563.30
1/25/2024	EFT	Payroll	\$50,439.64
1/26/2024	240105001-240105009	Accounts Payable	\$13,982.30
<b>Total Warrants Approved</b>			<b>\$291,525.06</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 according 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.*

Finance Officer: \_\_\_\_\_  
Mary Kaye Johansen

Fire Chief: \_\_\_\_\_  
Nick Walsh

Commissioner: \_\_\_\_\_  
Michael Noblet

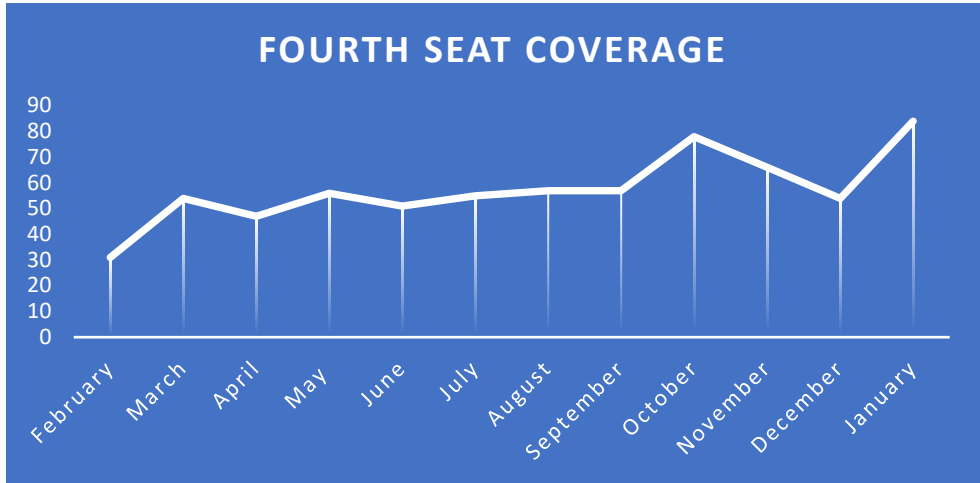
Commissioner: \_\_\_\_\_  
Savannah Erickson

Commissioner: \_\_\_\_\_  
Jim Towers

Serving the communities of Bayview - Clinton - Freeland - Langley - Maxwelton – Saratoga  
Our mission: *“To protect and prepare the South Whidbey community through service and education.”*



# STAFFING REPORTS



Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
84											

Fourth seat coverage was at 84%

Fifth seat coverage was at 44%

## RECRUITMENT AND RETENTION

New volunteers in process

- 2-Ready for approval

- 3-Applications in process

- 6-Waiting for academy

## UPCOMING EVENTS

Public CPR Class – February 24<sup>th</sup>

Fire Academy Starts – March 2<sup>nd</sup>

Stair Climb – March 10<sup>th</sup>

Easter Event – March 30<sup>th</sup>

Spring Open House – April 13<sup>th</sup>

Awards Banquet – April 20<sup>th</sup>

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

**RESOLUTION NO. 2024-01**

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

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Memo</b>
1/05/2024	662889	Traci Haynie	\$200.00	Lost Check
		Total Warrants:	\$200.00	

**WHEREAS**, the above checks were issued, and a stop payment is needed due to the District not 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 February 22nd, 2024 the following Commissioners being present:

\_\_\_\_\_  
Savannah Erickson, Chair

\_\_\_\_\_  
Michael W. Noblet, Commissioner

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

ATTEST:

\_\_\_\_\_  
Nicole Hagen, Board Secretary

SOUTH WHIDBEY FIRE/EMS

RESOLUTION NO. 2024-02  
DECLARATION OF APPOINTMENT FINANCE OFFICER/AUDIT OFFICER WITH  
ISLAND COUNTY TREASURER'S OFFICE

WHEREAS, The District finds, as the person filling the Finance Officer/Audit Officer position, leaves or changes, the district must appoint the new individual to fulfill this position for the District on a permanent basis;

WHEREAS, The District also finds, as the person filling the Finance Officer/Audit Officer position, may be on leave or unavailable, the district must appoint an individual(s) to fulfill this position for the District on an interim basis;

WHEREAS, The District appointed person(s) filling the Finance Officer/Audit Officer position require access to the District's financial and banking assets both in person and online, with the Island County Treasurer's Officer to perform the core functions of said position;

WHEREAS, The District's policy requires the person(s) filling the Finance Officer/Audit Officer position to sign checks as a second signer and have such authority with the Island County Treasurer's Officer financial institution of record to perform the core functions of said position;

WHEREAS, The Island County Treasurer's Office requires the District to specify the person(s) filling the Finance Officer/Audit Officer position, both permanent and interim, to be designated by resolution;

THEREFORE BE IT RESOLVED; the following individuals, acting as Finance Officer/Audit Officer, are authorized by the South Whidbey Fire/EMS Board of Commissioners to have signature authority, and all necessary form of access to the said South Whidbey Fire/EMS accounts with the Island County Treasurer's Office and associated financial institution for the performance of duties of that position starting February 12<sup>th</sup>, 2024:

- Finance Officer: **Mary Kaye Johansen**
- Backup Finance Officer/Audit Officer: **Vicki Lange**

ADOPTED at the regular meeting of the Board of Fire Commissioners on February 22, 2024.

By \_\_\_\_\_  
Savanah Erickson, Chair

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

ATTEST:

By \_\_\_\_\_  
Mike Noblet, Commissioner

\_\_\_\_\_  
Nicholas Walsh





# **SOUTH WHIDBEY FIRE / EMS**

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

## **Finance Officer Oath of Office**

**February 22<sup>nd</sup>, 2024**

I, Mary Kaye Johansen, as the Finance Officer of South Whidbey Fire/EMS, pledge to carry out the duties of my office to the best of my ability;

And, I will honor and respect the mission, goals, and policies of South Whidbey Fire/EMS;

And, I pledge to promote and protect the best interests of South Whidbey Fire/EMS through my fiscal responsibility, honesty, integrity, and loyalty;

I will never allow my personal feelings to deter me from my responsibilities as Finance Officer;

I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance of any act or duty pertaining to my office, other than the compensation allowed by law;

I further swear that I will faithfully discharge my duties as Finance Officer to the best of my ability;

And on this date, I make these commitments solemnly, freely, and upon my honor.

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Signature

Mary Kaye Johansen  
Finance Officer

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Signature

Savannah Erickson  
Chair of the Board of Commissioners

SOUTH WHIDBEY FIRE/EMS

RESOLUTION NO. 2024-03  
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
- Exhibit B-Attached list of Surplus Items

ADOPTED at the regular meeting of the Board of Fire Commissioners, February 22<sup>th</sup>, 2024.

By \_\_\_\_\_  
Savannah Erickson, Chair

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

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

ATTEST:

\_\_\_\_\_  
Nicole Hagen  
District Secretary

**SOUTH WHIDBEY FIRE/EMS**  
**RESOLUTION NO. 2024-04**  
**AMENDING THE 2024 APPROVED BUDGET**

WHEREAS, The Board of Fire Commissioners of South Whidbey Fire/EMS, in its duties to the District, has reviewed the remaining approved 2023 budget expenses that were delayed,

NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of South Whidbey Fire/EMS hereby adopts to amend the established 2024 budget by including the unpaid remaining approved 2023 expenditures.

ADOPTED at the regular meeting of the Board of Fire Commissioners on February 22, 2024.

\_\_\_\_\_  
Savannah Erickson, Chair

ATTEST:

\_\_\_\_\_  
Michael W. Noblet, Commissioner

By \_\_\_\_\_  
Nicole Hagen, District Secretary

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

A RESOLUTION AMENDING LINE ITEMS WITHIN THE 2024 BUDGET  
Resolution 2024-04 (Continued)

	Account	Current	Carryover	New
522.20.35.60	Personal Safety Equipment	\$39,655.00	\$16,850.00	\$56,505.00
522.10.20.10	FICA/Medicare Benefits	\$60,259.15	\$5,400	\$65,659.15
522.20.31.20	Medical Operations Supplies	\$14,135.00	\$1,982.00	\$16,117.00
522.20.31.60	Uniforms & Badges	\$31,620.00	\$23,796	\$60,165.00
Fr: 522.20.35.50 To:594.22.30.00 (now capital acct)	Communications Equipment	\$279,000.00	\$214,786.00	\$493,786.00
522.10.31.11	Printing-Newsletter	\$0	\$1,800.00	\$1,800.00
522.10.47.10	Election Expenses	\$12,500.00	\$7,000.00	\$19,500.00
522.45.35.10	Fire Training Equipment	\$10,000.00	\$10,000.00	\$20,000.00
522.10.35.30	Computer Hardware	\$1,805.00	\$2,900.00	\$4,705.00
522.10.45.10	Admin Equipment Leases	\$4,293.00	\$250.00	\$4,543.00
522.45.31.10	Fire Training Supplies	\$8,213.64	\$4,000.00	\$12,213.00
522.50.31.20	Maintenance Parts & Supplies	\$4,250.00	\$3,800.00	\$8050.00
522.60.48.10	Admin Vehicle Repair & Maintenance	\$8,000.00	\$4,500.00	\$12,500.00
	<b>Total</b>		<b>\$297,064</b>	

**SOUTH WHIDBEY FIRE/EMS**

**RESOLUTION NO. 2024-05**

**A RESOLUTION FOR AUTHORIZATION FOR SINGLE SOURCE VENDOR BID:**

WHEREAS, West Coast Fire and Rescue is the sole factory authorized source of sales for Holmatro Rescue Equipment in the State of Washington, and after rigorous evaluation it was determined that Holmatro rescue tools were the most appropriate for purchase by South Whidbey Fire/EMS. Holmatro electric rescue tools will be deployed on front line fire engines for extrication purposes.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of South Whidbey Fire/EMS that the District may purchase the above.

Exhibit A- Attached letter of sole source

Exhibit B- Attached National Purchasing Partners Government Contract

Exhibit C- Purchase Quote

ADOPTED at the regular meeting of the Board of Fire Commissioners on February 22, 2024.

\_\_\_\_\_  
Savannah Erickson, Chair

ATTEST:

\_\_\_\_\_  
Michael W. Noblet, Commissioner

By \_\_\_\_\_  
Nicole Hagen, District Secretary

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

## **Volunteer Services Membership**

### **1002.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the use of volunteers to help improve South Whidbey Fire/EMS service to the community, increase responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to South Whidbey Fire/EMS and prompt new enthusiasm, and is intended to support the District's mission. Volunteers are the foundation of South Whidbey Fire/EMS and are vital to providing a high level of service to the South Whidbey Community.

#### **1002.1.1 DEFINITIONS**

**Definitions related to this policy include:**

**Volunteer** - An individual who performs a service for South Whidbey Fire/EMS without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

#### **1002.2 POLICY**

It is the policy of South Whidbey Fire/EMS to utilize volunteers to the extent reasonably practicable to provide emergency response to all emergencies, enhance public education opportunities, enforcement efforts and in any other capacity that is intended to serve the community.

#### **1002.3 PROCEDURE**

South Whidbey Fire/EMS serves the South Whidbey community with highly skilled volunteers.

In addition to emergency response, volunteers may assist in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist with public education efforts and/or in other areas within South Whidbey Fire/EMS as needed.→

All volunteers shall comply with all orders and directives, either oral or written, issued

by South Whidbey Fire/EMS. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to South Whidbey Fire/EMS operations refer to a regular full-time or part-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

## **1002.4 VOLUNTEER MANAGEMENT**

### **1002.4.1 RECRUITMENT**

Volunteers should be recruited on a continuous and ongoing basis consistent with South Whidbey Fire/EMS policy on equal opportunity, non-discriminatory employment. 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.

1. Preference is given to those individuals who reside within the district boundaries. Individuals who live outside the district boundaries may be considered for membership provided they can fulfill the requirements of volunteer membership participation.
2. Be at least 18 years of age and possess a high school diploma or GED.
3. Possess a valid Washington driver's license if the position requires vehicle operation.
4. Complete mandatory training as determined to be appropriate by South Whidbey Fire/EMS.
5. Possess any other qualifications specific to the volunteer assignment.
6. Must be of good moral character. Individuals convicted of a felony may not participate.
7. Individuals who have been convicted of a crime against children or other persons as described in RCW 43.43.834 may not participate.

Internal requests for volunteers should be submitted in writing by interested staff to the ~~Deputy Chief, Training~~ Training Officer through the requester's immediate supervisor. A complete position description and

a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments.

## 1002.4.2 SCREENING

All prospective volunteers shall complete the volunteer application form.

All applicants shall complete the following process prior to being placed in recruit status:

**Step 1.** Application packets will be available at the District administration office. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. The applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration).

**Step 2.** The background checks will be completed.

**Step 3.** The applicant's completed background check will be forwarded to the Chief for review and approval or denial.

**Step 4.** The applicant will be scheduled for a medical examination to assure the District that there are no medical issues that would be cause for the applicant's inability to perform the duties of a firefighter or EMT. The applicant will complete a medical physical, respiratory test, and drug screen.

**Step 5.** The applicant will complete and pass a Work Capacity Test (WCT), which will be offered quarterly by the department.

**Step 6.** The applicant will take a written entry test and must achieve a passing grade of 70%. The test will be offered quarterly on the same day as the WCT.

**Step 7.** The results of the physical, WCT, and written exam will be forwarded to the Chief for review and approval or denial.

**Step 8.** An interview will be arranged for the applicant by ~~Company or EMS Officer~~the District  
of the  
~~station or division to which the applicant will be assigned if successful.~~ The ~~station Captain or~~  
~~EMS officer~~District will contact the applicant and establish a time and place for the panel  
interview with the volunteer interview panel established by the District. The

interview will provide the applicant with information concerning the commitment to training, responses and his/her expectations. The applicant may ask questions as to the requirements and commitments may be introduced to the station, equipment and personnel if they are

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available. At this time currently, certified FF/EMTs will need to show proof of current EMT license, proof of certification as a FF and proof of current C.E.

**Step 9.** Following the interview, the [Company Officers interview panel](#) will forward a positive or negative recommendation to the Chief.

**Step 10.** Interview with the Fire Chief.

**Step 11.** The successful applicant will be forwarded to the Board of Fire Commissioners for confirmation.

**Step 12.** Following Board confirmation, the new recruit will be given a paperwork packet with all information and forms which must be completed for the orientation.

#### **1002.4.3 SELECTION AND APPOINTMENT TO RECRUIT STATUS**

Service as a volunteer with South Whidbey Fire/EMS shall begin with an official notice of acceptance and appointment to recruit status. Notice may only be given by an authorized representative of South Whidbey Fire/EMS. No volunteer recruit may begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork, as follows:

**Step 1.** The recruit will attend a department orientation (conducted biannually) and will submit All completed paperwork, receive required prerequisite training, and will meet with [the Deputy Chief, Resources](#) to receive Personal Protective Equipment (PPE), passport tags, uniform & name tape, computer access, and building access.

**Step 2.** The recruit will meet with the [Deputy Chief, Training Officer](#) to ensure all requirements for entry into the Fire or EMS Academy have been met, [and addition to IMLS LearnIT.](#)

**Step 3.** The recruit will be enrolled in the next available Fire or EMS Academy.

**Step 4.** The Hepatitis B series and TB test will be administered if requested by the recruit.

**Step 5.** The recruit will attend and complete the Fire or EMS Academy.

**Step 6.** The recruit's academy attendance and test results will be forwarded to the Chief for review and approval.

**Step 7.** The recruit will be placed in a probationary member status following approval for a

period of 12 months.

At the time of appointment to recruit status, each volunteer shall complete all required enrollment

paperwork and will receive a copy of their position description. All volunteers shall receive a

copy of the policy manual. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of South Whidbey Fire/EMS.

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#### **1002.4.4 TRAINING**

Volunteers will be provided with an orientation program to acquaint them with South Whidbey Fire/EMS, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious disease and exposure prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the ~~Volunteer Coordinator~~ Training Officer.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are part-time or other full-time employees of South Whidbey Fire/EMS. They shall always represent themselves as volunteers.

#### **1002.4.5 DRESS CODE**

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to District approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall be worn so as to represent the District in a positive light at all times.

When responding to a call for service, volunteers shall wear the uniform of part thereof that clearly identifies the Volunteers shall be required to return any issued uniform or District property at the termination

of service.

### **1002.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with South Whidbey Fire/EMS must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the [direct](#) supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

### **1002.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or South Whidbey Fire/EMS policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with South Whidbey Fire/EMS. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of South Whidbey Fire/EMS, or maintain that they represent South Whidbey Fire/EMS in such matters without permission from the proper South Whidbey Fire/EMS personnel.

### **1002.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be carried at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

### **1002.8 MEMBERSHIP STATUS**

#### **1002.8.1 RECRUIT STATUS**

Each volunteer is required to successfully complete the required training for a particular section prior to being appointed to a Probationary Status. Upon recommendation of the District Chief, evidence of comparable training from another agency may meet the recruit training requirement.

An applicant shall be in recruit status from the time he/she is approved for membership until he/she completes all required training and certification. Recruits are subject to all policies imposed on active volunteers. Violation of policies or any activity that serves to discredit the District or its volunteer service is reason for dismissal. Upon successful completion of all required recruit training, and with approval of the District Chief, the member will be placed in probationary status for a period of not less than one year.

#### **1002.8.2 PROBATIONARY STATUS**

Upon successful completion of the recruit academy, members shall be placed in Probationary Status. Probationary members shall meet all requirements of membership participation. Probationary members not fulfilling the minimum membership requirements shall be dismissed from the service.

### **1002.8.3 ACTIVE STATUS**

Upon successful completion of the required probationary period, and with approval of the District Chief, the member will be placed in Active Volunteer Status.

Active volunteers shall meet the minimum requirements of membership participation.

### **1002.8.4 SUPPORT SERVICES STATUS**

Support Services membership is restricted to the following:

Each active member of Suppression, Prevention, or Special Services Sections may sponsor one member in Support Services Section. Each member of Support Services must have continued sponsorship.

Qualified Life Members are eligible for membership in Support Services and may sponsor one member. Sponsored members may continue membership upon the death of the retired member.

Each member of the South Whidbey Fire/EMS Board of Commissioners may sponsor one member in Support Services Section for the duration of his/her term of office.

The Board of Commissioners of South Whidbey Fire/EMS, with a majority vote, may sponsor any member of the community for membership in Support Services Section for any length of time. The District Chief may recommend individuals for sponsorship by the Board of Commissioners.

### **1002.9 MINIMUM PARTICIPATION REQUIREMENTS**

#### **Legacy Volunteers**

In order to maintain "active" status, a member shall meet the following requirements. These requirements shall be waived for any member granted a legitimate Leave of Absence, during the leave. Any member granted a Leave of Absence shall be responsible to update any training missed during their leave once they return. It must be understood that meeting the minimum standard does not ensure EMTs remain certified. It is the responsibility of the EMT to ensure he/she attends adequate training to retain certification.

#### **1. Firefighter:**

a. Attend a minimum of 15% of non-medical calls for service to which the member's home

station has been dispatched.

b. Attend a minimum of 22 fire drills per year, with not less than 5 per quarter.

**2. EMT:**

a. EMT – complete 48 hours per quarter MERV time or equivalent response time.

b. Firefighter/EMT – complete 24 hours per quarter MERV time or equivalent response time.

c. Attend a minimum of 8 medical drills per year, with not less than 2 per quarter.

**3. Special Operations:**

a. Attend a minimum of 15% of special team calls for service to which the team has been dispatched.

b. Attend a minimum of 6 special team drills per year for each team of which the member

participates.

If a member does not meet the minimum requirements for each division to which they belong, for 2 consecutive quarters, he/she shall be placed on a 6 month probation for that division. If a member does not meet the minimum requirements for the division during probation, they shall be automatically dismissed from that division. Any member belonging to a single division (Firefighter or EMT), and does not meet minimum standards for that division in 2 consecutive years, shall be dismissed from the organization.

Members may not use a Leave of Absence as a means to avoid probation. For the purpose of this standard, a legitimate Leave of Absence is defined as a leave granted to a member in good standing that has met the minimum standard herein at the time of the Leave request.

The requirements herein are not intended to abate, or change membership participation requirements in the Volunteer Fire Fighter's Relief and Pension Act, as required in Section 4.21,

## Volunteer Benefits.

### Standard Volunteers

In order to maintain "active" status, a member shall meet the following requirements. These requirements shall be waived for any member granted a legitimate Leave of Absence, during the leave. Any member granted a Leave of Absence shall be responsible to update any training missed during their leave once they return. It must be understood that meeting the minimum standard does not ensure EMTs remain certified. It is the responsibility of the EMT to ensure he/she attends adequate training to retain certification.

#### 1. Firefighter:

a. Complete 24 hours of in station standby time or equivalent response time per month, this requirement may be substituted with 24 hours of Aid Vehicle/MERV time or equivalent. This requirement may not be met with "at home" standby time, other than the aforementioned Aid Vehicle/MERV time.

b. Attend a minimum of 22 fire drills per year, with not less than 5 per quarter.

#### 2. EMT:

a. EMT – complete 24 hours of Aid Vehicle time or equivalent response time per month.

b. Firefighter/EMT – complete 24 hours of Aid Vehicle time or equivalent response time per month.

c. Attend a minimum of 8 medical drills per year, with not less than 2 per quarter.

#### 3. Special Operations:

a. Attend a minimum of 15% of special team calls for service to which the team has been dispatched.

b. Attend a minimum of 6 special team drills per year for each team of which the member participates.

If a member does not meet the minimum requirements for each division to which they belong, for 2 consecutive quarters, he/she shall be placed on a 6 month probation for that division. If a member does not meet the minimum requirements for the division during probation, they shall be

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[automatically dismissed from that division. Any member belonging to a single division \(Firefighter or EMT\), and does not meet minimum standards for that division in 2 consecutive years, shall be dismissed from the organization.](#)

[Members may not use a Leave of Absence as a means to avoid probation. For the purpose of this standard, a legitimate Leave of Absence is defined as a leave granted to a member in good standing that has met the minimum standard herein at the time of the Leave request.](#)

[The requirements herein are not intended to abate, or change membership participation requirements in the Volunteer Fire Fighter's Relief and Pension Act, as required in Section 4.21, Volunteer Benefits.](#)

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## **1002.10 VOLUNTEERS LEAVING THE DISTRICT**

The following procedure will provide a consistent process for volunteers separating from the District.

### **Step 1 – Notification**

When a member submits a Letter of Resignation to his/her officer,

Or

It is determined that a volunteer no longer intends to participate the commanding officer will:

1. Determine and have completed any outstanding incident reports that are the member's responsibility.
2. Notify and [make arrangements plan](#) with the [Resource Chief District](#) for the return of any District equipment and resources.
3. Forward the Letter of Resignation (or a notice of termination) and the Personnel Action Form (PAF) to the District Administration. The Chief or his /her designee will conduct an exit interview as necessary.



### **Step 2 – Equipment Return**

The Resources ~~Officer~~Chief or designee will meet with the exiting member to check in all assigned

gear and equipment including ID card. Upon receipt of the gear and equipment the Resources Officer will forward the PAF to administration informing the status of the volunteer, i.e. leaving in good standing, missing gear, etc. Any equipment, or resources not returned will be charged against the member by withholding the appropriate funds from the final points check.

### **Step 3 – Administration**

Using the PAF, administration will determine

1. If the member needs to supply additional information and complete any additional required paperwork (address confirmation required etc.).
2. Determine if there are outstanding balances owed.
3. Return any applicable deposits.
4. Update roster and files.
5. Notify the Network Services Administrator.

### **Step 4 – Paperwork**

Return all applicable paperwork to administration

## **1002.11 VOLUNTEERS RETURNING TO THE DISTRICT**

The following procedure applies to South Whidbey Fire/EMS members who left active status in good standing with the District and is requesting to return to active membership.

### **Step 1 – Application**

Application packets will be available at the District administration or by contacting current members. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. Applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration). Once the applicant's background checks are returned to the District administration for verification and approved by the Chief or designee, the applicant will be

notified that the appropriate station or EMS officer will contact them for an interview.

The completed application and reentry check off form (10.0721) will be forwarded to the Training ~~Officer~~Chief. The Training ~~Officer~~Chief will meet with the appropriate station Captain prior to

Step 2.

### **Step 2 – Interview**

The ~~station Captain~~District will contact the applicant and establish a time and place for a ~~panel~~ interview.

The interview ~~panel~~ will provide the applicant with information concerning the commitment to training, responses and his/her expectations. It is at this time the applicant can ask questions as to the requirements and commitments. This is also an opportunity for the applicant to be introduced to the station, equipment and personnel if they are available. Applicants for Medical Division will be asked to show proof of current EMS certification/license and proof of current continuing education or OTEP program at this time. Upon the recommendation of the station Captain or ~~Division Chief, EMS, Training Officer~~ the application will be returned to the District

Administration to forward to the Operations Chief and review re-entry check-off form

### **Step 3 – Training**

If separation from the District is less than one year the applicant will meet with the Training ~~Officer~~Chief and review training requirements to qualify for re-entry. Medical personnel will meet with the ~~Division Chief, EMS~~Training Officer to evaluate the need for state DOH paperwork and need for C.E. If separation from the District is more than one year at the next scheduled entry test, the applicant will have to pass two entry tests for firefighter candidates administered by the Operations Chief.

**Test 1 – Entry level written test.** The exam will demonstrate that the candidate has the reading skills and aptitude to learn and perform the duties required for membership. 70% must be obtained to pass the written examination. If applicable a written examination to determine medical knowledge.

**Test 2 – Work Capacity Test.** Applicants will be required to demonstrate that they have the strength and endurance to fulfill the role of a firefighter/EMT by passing a WCT. WCT

will be conducted at the earliest available time.

**Step 5 – Board Confirmation**

At the completion of re-entry check-off form and all required training the EMS and/or Training

~~Officer~~Chief will notify the ~~Resource Chief~~appropriate staff members of the candidates' statuses. The ~~Resource Chief will forward~~

~~the information to the~~ District Secretary and Fire Chief ~~who~~ will sign a copy of the application

indicating the candidate is accepted for membership. The Board of Fire Commissioners will review the recommendation at the next regularly scheduled board meeting. Once confirmed the member is eligible to participate in the retirement program and insurance benefits.

**Step 6 – Final Assignment**

The candidate will be assigned to the appropriate station, and issued all necessary remaining response equipment.

**Step 7 – Paperwork**

Return all applicable paperwork to administration.